



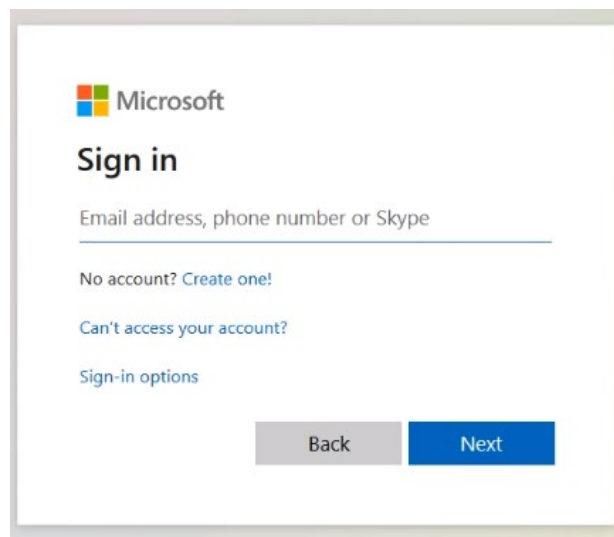
ONLINE TUITION COURSE – GUIDE TO EMAIL SET UP

Note: You CANNOT use any email other than the @oxford-education-online.com we have sent to you. If you use any other email you will not be able to join your online lessons.

Please note that access to your @oxford-education-online.com email account is temporary, available for the duration of your online tuition. Once your sessions have finished, your account will be deleted. Please do not use this for any other purpose other than of the online tuition, to avoid information or files being deleted.

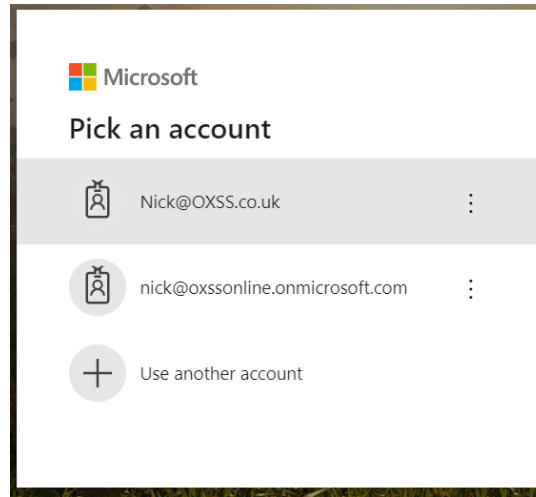
In order to access your @oxford-education-online.com email you need the email you were sent, with your account details in it, and your mobile phone. Also note that it will log you out if you take more than 15 minutes to complete any one stage. Once you have these to hand, please go to the following link: login.microsoftonline.com.

This should take you to a page that looks like:

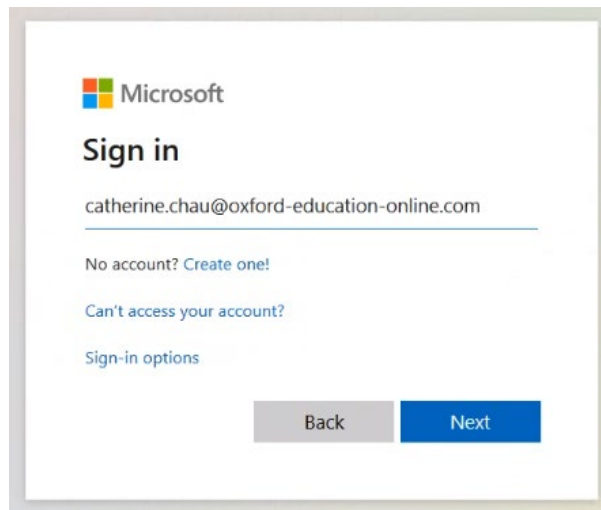


Screen Shot 1

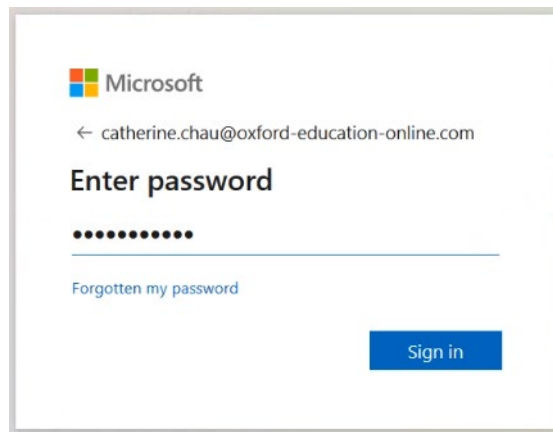
If you already have an Office 365 linked email or equivalent, you might get the following:



You must select "Use another account". That should take you to the Screen Shot 1 page. Sign in using the @oxford-education-online.com address you have been sent. Type in (or better cut and paste) your @oxford-education-online.com email and press next.



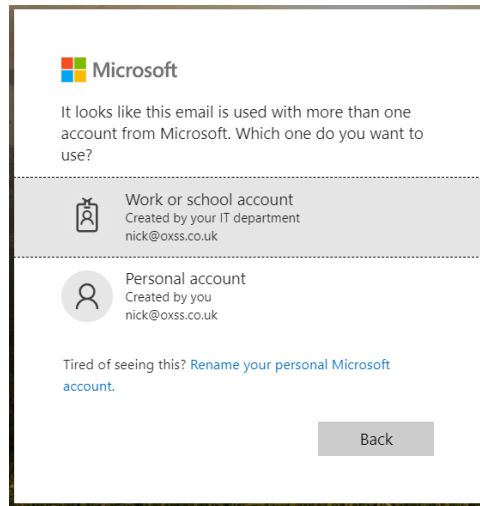
Again, we recommend cut and paste for the password.



You will then be asked to change your password – please do this and make sure you write down your password so you do not forget.

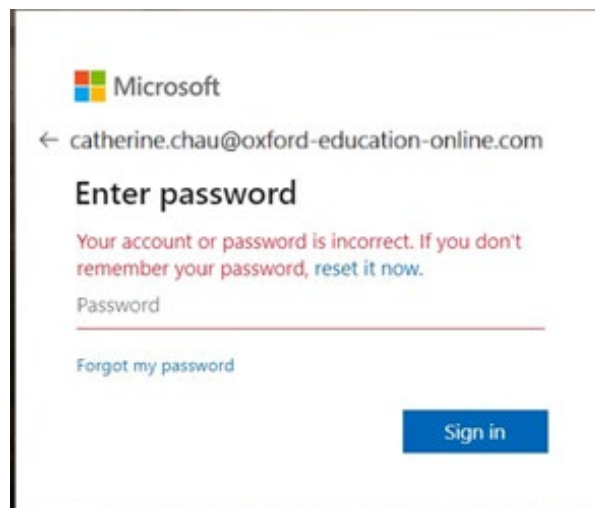
If the password does not work please contact us, do NOT use the “Forgot my password” link.

This may take you to the following:

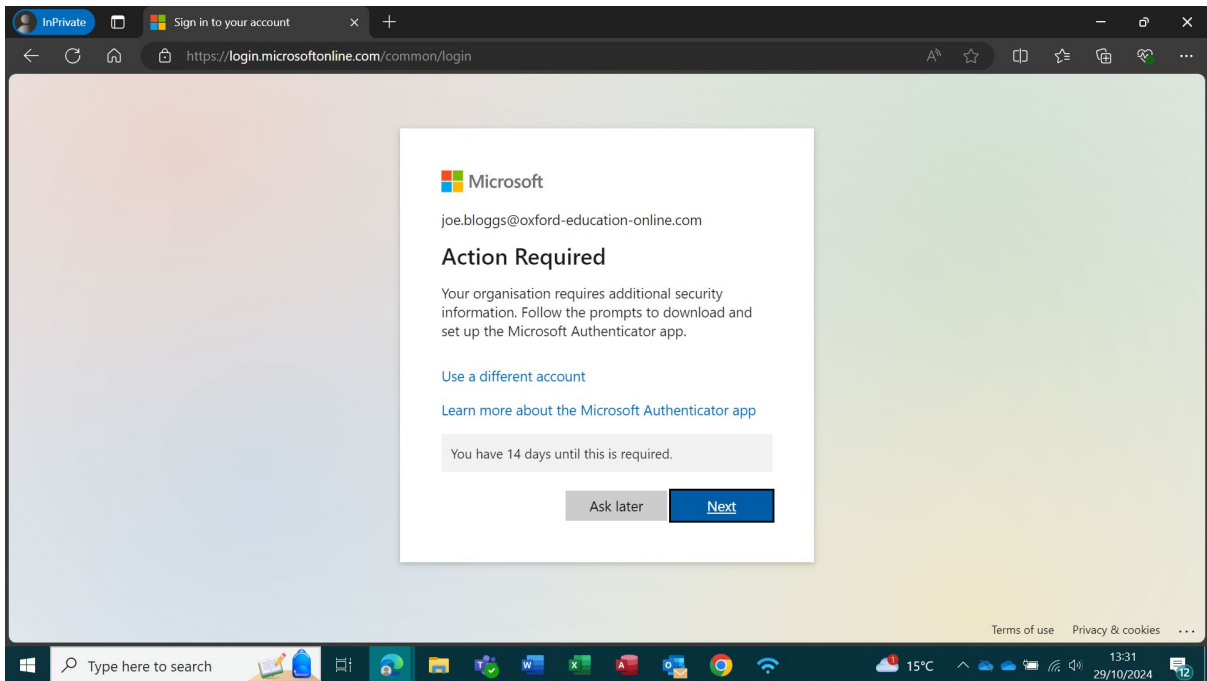


If it does, click on 'Work or school account'.

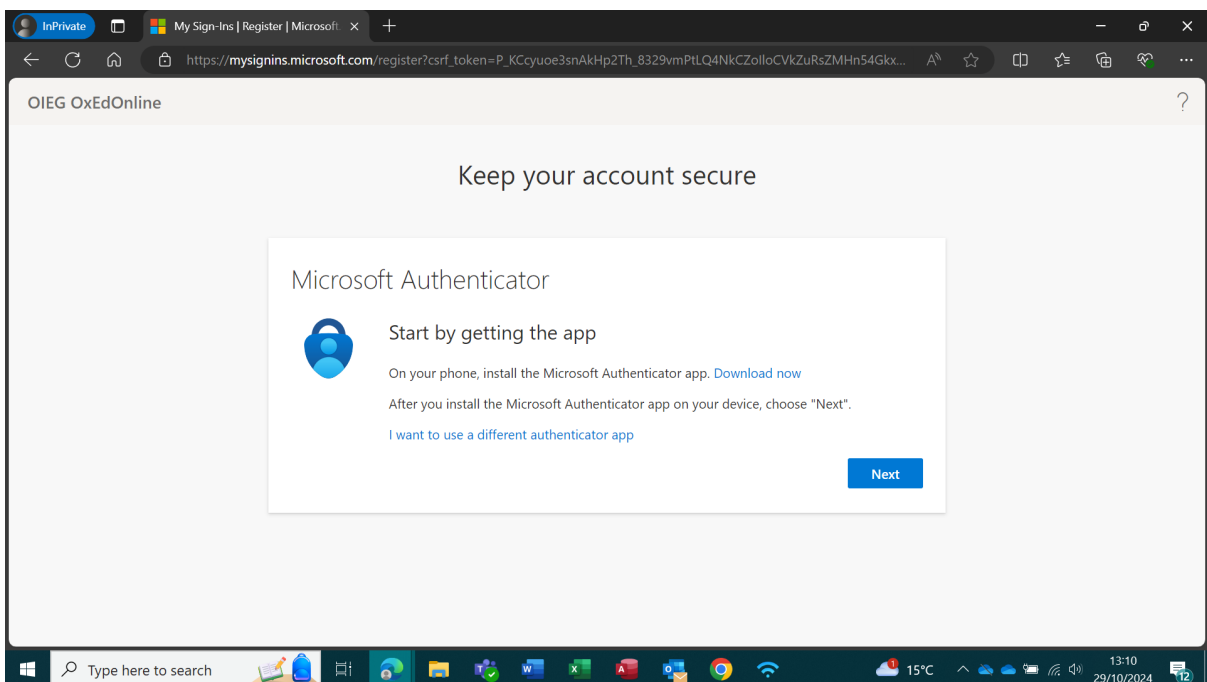
If you get the following error – contact us, do NOT click on “reset it now” – it will not help until you have successfully logged in the first time.



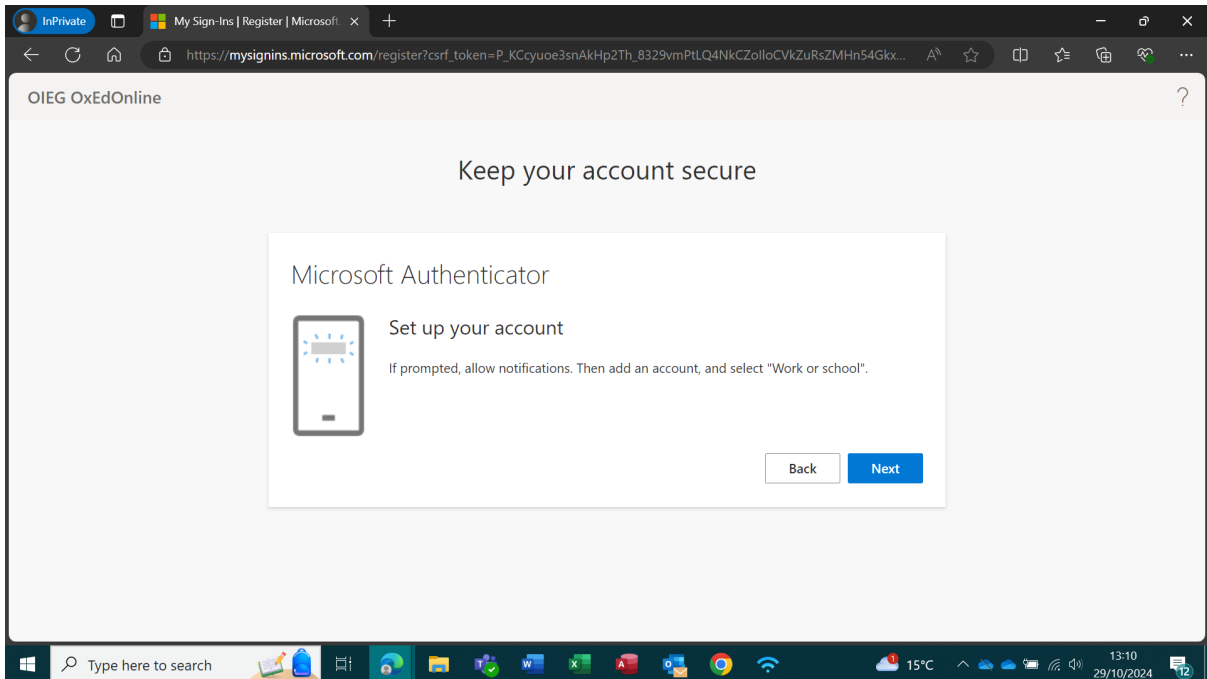
This should take you here:



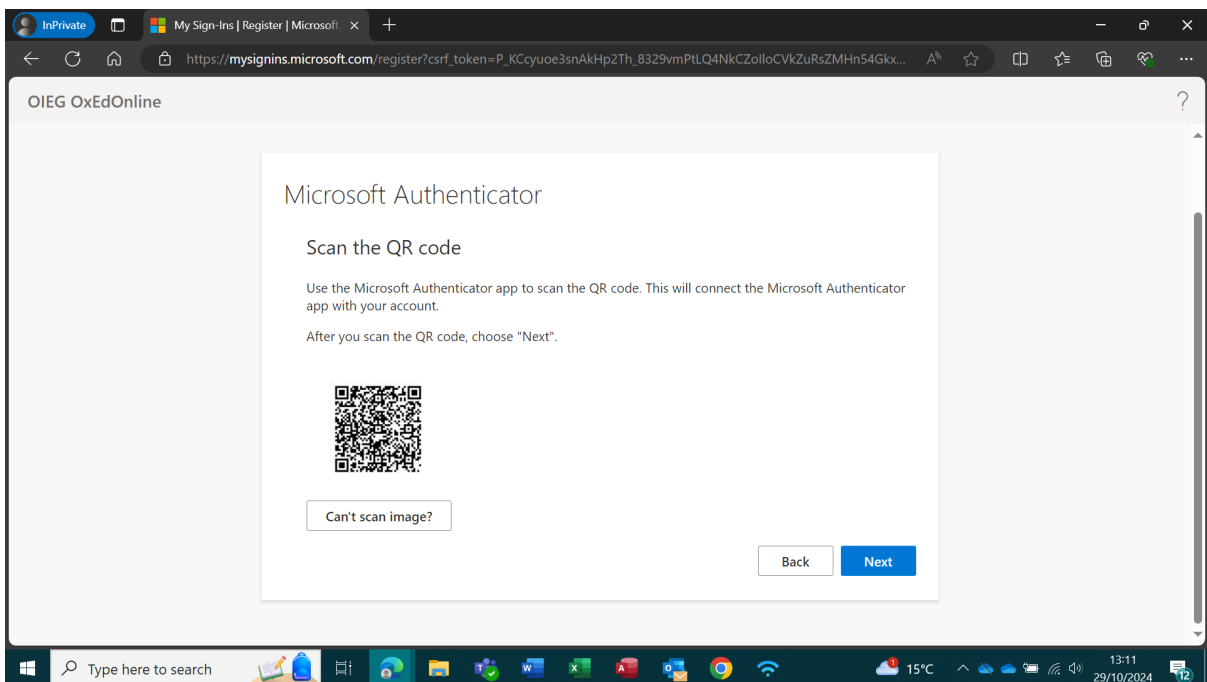
Pressing 'Next' will take you here:



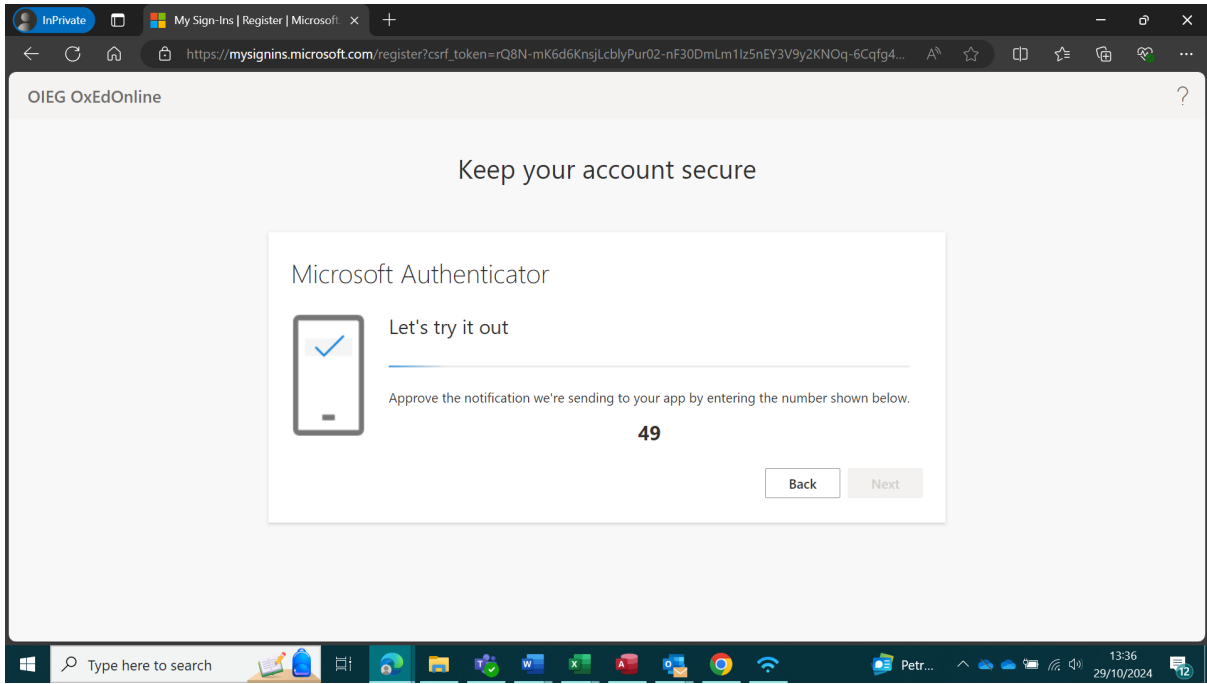
Download the Microsoft Authenticator App on your phone, and then click next.



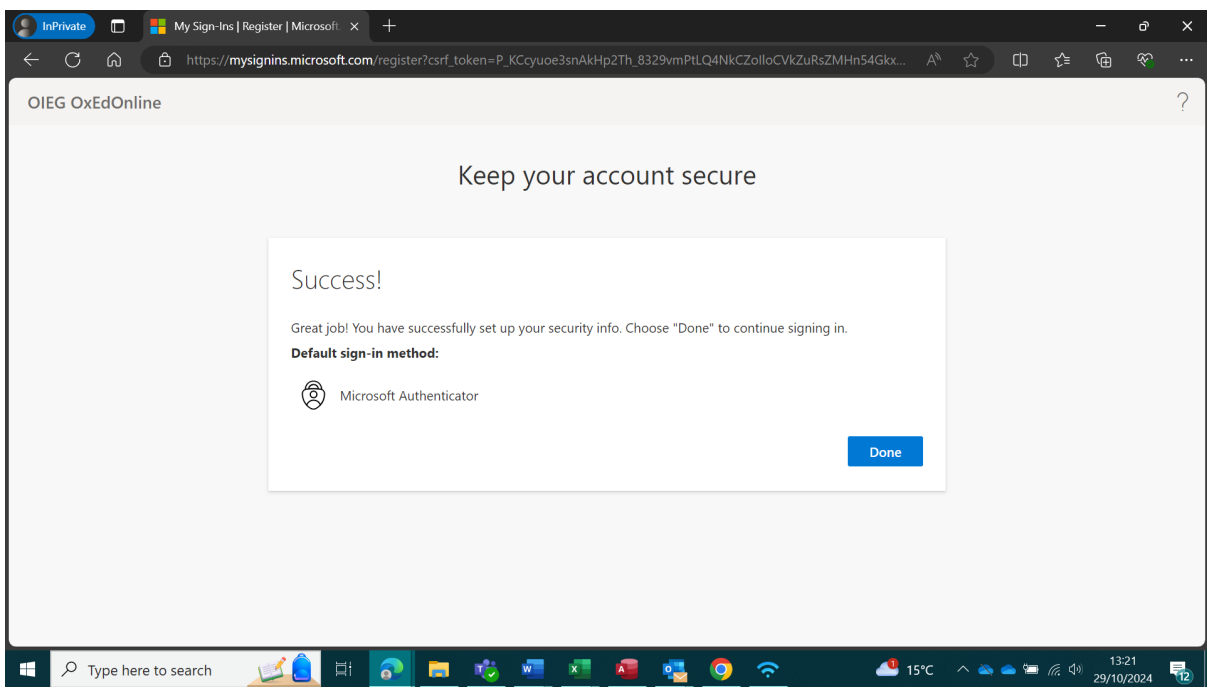
Follow the above instructions and click next.



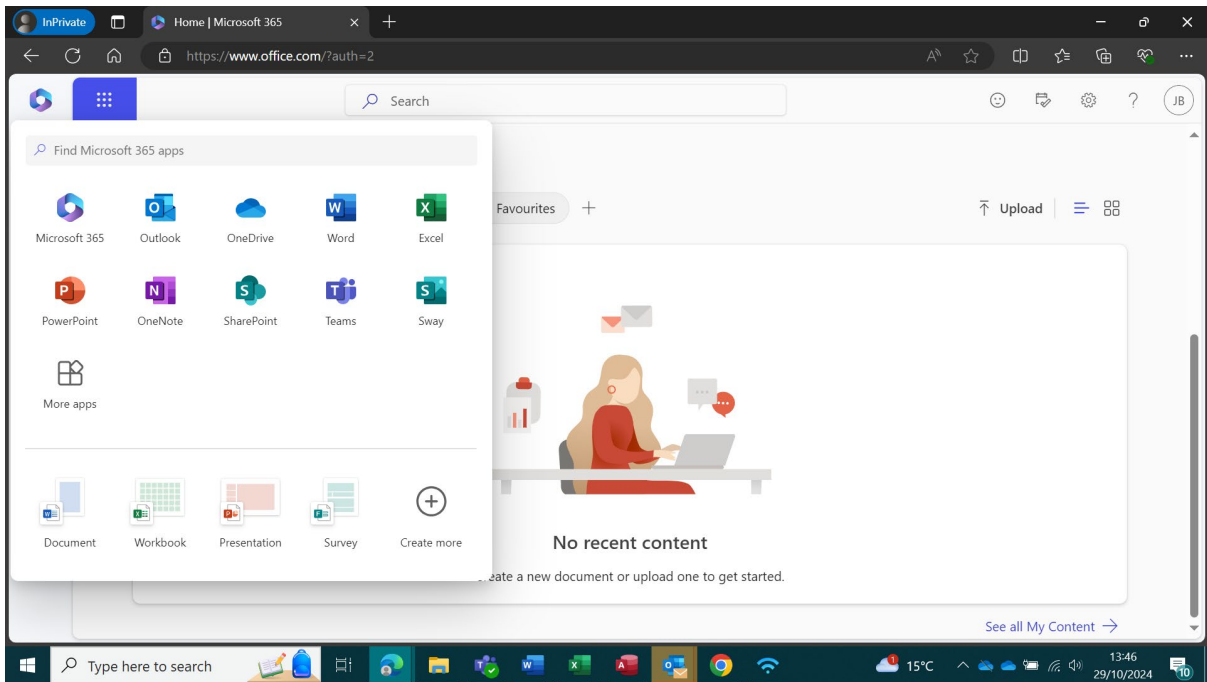
Scan the QR code on the Authenticator app and click next.



This should take you here – insert the number on the screen in the app and click next.



Once you have received the above success message your account has been successfully set up. Click 'done'.



Please send a test message to james.blencowe@oxford-education-online.com from your new account.

We recommend being signed in for most of the time.

When you sign in next time you only need your new email, password and mobile. If it remembers you from last time it probably won't send a text to your mobile. If you are signing in from a different computer, it probably will send a text to your mobile.