



## ONLINE TUITION COURSE – GUIDE TO MICROSOFT TEAMS

You must have access to your @oxford-education-online.com email – without it you will not be able to set up Teams properly or be invited to online tutorials.

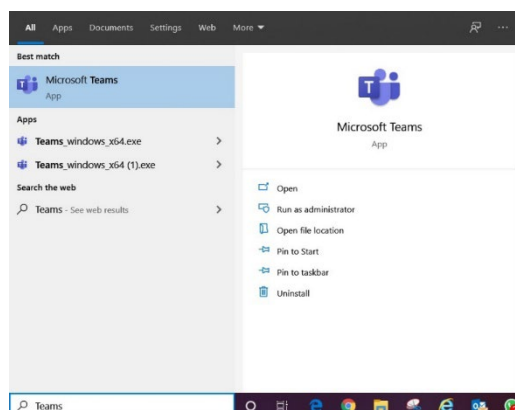
All our online courses are run using Microsoft Teams and for the duration of the course, you will have access to Teams and a secure @oxford-education-online.com email. You will need access to a desktop or laptop (tablets or smart phones are not sufficient), an internet connection, webcam, microphone and speakers. The webcam, microphone and speaker can be built in or external. You will also need access to a mobile phone for account authentication and setting up the @oxford-education-online.com. We will have to set up @oxford-education-online.com, otherwise you will not be able to join lessons via Teams.

Please ensure you have both your email & Teams account set up in advance.

If you have not set up your @oxford-education-online.com email, please contact us on [info@oxss.co.uk](mailto:info@oxss.co.uk) or see the Student Guide to email set up.

If you are certain you already have Teams installed, then scroll down to the SIGNING INTO TEAMS section.

To check if you already have teams then (if you are on Windows), type Teams into the search box in the bottom left-hand corner of your screen. If you do have teams, you should get something like this:

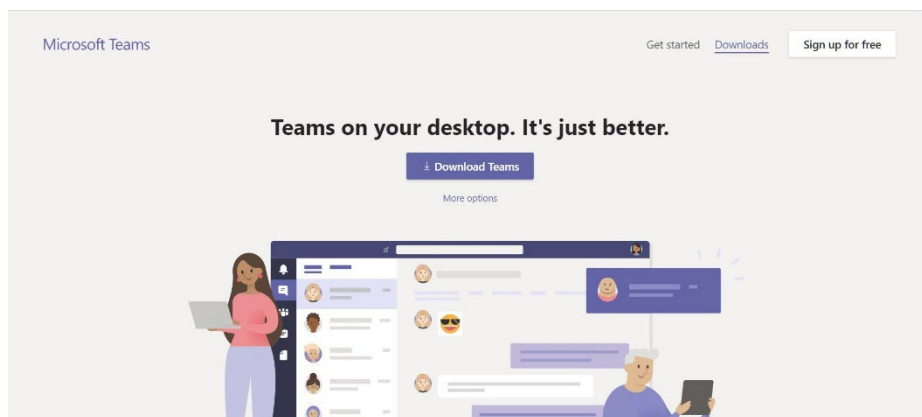


If you have Teams already installed, it is a good idea to “Pin to taskbar” – which will give you the Teams icon on your taskbar, as below:



If you don't have it, the download is available via the following link:

<https://teams.microsoft.com/downloads> - this should take you to a page that looks like the following. If you have an Apple or a non-Windows computer, click on the more options link on the page. You do not have to have the apps – but life is easier if you do.

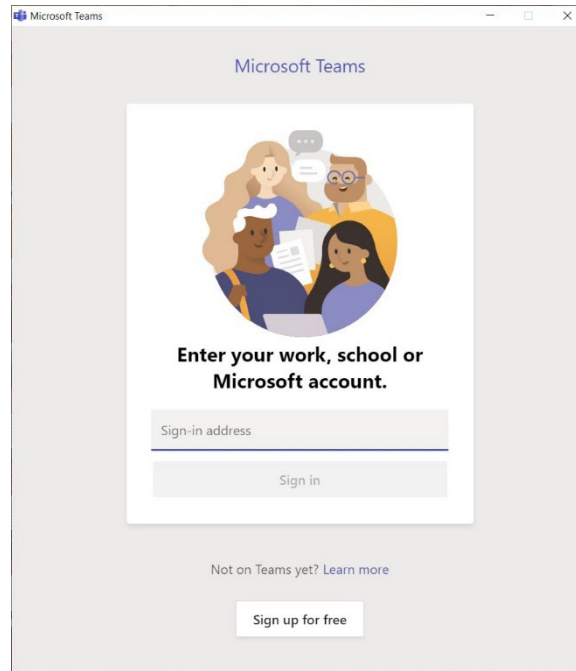


This should download a file called Teams\_windows\_x64 or something similar. You need to run this file and follow the setup instructions. If it gives you the option, please have it create a shortcut on your desktop which looks like this:



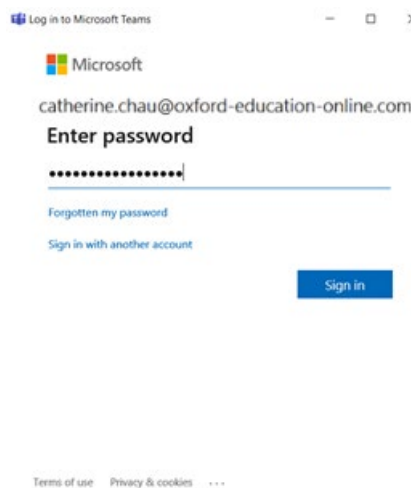
## SIGNING INTO TEAMS

Double clicking on this shortcut should bring up the following:



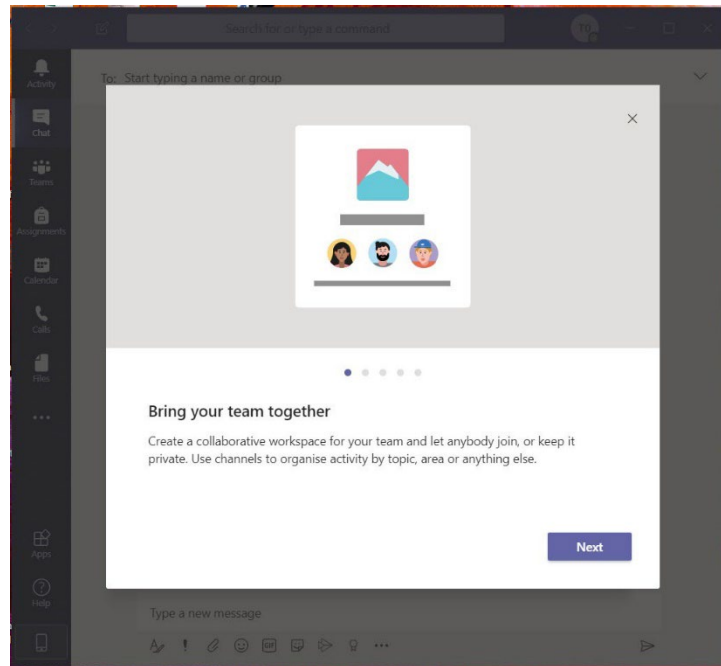
If you haven't got a shortcut, search for Teams in the search bar usually bottom left-hand corner for Windows.

You must sign in using the @oxford-education-online.com email we sent to you and the associated password.

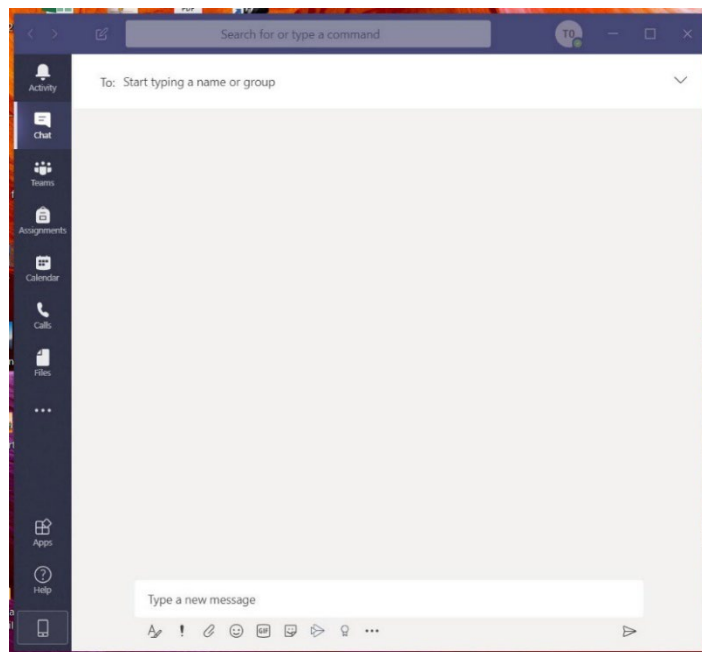


Cut and paste your password.

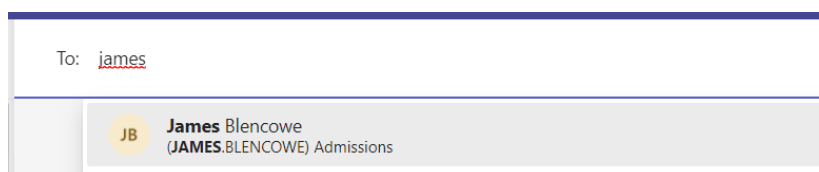
This should take you here, press on the × (this might not appear):



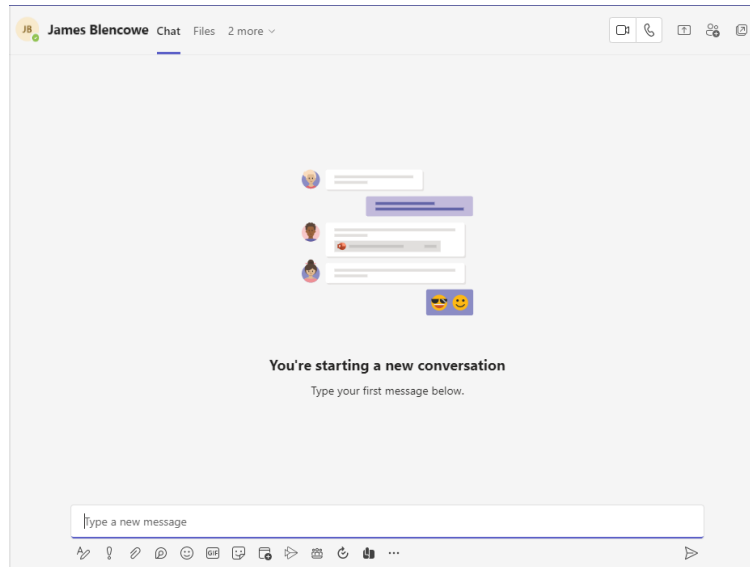
Press on the □ near the top right-hand corner – it works much better full screen.




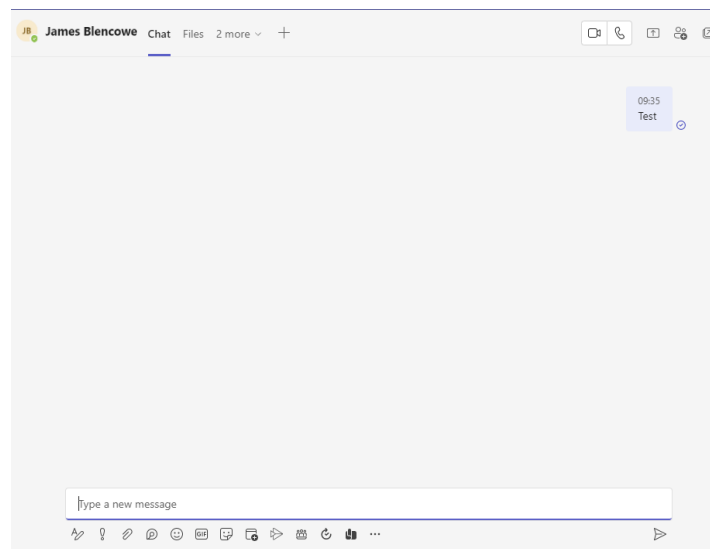
In the “Start typing a name or group” box type James, this should give you the following:



Select James Blencowe:



Type a test message, then press send  which will take you here:



We would also like you to “meet” with James in advance so that we can check that all the technology is working with your laptop, webcam etc.

For your first session, please login nice and early and register with James to ensure that your account is working, and that you are ready for your sessions.

It is probably best to leave Teams running for the duration of the course as this way you will receive notifications.