



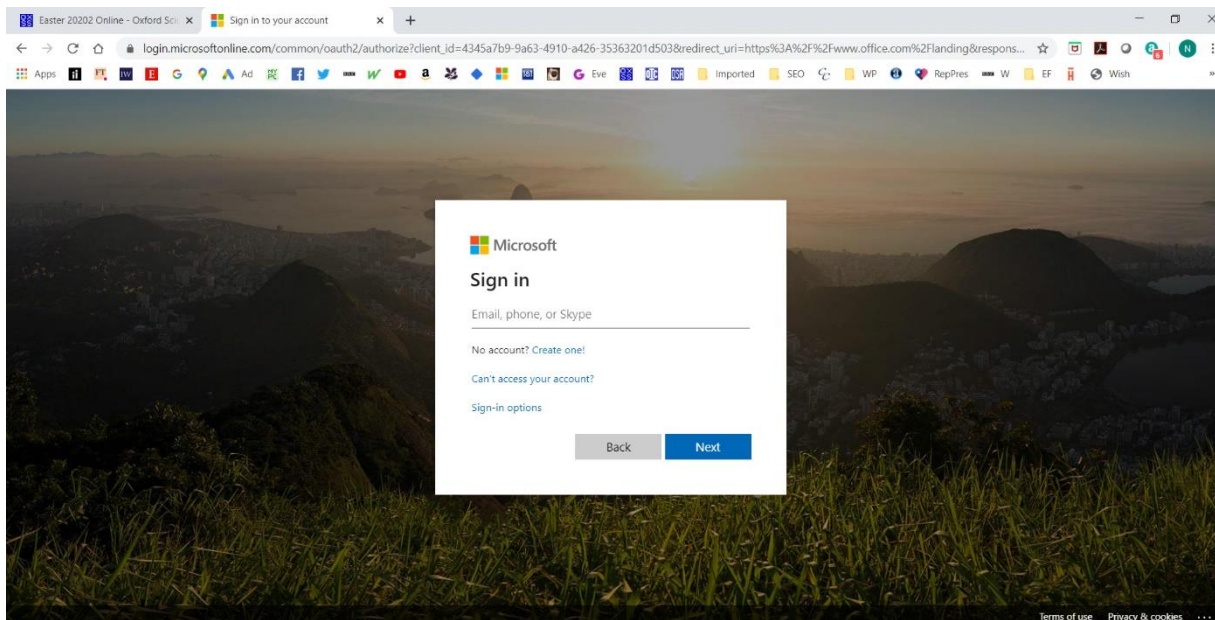
ONLINE TUITION COURSE – GUIDE TO EMAIL SET UP

Note: You CANNOT use any email other than the @oxss.co.uk 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 @oxss.co.uk 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 the online tuition, to avoid information or files being deleted.

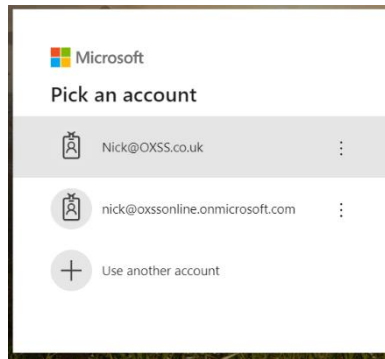
In order to access your @oxss.co.uk email you need the email you were sent, with your account details in it, your mobile phone and access to your personal email address (i.e. not the @oxss.co.uk one). Also, please note that it will log you out if you take more than 15 minutes to complete any one stage. 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:

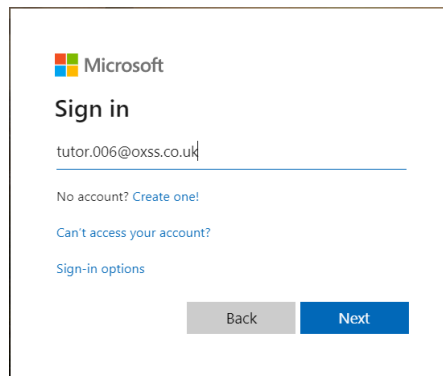


Screen Shot 1

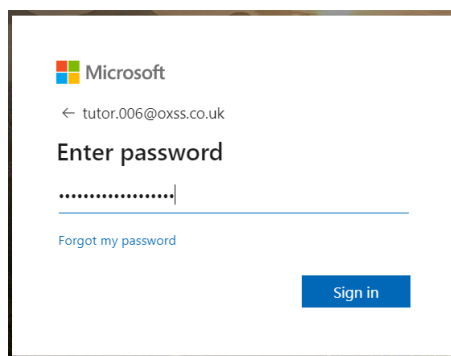
If you already have an Office 365 linked email or equivalent, you might get the following:



You must select “Use another account”. That should take you to the Screen Shot 1 page. Sign in using the @oxss email address you have been sent. Type in (or better cut and paste) your @oxss.co.uk email and press next.

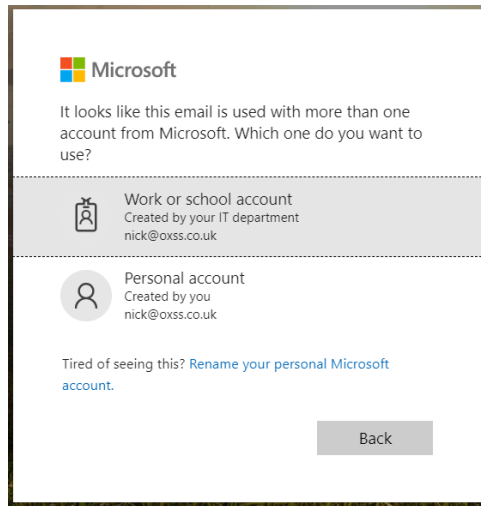


Again, we recommend cut and paste for the password.



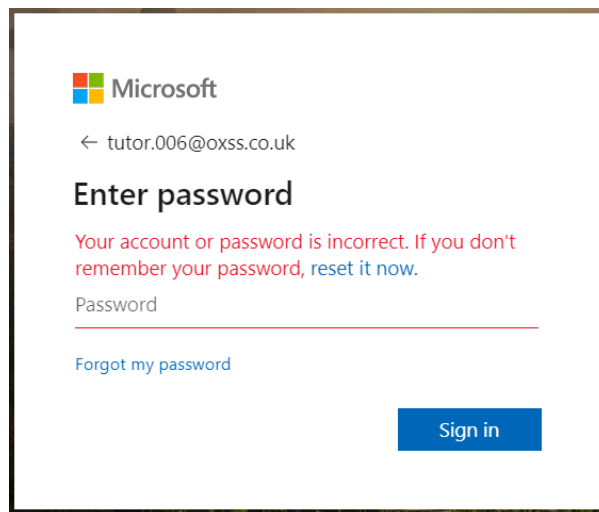
If the password does not work please contact us, do NOT use the “Forgot my password” link.

This may take you to the following:

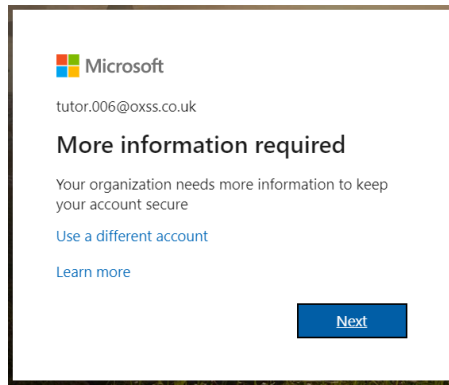


If it does, click on 'Work or school account'.

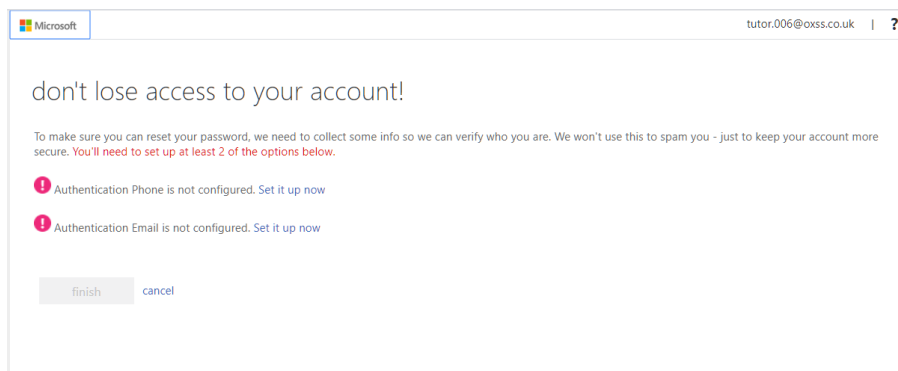
If you get the following error – contact us, do NOT click on “reset it now” – it will not help until you have successfully logged in the first time.



This should take you here:

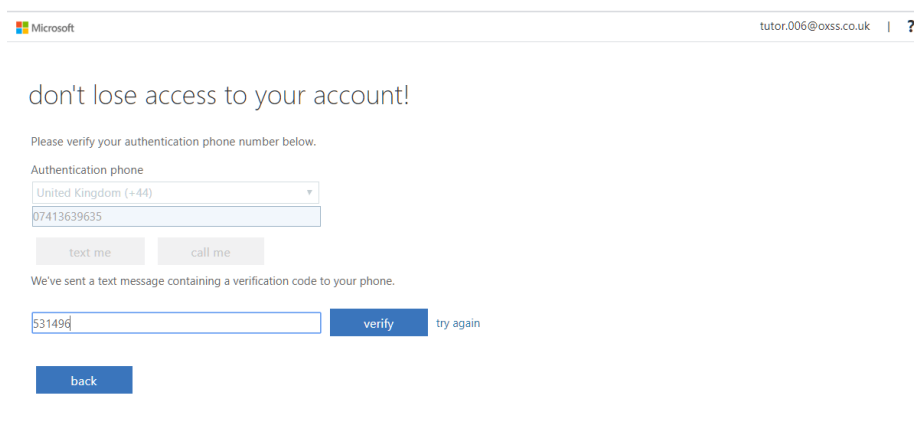


Pressing 'Next' will take you here:

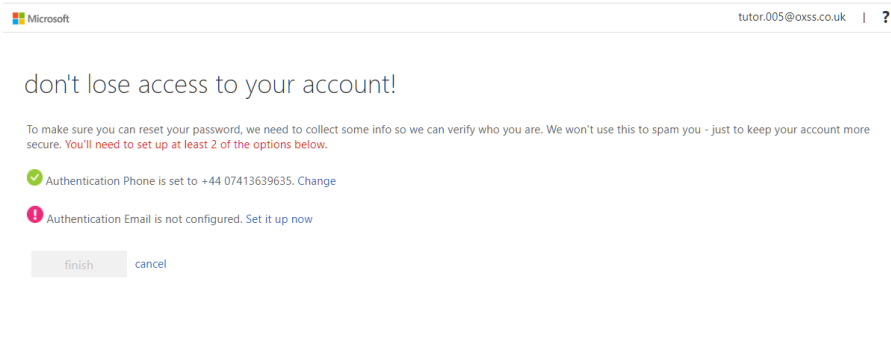


Click on set it up now for Authentication Phone, select text me.

Once you get the text add the code and press verify.

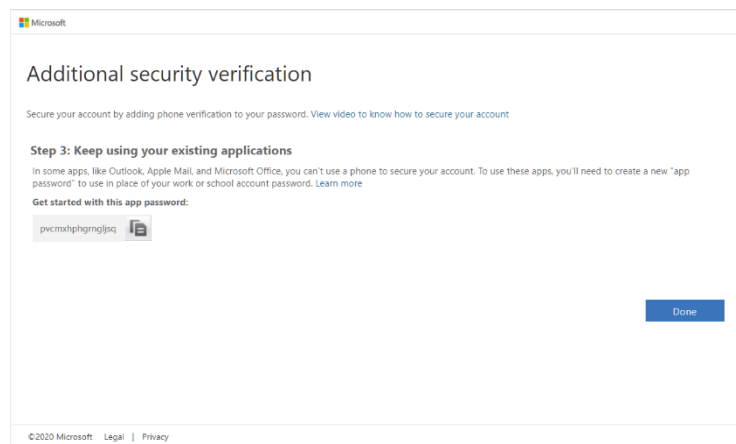


This should take you to:

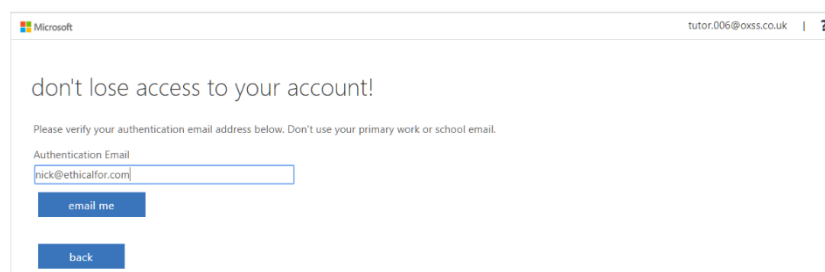


Occasionally it does not work first time, so you might have to verify again.

Also, you might see the following, just press done.



Set it up now for the verification email, this gives:



Press email me and then check the relevant email account; you should receive an email like the following:



Reply Reply All Forward



Wed 25/03/2020 20:19

msonlineserviceteam@microsoftonline.com

Oxford International College account email verification code

To nick@ethicalfor.com

Verify your email address

Thanks for verifying your tutor.006@oxss.co.uk account!

Your code is: 859197

Sincerely,
The Azure Active Directory Team

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399

This message was sent from an unmonitored email address. Please do not reply to this message.

[Privacy](#) | [Legal](#)

Microsoft

Cut and paste the code as below and press verify.

Microsoft tutor.006@oxss.co.uk | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

We've sent an email message containing a verification code to your inbox.

[try again](#)

This should give you:

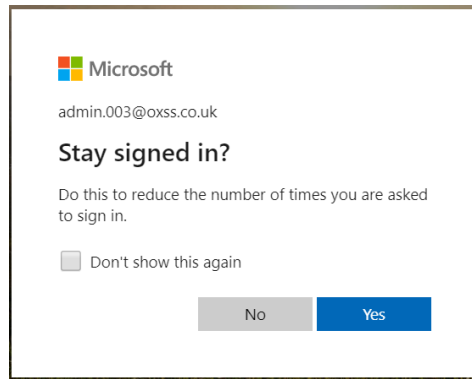
Microsoft tutor.006@oxss.co.uk | ?

don't lose access to your account!

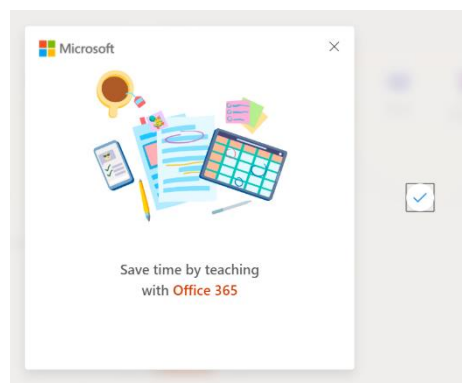
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✔ Authentication Phone is set to +44 07413639635. [Change](#)
- ✔ Authentication Email is set to nick@ethicalfor.com. [Change](#)

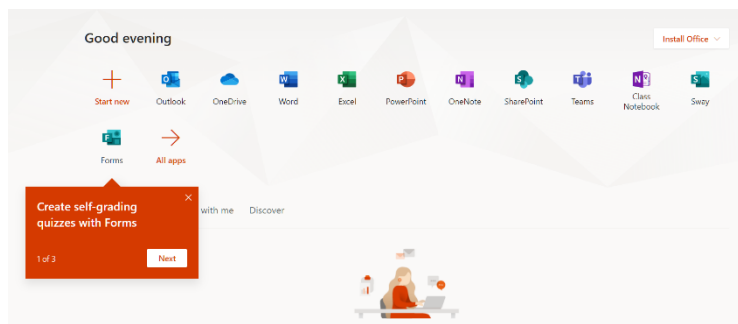
Pressing finish should take you here, press Yes



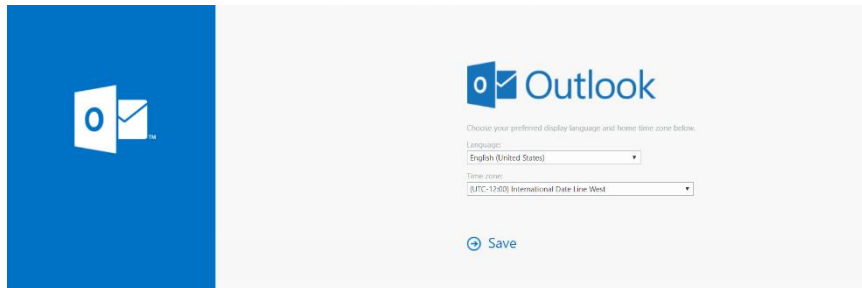
Press on the × for the following:



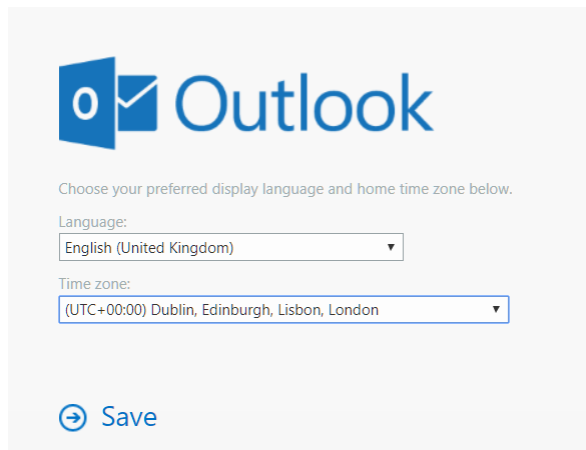
Which will take you here – again press × on the brown box and do NOT install office if it gives you the option – you will get a free copy of Office 365 but the license is only valid for a month – then it'll stop working. If you already have Office 365, it will mess it up in a different way! You can do this, we do not mind, but it won't help you in the long run, you'll just end up with a lot of software that doesn't work.



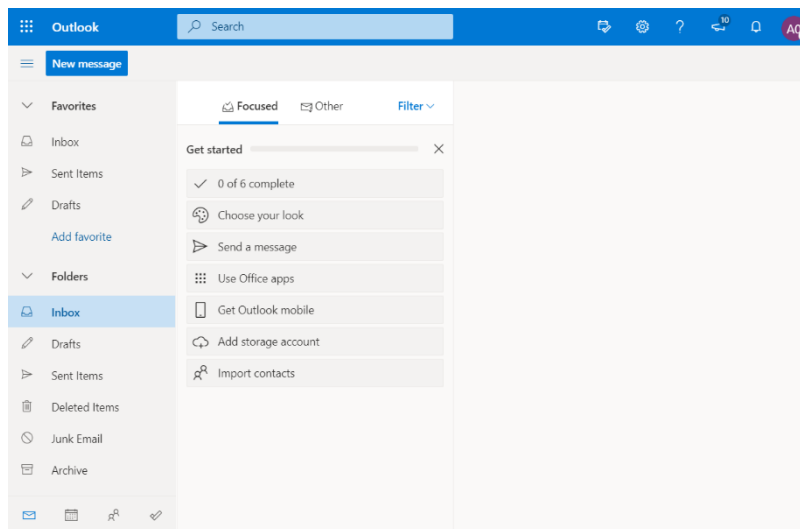
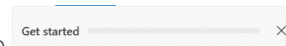
Now click on Outlook and change the defaults to UK English and Time.



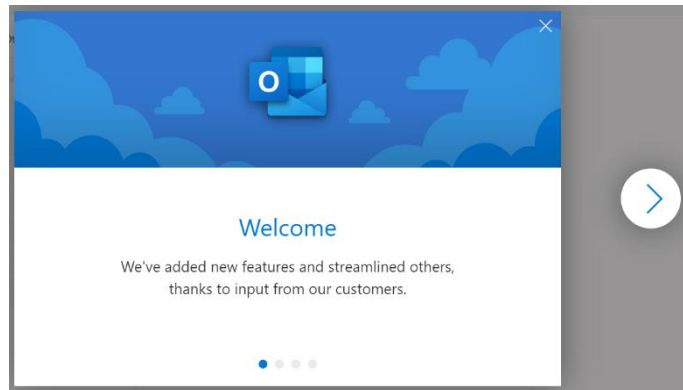
Please set to UK.



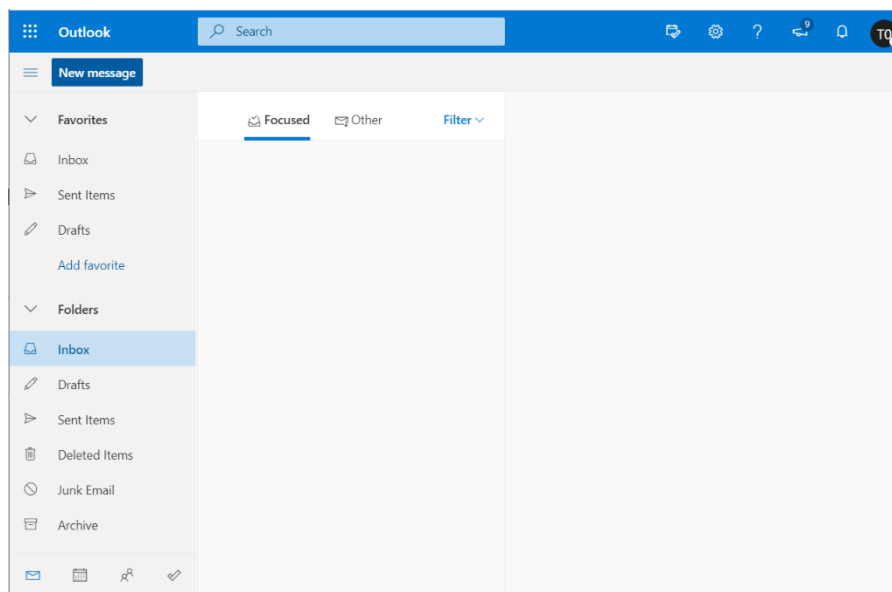
Press save, which takes you here, again press × here



And again press ×



You are now, finally in your new @oxss.co.uk webmail.



Please send a test message to info@oxss.co.uk from your new account.

We would 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.