



## ONLINE TUITION COURSE – GUIDE TO MICROSOFT TEAMS

You must have access to your @oxss.co.uk 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 @oxss.co.uk 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 and an email address (other than the @oxss one) for account authentication and setting up the @oxss email. We will have to set up @oxss email, otherwise you will not be able to join lessons via Teams.

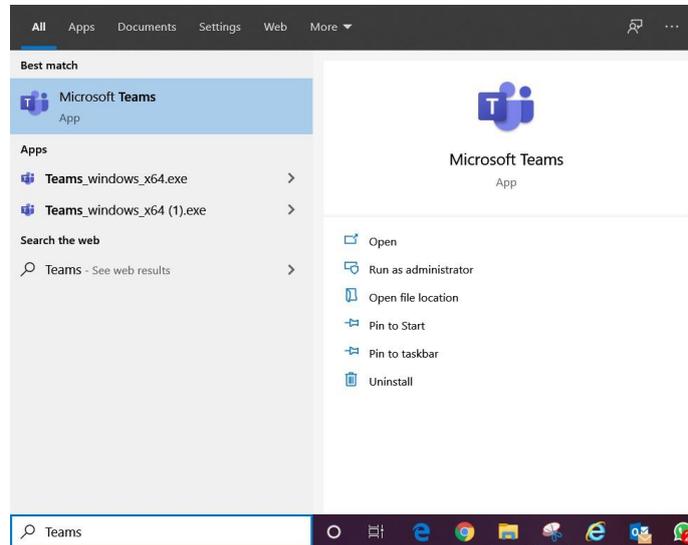
Please ensure you have both your email & Teams account set up in advance.

Your account is only available for the duration of the course, after which time it will be deleted. There is a £10 set up fee for the account so if you wish to extend your booking/have further online tuition sessions, please do so ASAP, as we may be able to waive this fee.

If you have not set up your @oxss 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.

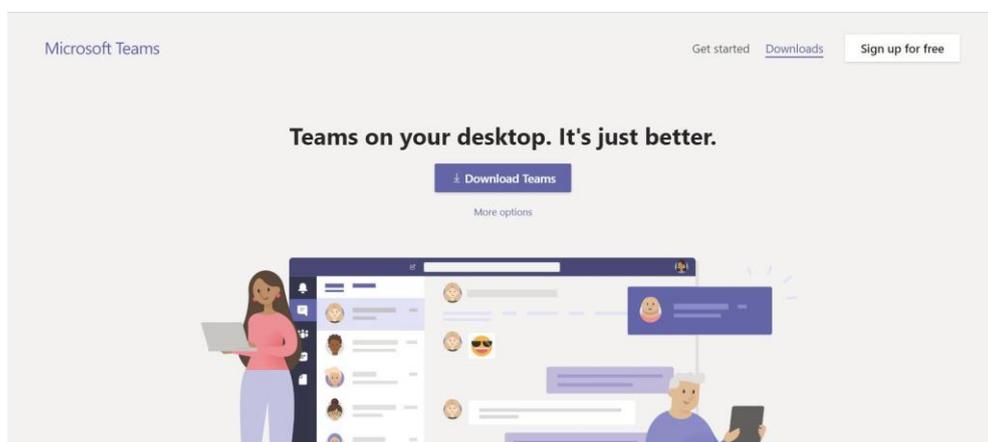
To check if you already have teams then (if you are on Windows), type Teams into the search box in the bottom left-hand corner of your screen. If you do have teams, you should get something like this:



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.



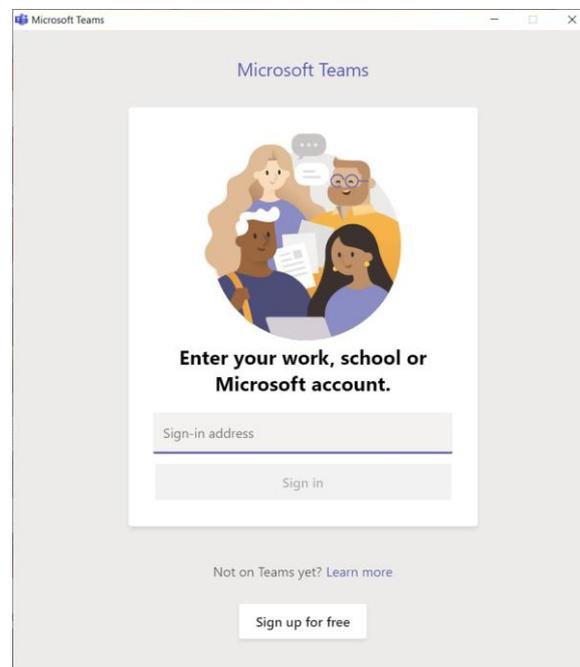


This should download a file called Teams\_windows\_x64 or something similar. You need to run this file and follow the setup instructions. If it gives you the option, please have it create a shortcut on your desktop which looks like this:



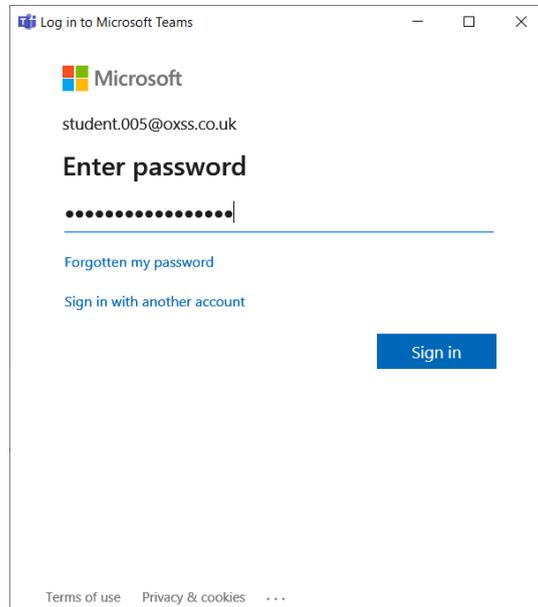
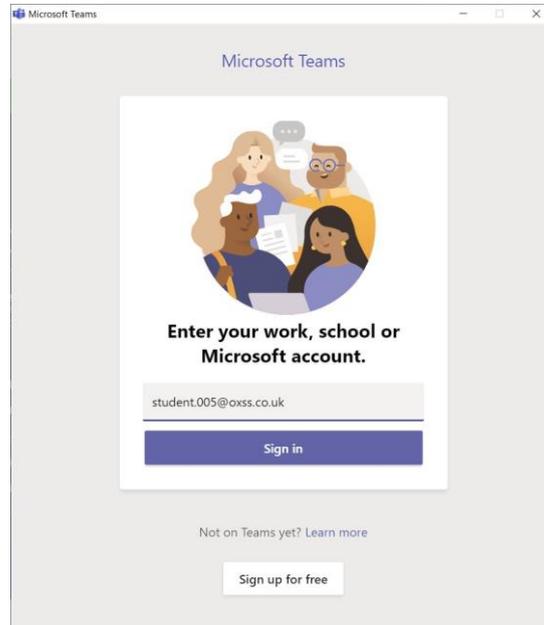
## SIGNING INTO TEAMS

Double clicking on this shortcut should bring up the following:



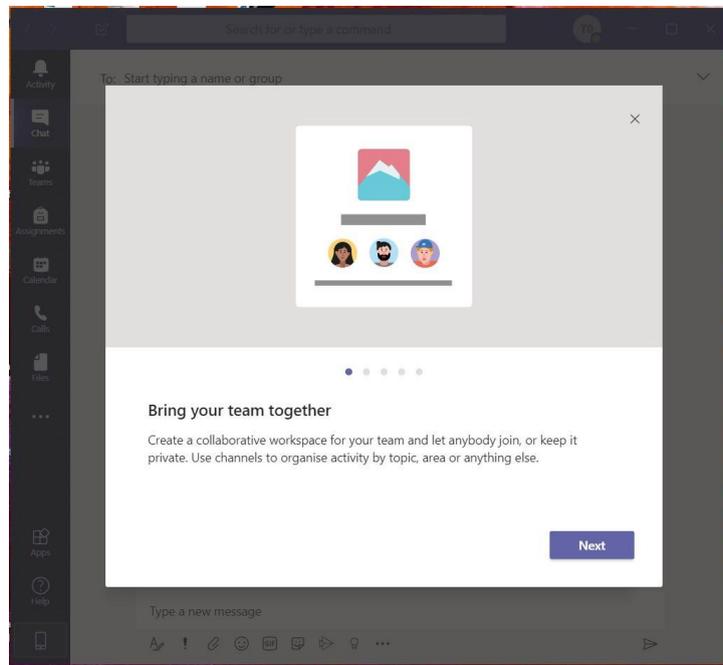
If you haven't got a shortcut, search for Teams in the search bar usually bottom left-hand corner for Windows.

You must sign in using the @oxss email we sent to you and the associated password.

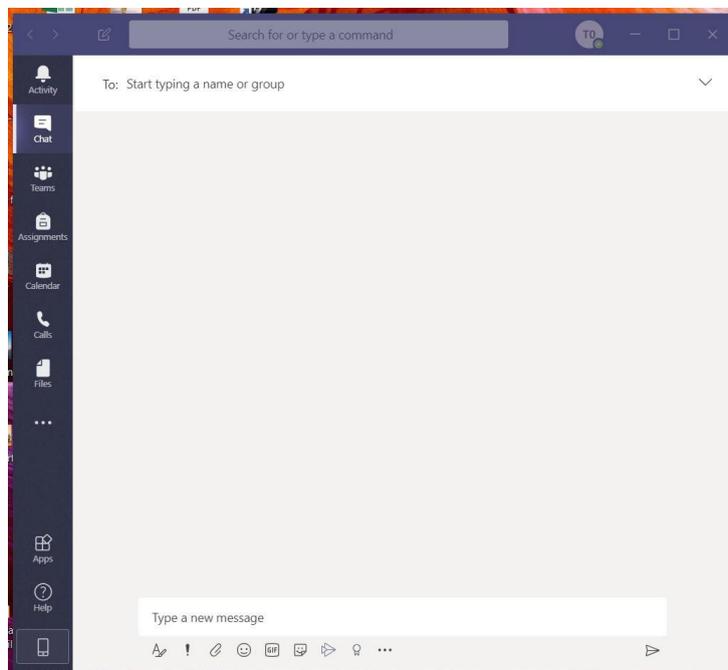


Cut and paste the password we have set you.

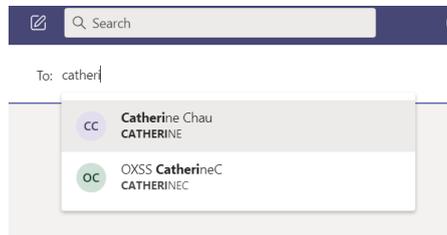
This should take you here, press on the × (this might not appear):



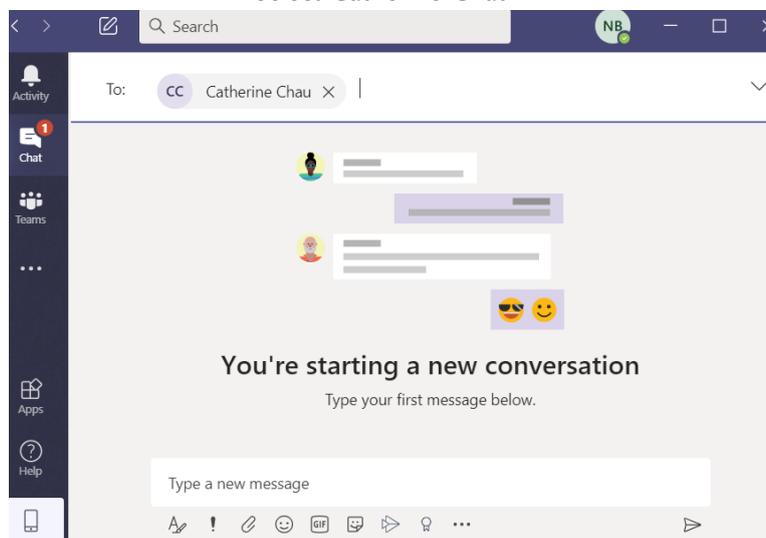
Press on the  near the top right-hand corner – it works much better full screen.



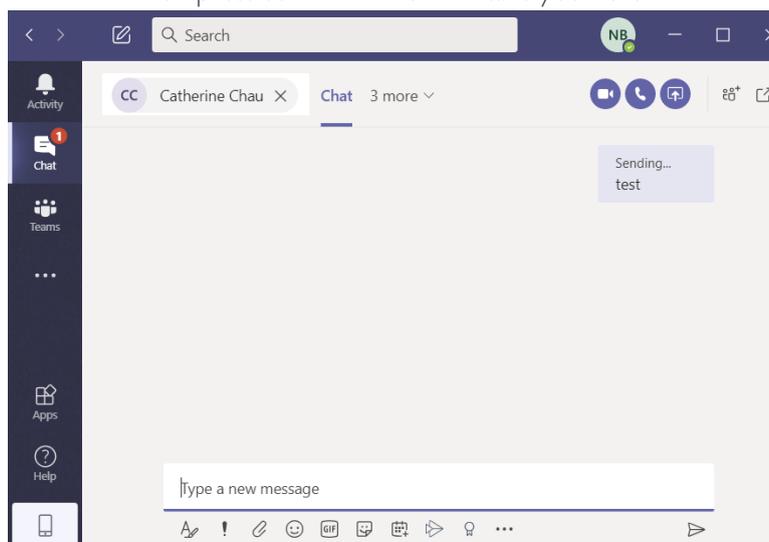
In the “Start typing a name or group” box type Catherine, this should give you the following:



Select Catherine Chau:



Then press send  which will take you here:





We would also like you to “meet” with Catherine 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 Catherine Chau or Natasha Berger 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.