



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.

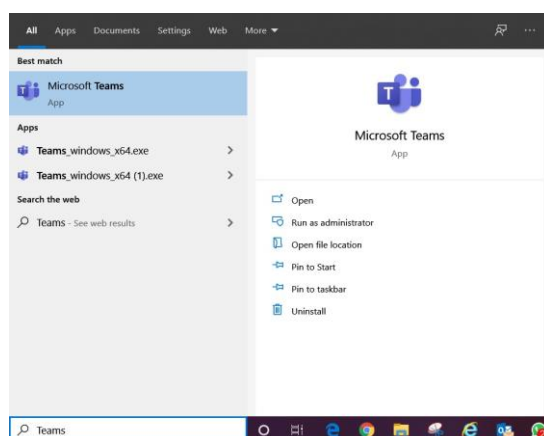
Please ensure you have both your email & Teams account set up in advance.

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 @oxford-education-online.com email, please contact us on 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:

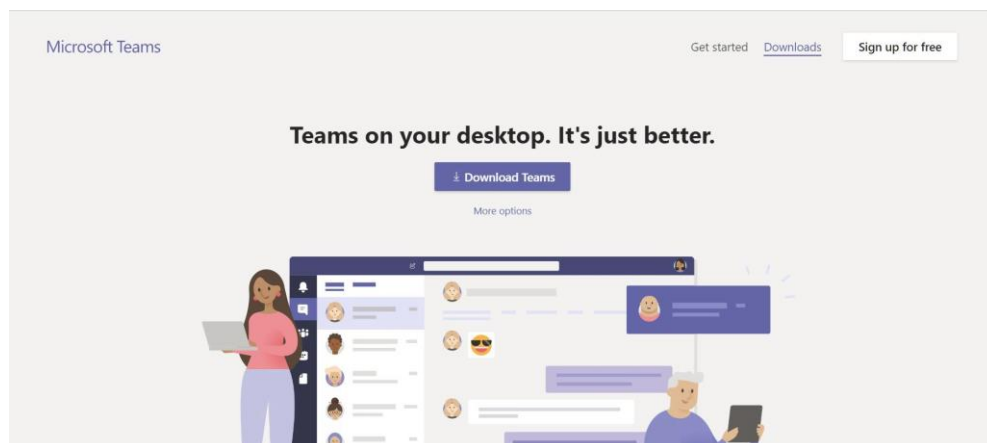




If you have Teams already installed, it is a good idea to “Pin to taskbar” – which will give you the Teams icon on your taskbar, as below:



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:



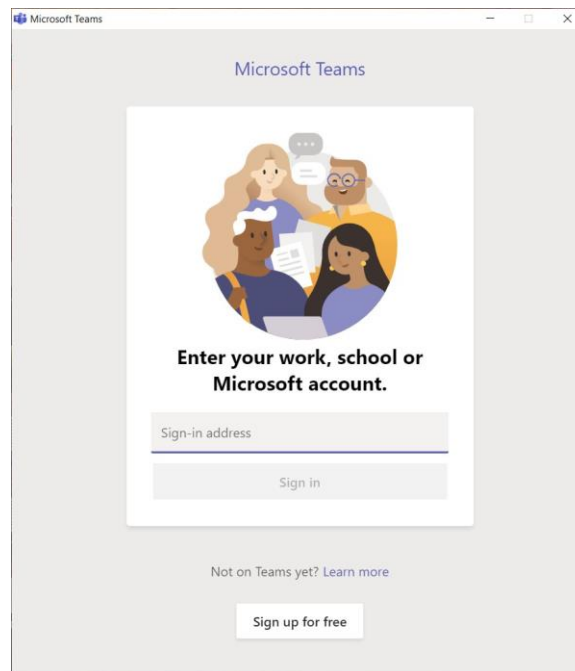


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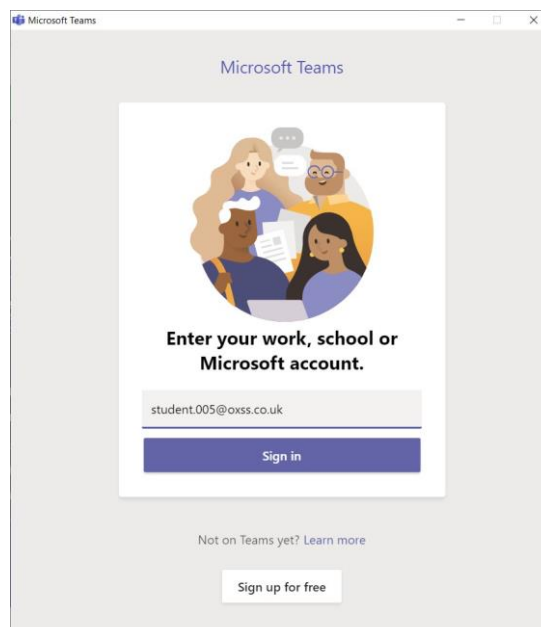
SIGNING INTO TEAMS

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.

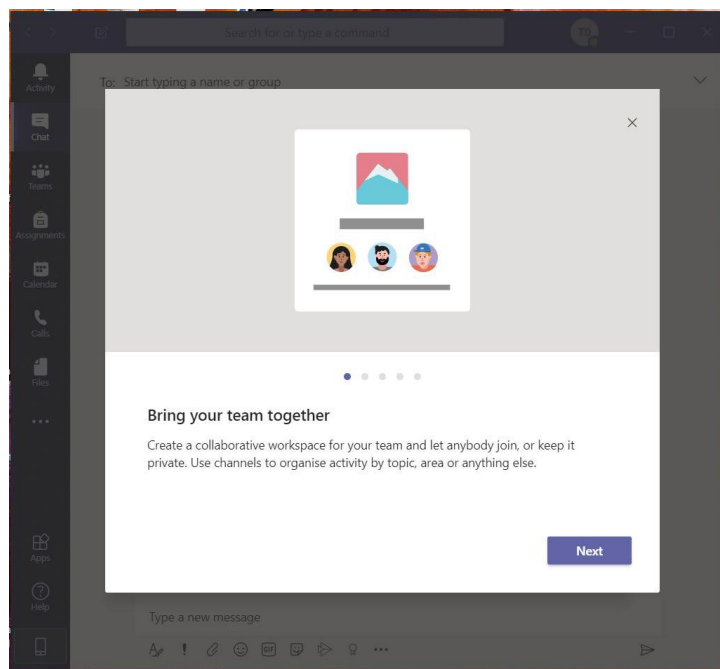
You must sign in using the @oxford-education-online.com email we sent to you and the associated password.



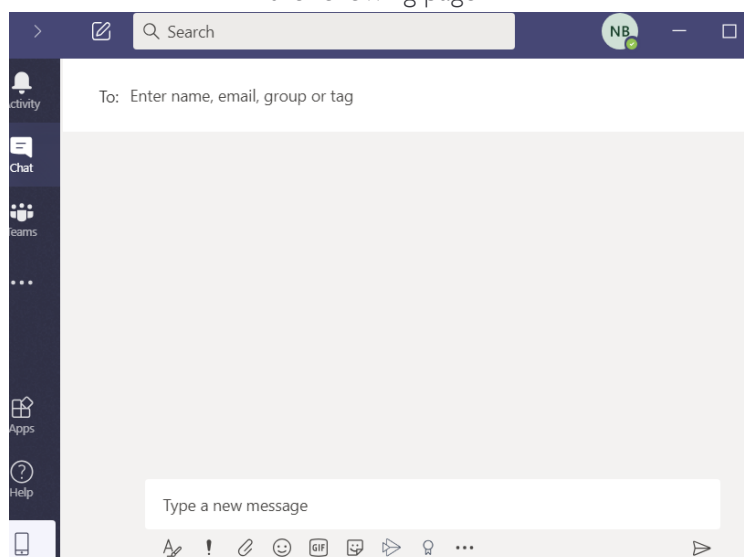


Cut and paste the password we have set you.

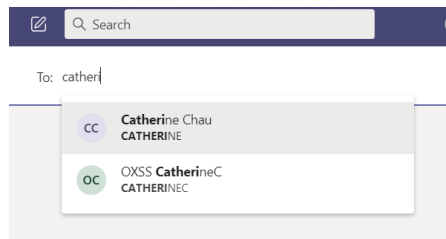
This should take you here, press on the × (this might not appear):



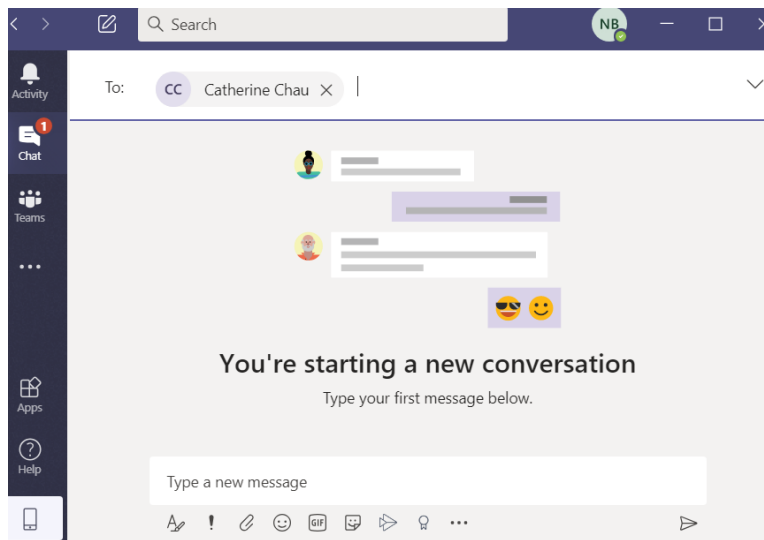
Press on the □ near the top right-hand corner – it works much better full screen and it will take you to the following page.



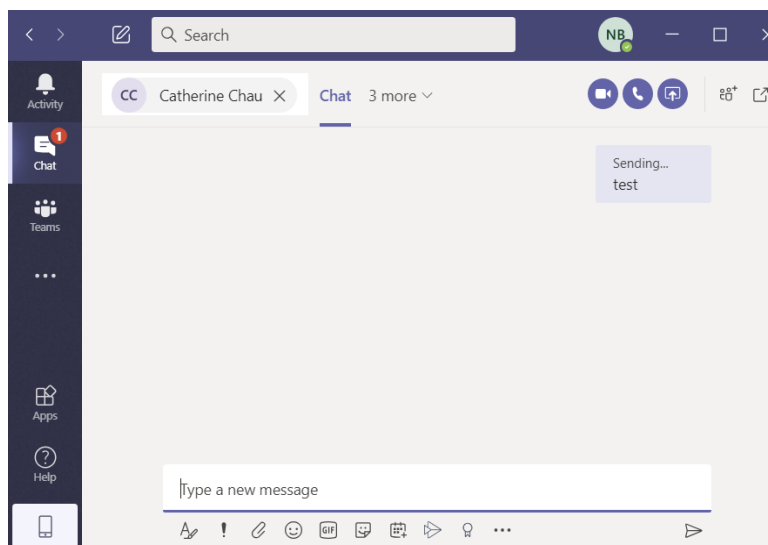
If you wish to speak to a member of the OXSS team, in the “Enter name, email, group or tag” box type their name, this should give you the following:



Select Catherine Chau or Natasha Berger.



Then press send  which will take you here:



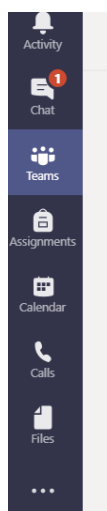
Please send a message to Catherine once you have gained access to Teams to ensure you are connected correctly.



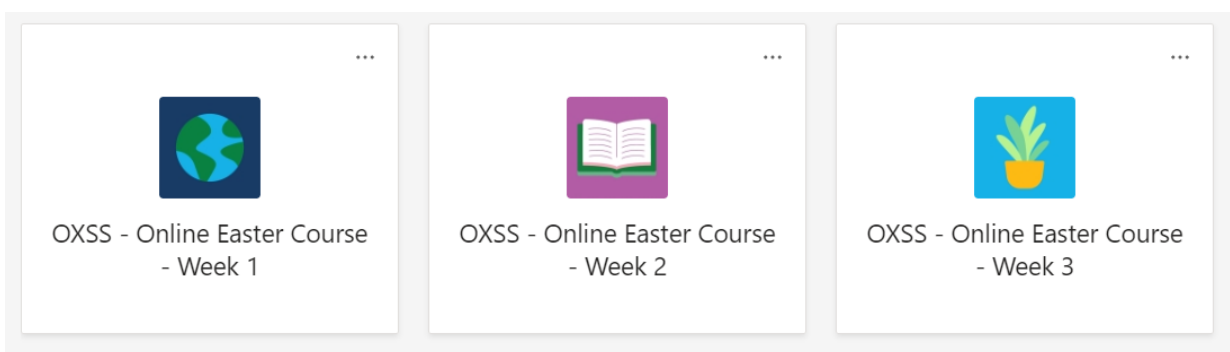
It is probably best to leave Teams running for the duration of the course as this way you will receive notifications.

JOINING YOUR CLASSES

When you have accessed teams, there is a toolbar on the left hand side that looks like the below:



You will then see something like the below, please note, it will only show dates that you are attending.



Click on the relevant week to view your classes. Once you select the relevant week, you will see something that looks like this:

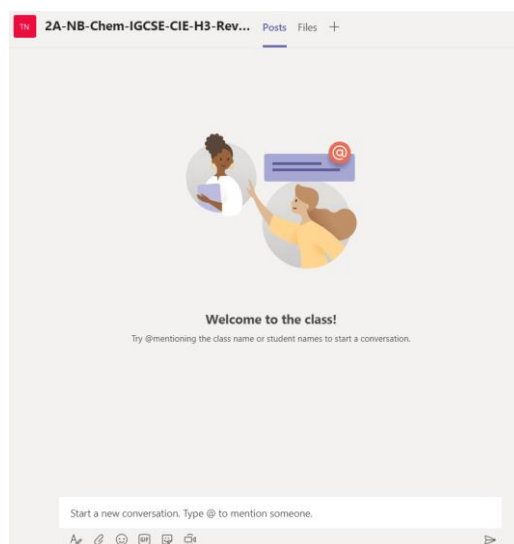
General

2A-NB-Chem-IGCSE-CIE-H3-Revise 1st yr

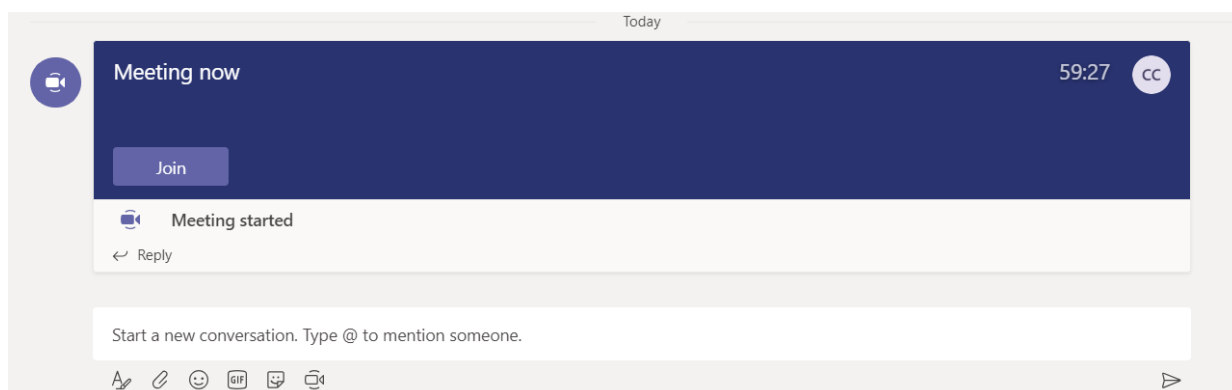


Please note, do not worry if you do not see these straight away, they will be up and running on the day of your course. It will say 'General' and then your class underneath, such as the above. This is your class for those days. If you click on the class, you can see the chat for your whole class.

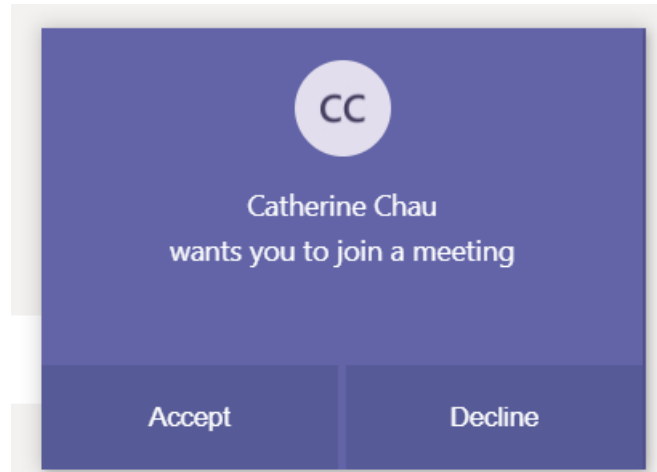
If you click on the class, a screen will appear like the below. This is the chat group for your class/where your lessons will take place.



When the teacher starts a lesson, you will see the below.



Do not worry if you are not in the correct team, the teacher will also call you and the below will appear. Please click on 'Accept' and you will be in your class.



If you are unsure on how to access any of these classes, please do speak to the OXSS team.