



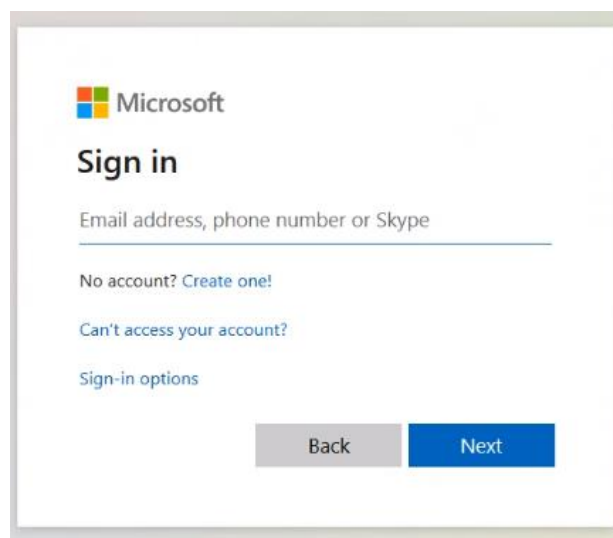
## ONLINE TUITION COURSE – GUIDE TO EMAIL SET UP

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 than of the online tuition, to avoid information or files being deleted.

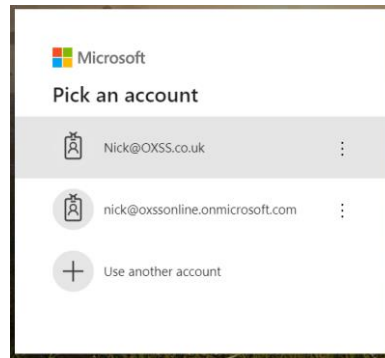
In order to access your @oxford-education-online.com email you need the email you were sent, with your account details in it, and your mobile phone. Also note that it will log you out if you take more than 15 minutes to complete any one stage. Once you have these to hand please go to the following link: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

This should take you to a page that looks like:

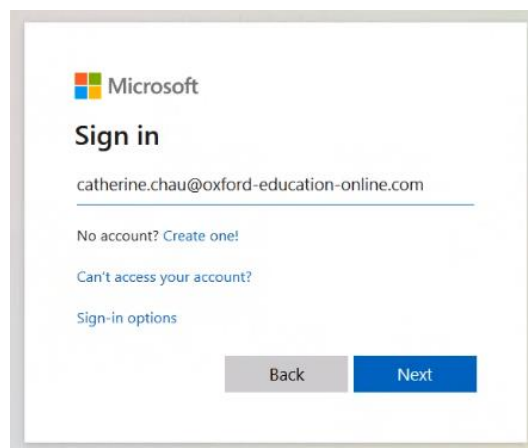


Screen Shot 1

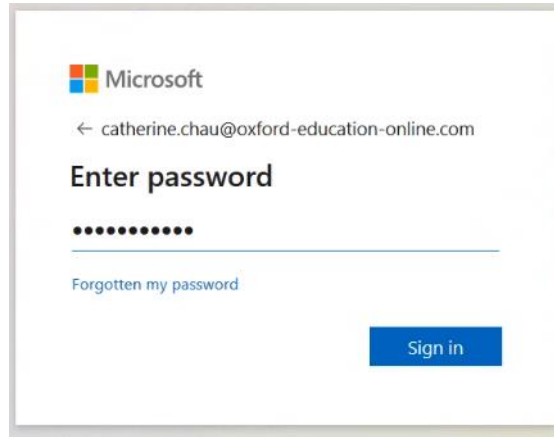
If you already have an Office 365 linked email or equivalent, you might get the following:



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.



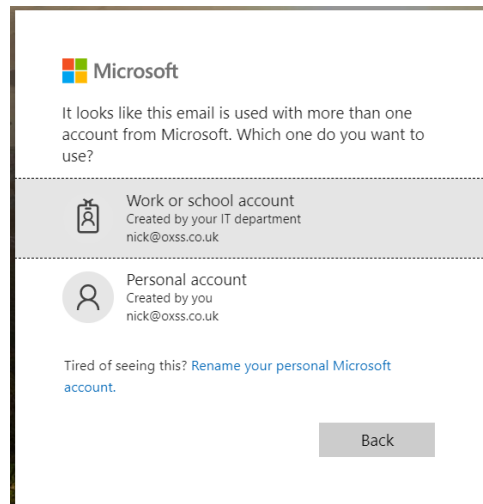
Again, we recommend cut and paste for the password.



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.



Microsoft

← catherine.chau@oxford-education-online.com

### Enter password

Your account or password is incorrect. If you don't remember your password, [reset it now](#).

Password

[Forgot my password](#)

[Sign in](#)

This should take you here:

Microsoft

catherine.chau@oxford-education-online.com

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Pressing 'Next' will take you here:

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

## don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

- Authentication Phone is not configured. [Set it up now](#)
- Authentication Email is not configured. [Set it up now](#)

[finish](#) [cancel](#)

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



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

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

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United Kingdom (+44)

We've sent a text message containing a verification code to your phone.

[try again](#)

This should take you to:

Microsoft tutor.005@oxss.co.uk | ?

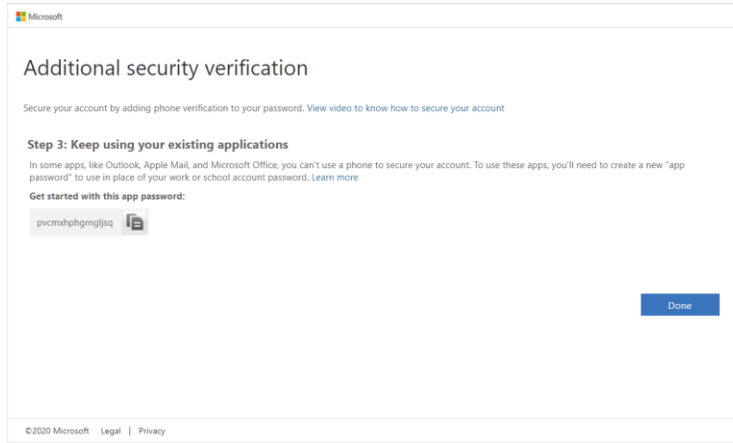
don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

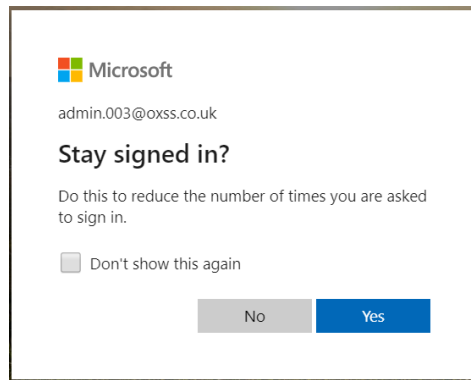
- Authentication Phone is set to +44 07413639635. [Change](#)
- Authentication Email is not configured. [Set it up now](#)

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

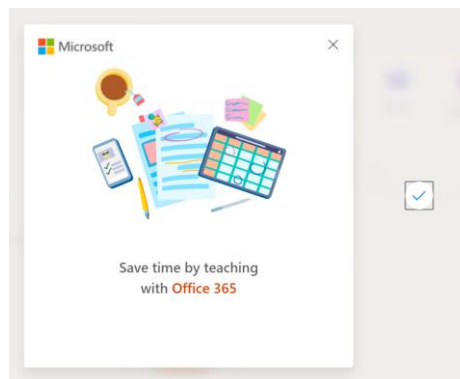
Also, you might see the following, just press done.



This should take you here, press Yes:

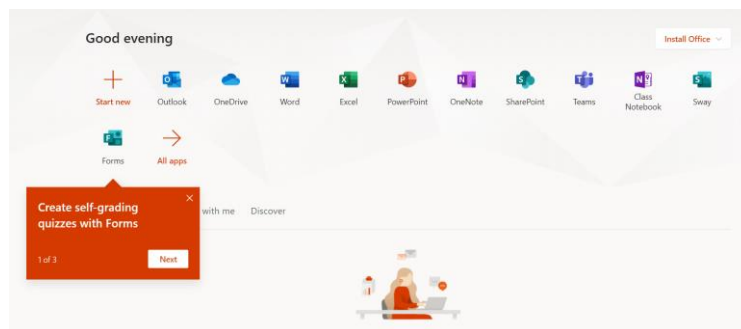


Press on the × for the following:

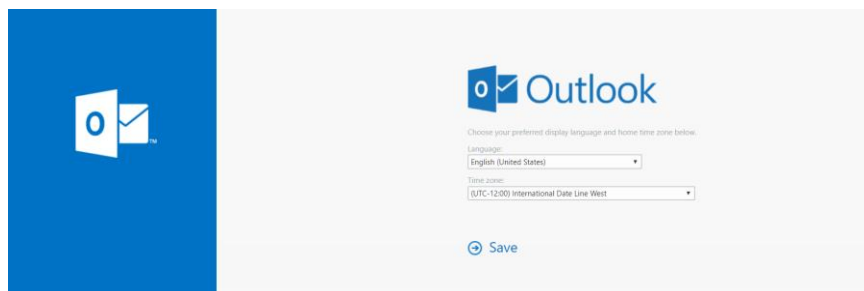




Which will take you here – again press × on the brown box and do NOT install office if it gives you the option – you will get a free copy of Office 365 but the license is only valid for a month – then it'll stop working. If you already have Office 365, it will mess it up in a different way! You can do 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.

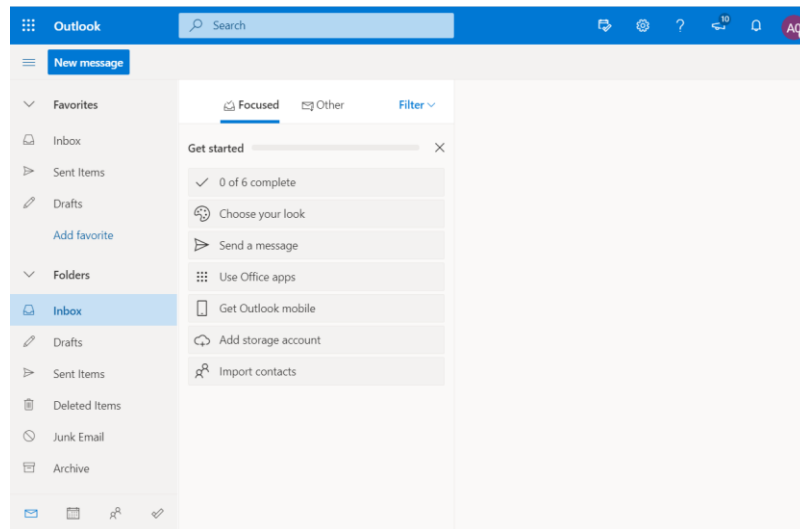
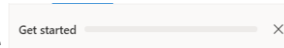


Please set to UK.

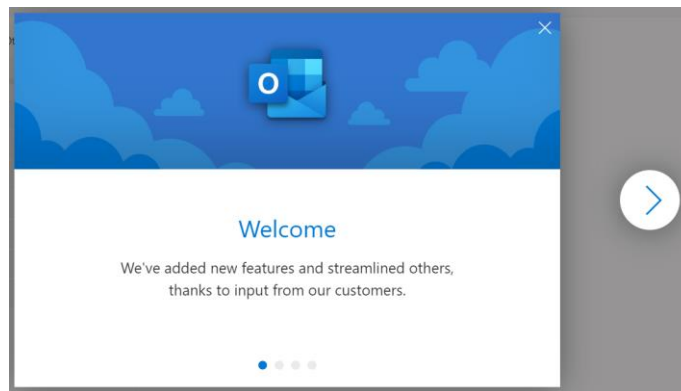




Press save, which takes you here, again press × here

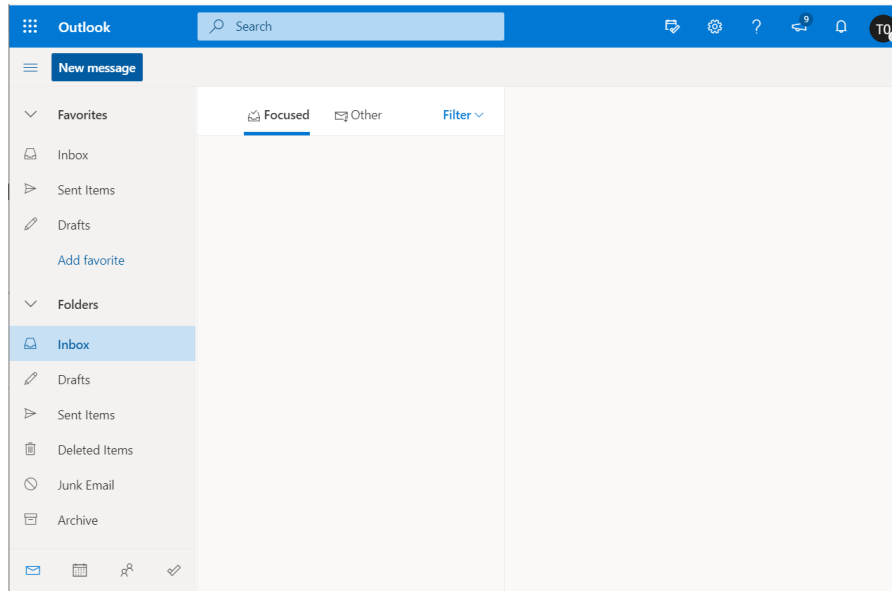


And again press ×



You are now, finally in your new @oxford-education-online.com webmail.





Please send a test message to [catherine.chau@oxford-education-online.com](mailto:catherine.chau@oxford-education-online.com) 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.