**Bodleian Libraries iSkills workshops online**

**What you will need:**

- We strongly advise that attendees download and use Microsoft Teams application for the desktop ([https://teams.microsoft.com/downloads](https://teams.microsoft.com/downloads))
- If unable to install the Teams app, a computer with a web-browser (Chrome or Edge)
- A reliable internet connection
- A webcam and headset or similar for speaking and listening

Oxford University’s IT Services give some guidance on accessing Teams at [https://help.it.ox.ac.uk/nexus365/teams-how-do-i](https://help.it.ox.ac.uk/nexus365/teams-how-do-i) and at [https://youtu.be/u6UGHw3_kx0](https://youtu.be/u6UGHw3_kx0) – further to this video’s advice please note you do need Chrome or Edge if using Teams on a web browser.

If you have any problems installing it on the web browser or the Teams desktop app, please speak to your local IT support people, or call the IT Service Desk 01865 612345.

**What you need to do:**

About 30 minutes in advance of the workshop, you will receive an email inviting you to click on a link to join the session. Before you do this, please check these things are ready:

- Check you can get a browser started, you can sign in and get as far as the Teams screen.
- Check that your video and audio are working.
- Make sure you are somewhere quiet where you won’t be disturbed or annoy others.
- Ideally, try not to have a window or door directly behind.

**About 3-5 minutes before the start time, you can click on the ‘Join now’ link in our email to join us online, unless stated otherwise that you may join earlier.**

- Clicking ‘Join now’ will take you to the workshop’s window in Teams, where you will need to click another ‘Join now’ button.

**When the workshop starts:**

- Nothing will happen until the workshop start time, although you may hear some instructions from the trainer while you are waiting.
- At the start time, your trainer will introduce the workshop and explain what to do next.