



**SOMERVILLE COLLEGE
UNIVERSITY OF OXFORD**

Online Outreach Sessions

Code of Conduct

To ensure that everyone has a safe and enjoyable experience we ask that individuals read and agree to abide by this code of conduct:

- "Participants agree to enter the call with their camera and microphone functions disabled, and agree for these to remain switched off for the duration of the session unless they are invited to switch them on at any point **and** have previously consented to do so.
- When using the chat function or separate platforms enabling interaction and feedback during the session, participants agree to use appropriate language throughout and will refrain from making inappropriate comments.
- Participants agree they will not attempt to request or exchange personal information with Somerville College staff, our undergraduates, or other participants - including on any other social media platforms.
- Somerville College does not generally record sessions and would always seek full permission from all participants in advance, should we intend to make a recording. All participants also agree they will **not** make video or audio recordings of our sessions.
- In addition to Somerville College's Code of Conduct, schools may have their own agreements relating to online activity and behaviour they require their students to sign up to. Participants are reminded of this and also agree to comply with any additional guidelines or rules, outlined by Somerville College staff, specific to the particular online sessions they are taking part in – these may be verbal or written.

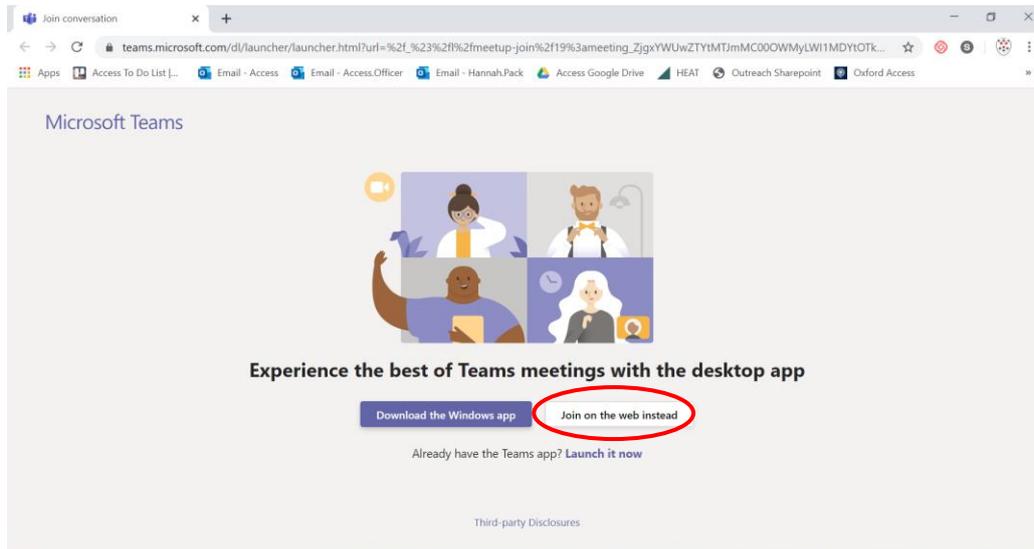
In order to protect the wellbeing and privacy of our staff and other participants, any individuals unable to follow this code of conduct will be removed from the session immediately.

If you have any further questions, please contact us at by emailing access@some.ox.ac.uk or 01865 280632.

Joining a Session

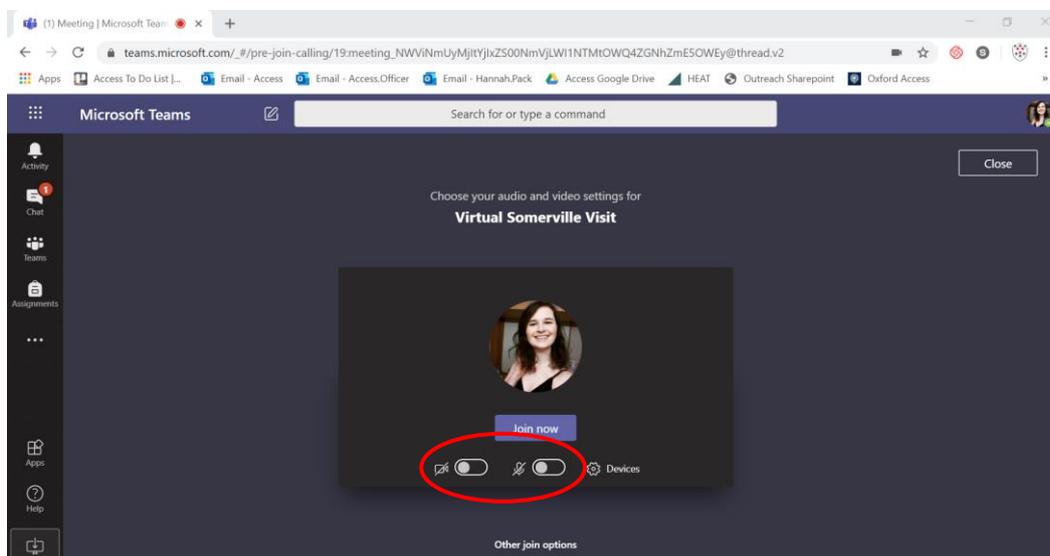
Click on the “Join Teams Meeting” link emailed to you.

A page like this should open in your browser. Click “Join on the web instead” to join the call in your browser without needing to download anything.



If you already have Microsoft Teams, you can join the call there by clicking “Launch it now” or “Open your Teams app”. However, you may struggle to change your username if you use this function.

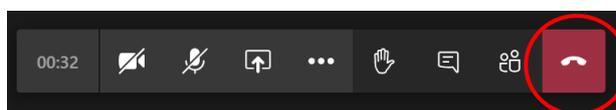
This page will then appear. Please ensure you have **switched off** your **camera** and **microphone** when entering the call. Click “Join now” once you have done so to enter the session.



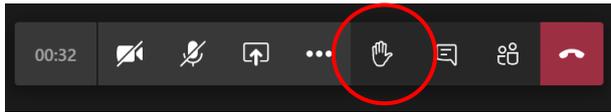
During the Session

Participants are able to re-join the session if dropped out by clicking on the same entry link originally sent to them.

Participants are able to leave the session at any time if necessary, by clicking the red telephone button on the right of the options bar, which appears in the middle of your screen:



Please use the 'Raise Hand' button if you wish to get the presenter's attention. You may be invited to unmute your microphone at this point:



Use the 'Chat' feature to type your questions and comments for the other members of the session to see:

