Checklist for oral online exams

- [Microsoft Teams](#)
- [The exam](#)

If the use of Microsoft Teams has been announced for the exam

Activate your Office365 account to be able to use Microsoft Teams. To do so:

1. Go to the WU [Controlpanel](#) application.

2. Log in to your WU account.

3. Click on "My email" and "Office365 configuration."

4. Please read the Office365 terms of use, then tick the checkbox next to "I have read the terms of use for Office365 and accept them," and click to submit your confirmation.

5. Select the full range of features (email, Skype4Business, Teams, SharePoint, Yammer, OneDrive) and click to submit.

It **may take up to 24 hours** until the activation is completed. Approximately 24 hours after activation, you will be able to log on to Microsoft Teams with your WU account.

1. Go to [teams.microsoft.com](#).

2. Enter the following: hstudentIDnumber@s.wu.ac.at – you will be forwarded to the WU login page.

3. There you can log in using either hstudentIDnumber or hstudentIDnumber@s.wu.ac.at (*not* with hstudentIDnumber@wu.ac.at) and your WU account password.

Download and install the Microsoft Teams desktop application on your computer. As an alternative, you can also download and install the mobile app on your smartphone.

Make sure you are logged in to Microsoft Teams with your WU student account (and not a private or work account).

The exam

Technical requirements for oral online exams

- Computer or laptop (for alternatives, consult with the examiner)
- Monitor (for alternatives, consult with the examiner)
- Camera or webcam
- Microphone
- Speakers (no headsets)
- Internet connection
- Tool for synchronous live communication (e.g. Microsoft Teams)

Before the exam

Please familiarize yourself with the following important steps you need to take and complete them 2–3 days before the scheduled exam date, if possible.

1. Make sure your computer is in good working order.
2. Download and install the necessary communication software on your computer.
3. If you are not already familiar with it, be sure to familiarize yourself with the program.
4. Test the function of your camera, microphone, and speakers.
5. If you have not received a link to the exam call on Microsoft Teams or whichever tool will be used, please contact the examiner.

On the day of the exam

On the day of the exam, take the following steps well before the exam is scheduled to begin:

1. Open the communication program, e.g. the Microsoft Teams desktop app, and log in with your WU account.
2. Be sure to have your student ID or another official photo ID to hand to be able to confirm your identity.

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