



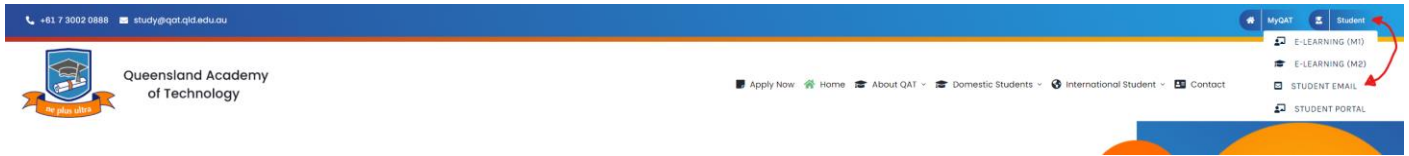
Student Microsoft Teams and Email Manual

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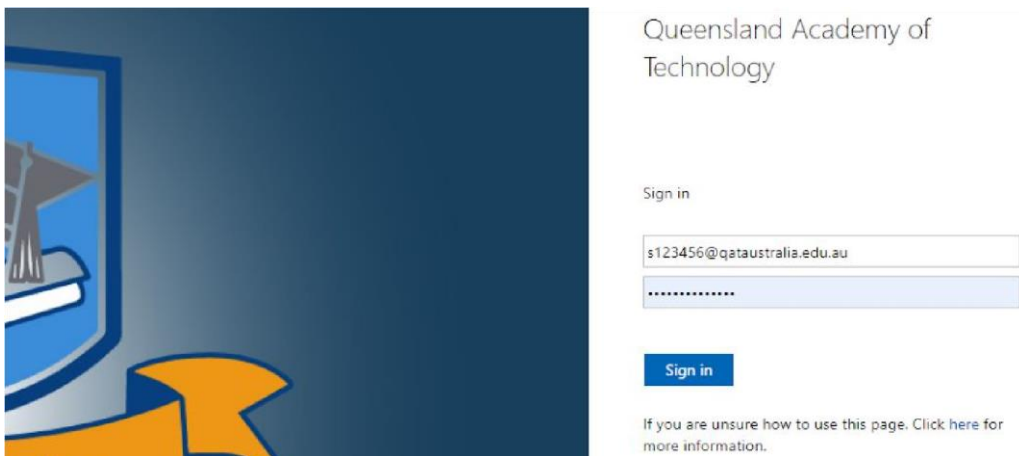
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Login to Microsoft Teams on Desktop

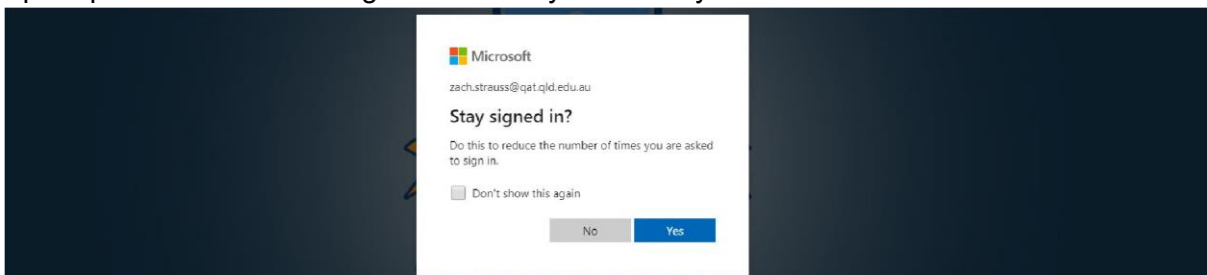
1. Visit the QAT website at qat.qld.edu.au and hover over the “Student” tab and click on “Student Email”.



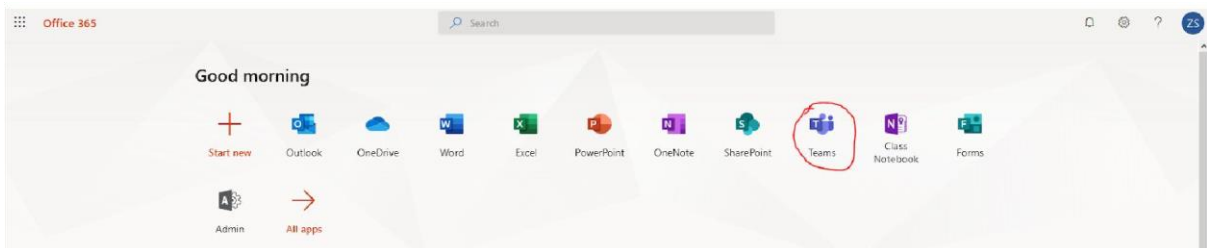
1. Enter your **student id** followed by **@qataustralia.edu.au** in the first input box. For example if your student id is **s123456** enter **s123456@qataustralia.edu.au**. Please note this is **not** your qatconnect email address. In the second box enter your usual QAT password. This is the password used to login to the QAT computer labs and was sent to your personal email when enrolled. If you cannot remember this you will need to contact QAT reception to reset it.



2. Click Sign in.
3. If prompted with the following screen click yes unless you're on a shared device.



4. Once logged in you will be greeted with the following screen. Click on the Teams link.



Login to Microsoft Teams on Mobile

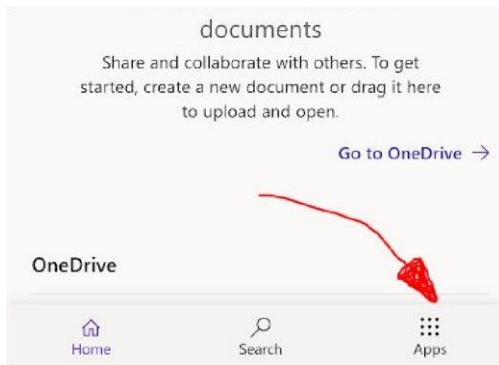
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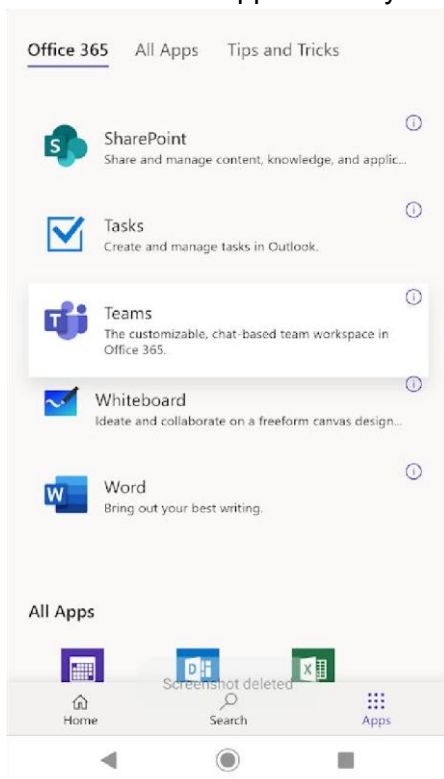
1. Enter your **student id** followed by **@qataustralia.edu.au** in the first input box. For example if your student id is **s123456** enter **s123456@qataustralia.edu.au**. Please note this is **not** your qatconnect email address. In the second box enter your usual QAT password. This is the password used to login to the QAT computer labs and was sent to your personal email when enrolled. If you cannot remember this you will need to contact QAT reception to reset it.

A screenshot of the QAT sign-in page. The page title is 'Queensland Academy of Technology'. Below the title, there is a 'Sign in' section. It contains two input fields: the first for the email address, which is pre-filled with 's123456@qataustralia.edu.au', and the second for the password, which is masked with dots. Below the input fields is a blue 'Sign in' button. At the bottom of the page, there is a link that says 'If you are unsure how to use this page. Click here for more information.'

2. Click Sign in.
3. Once logged in you will see the below screen. Click on the apps tab.



4. Press the teams app. You may have to scroll down to find it.



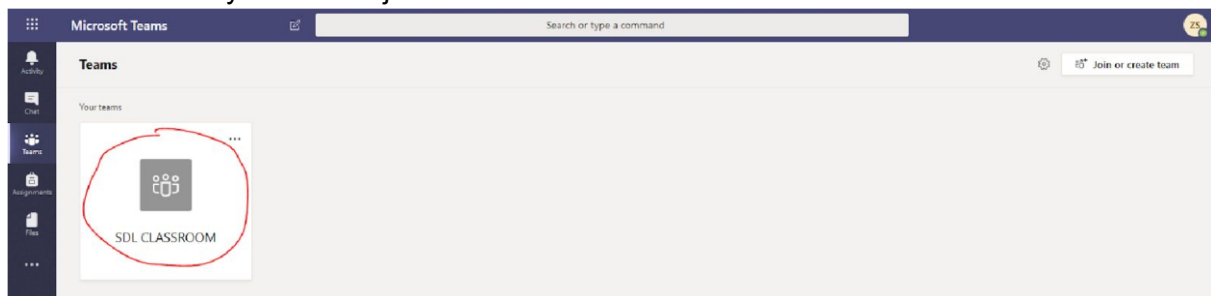
5. Click the “Download the app” button. Install the app on your device and open the teams app.
6. Click on the “Sign in” button.



7. Login in with the same username and password you entered previously. This is your student id followed by @qataustralia.edu.au and the password that was emailed to you on enrolment.

Join a Video Chat in Microsoft Teams

1. Follow the login guide above.
2. Click on the class you want to join.

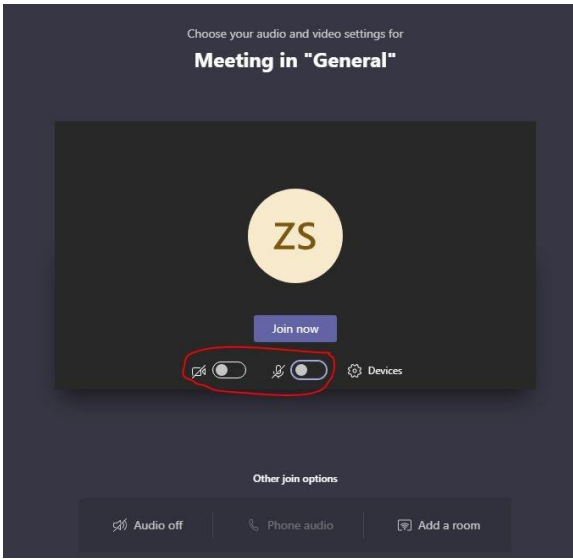


3. On the bottom of the screen click on the “Join” button. If this isn’t visible you may have to wait for your teacher to start a video call.



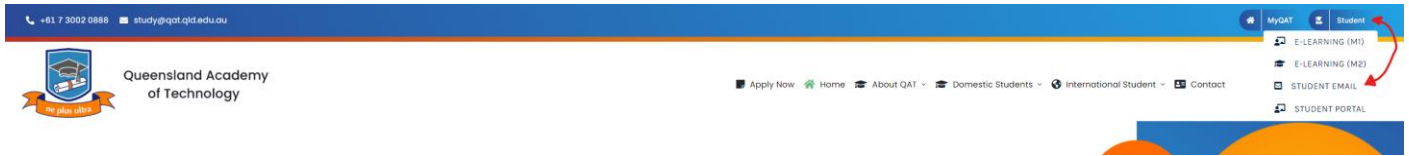
4. Ensure your microphone and video are muted (unless needed) and click “Join Now”.

Choose your audio and video settings for
Meeting in "General"

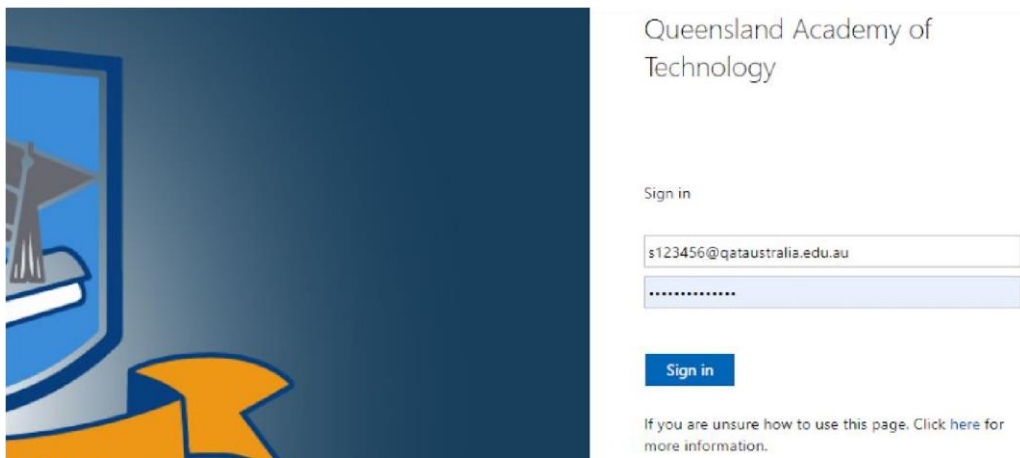


Login to Student Email on Desktop

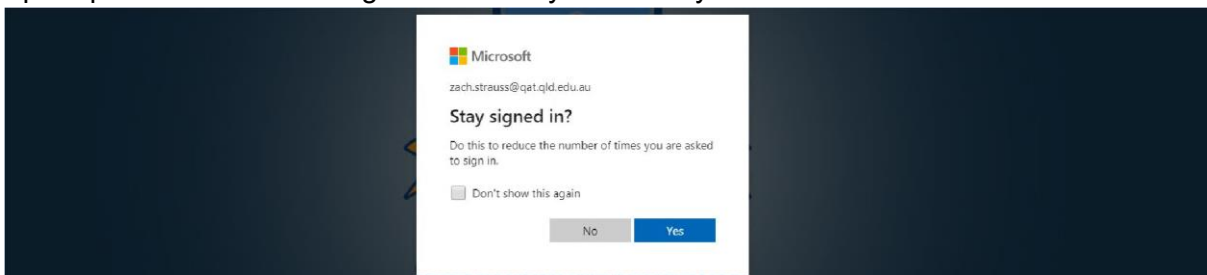
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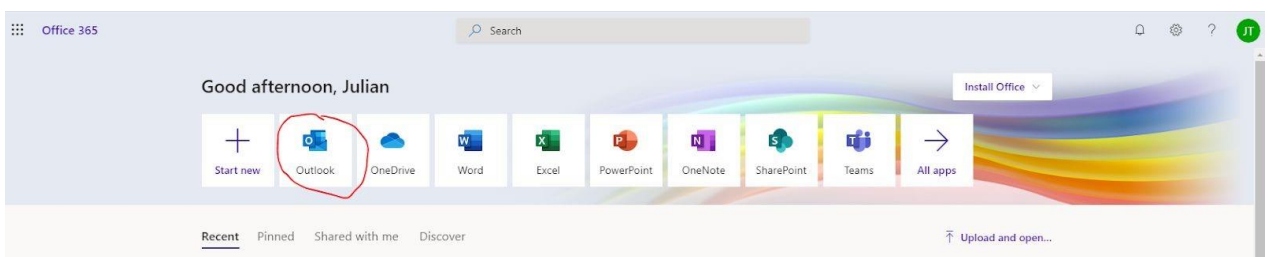
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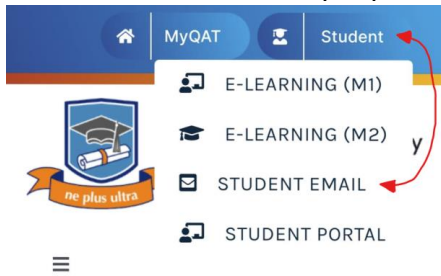


5. Once logged in you will be greeted with the following screen. Click on the outlook link.

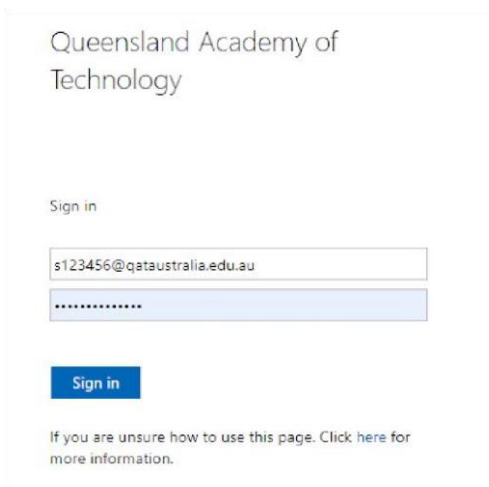


Login to Student Email on Mobile

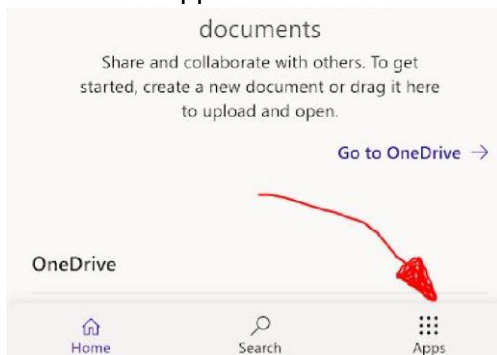
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3. Click Sign in.
4. Click on the apps tab on the bottom of the screen.



5. Press the Outlook app. You may have to scroll down to find it.

