



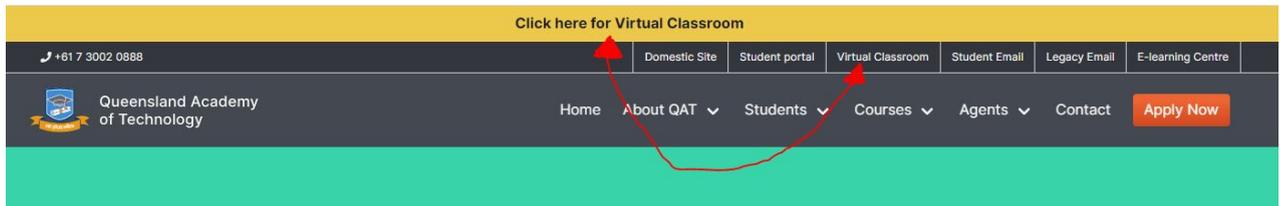
Student Microsoft Teams and Email Manual

Table of contents

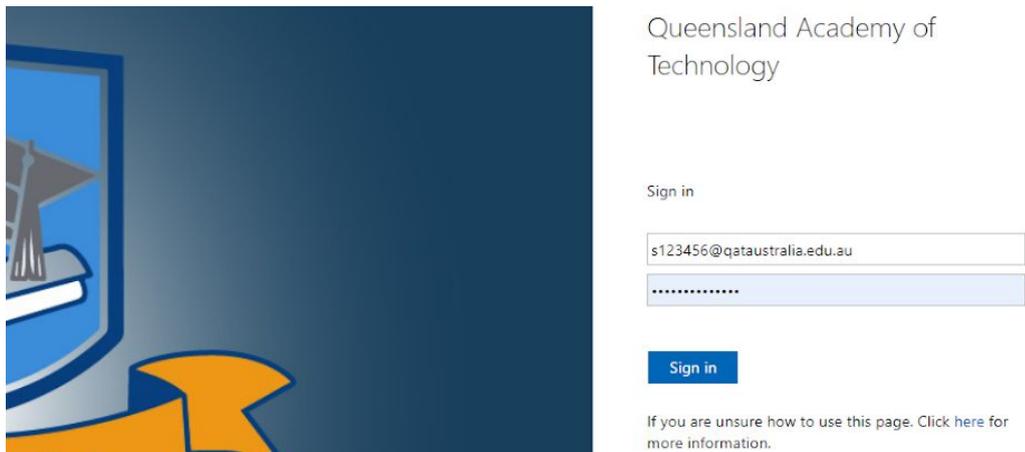
Login to Microsoft Teams on Desktop	3
Login to Microsoft Teams on Mobile	4
Join a Video Chat in Microsoft Teams	6
Login to Student Email on Desktop	7
Login to Student Email on Mobile	8

Login to Microsoft Teams on Desktop

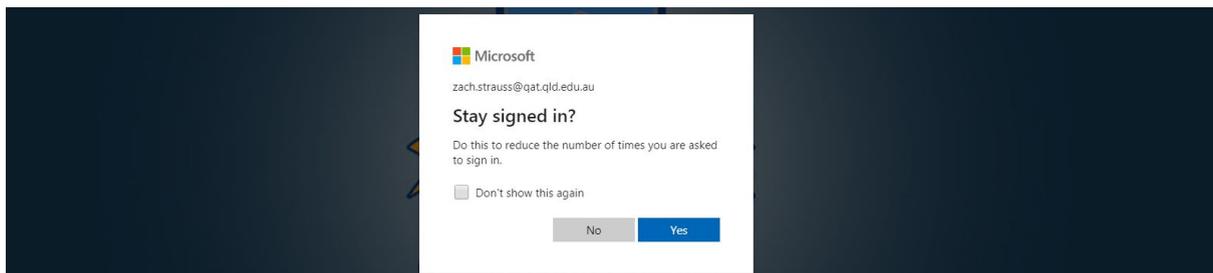
1. Visit the QAT website at qat.qld.edu.au and click on “Virtual classroom” on the top right or the large yellow box at the top of the page.



2. 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.



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



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



Login to Microsoft Teams on Mobile

1. Visit the QAT website at qat.qld.edu.au and click on the yellow box at the top.



2. 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.

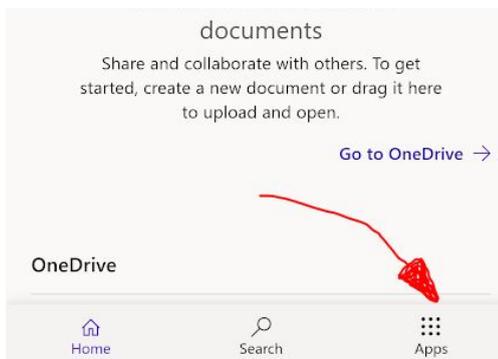
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Sign in

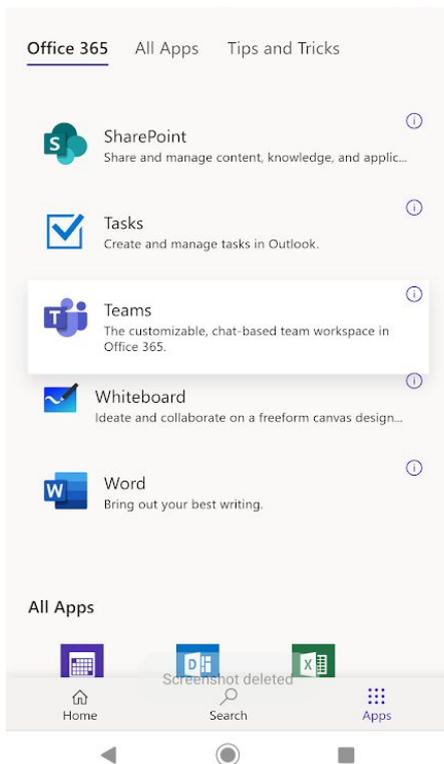
Sign in

If you are unsure how to use this page. [Click here](#) for more information.

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



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



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

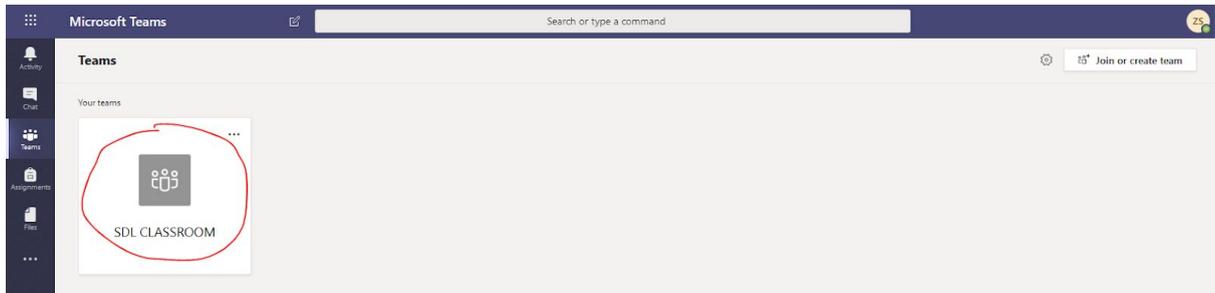
7. Click on the “Sign in” button.



8. 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

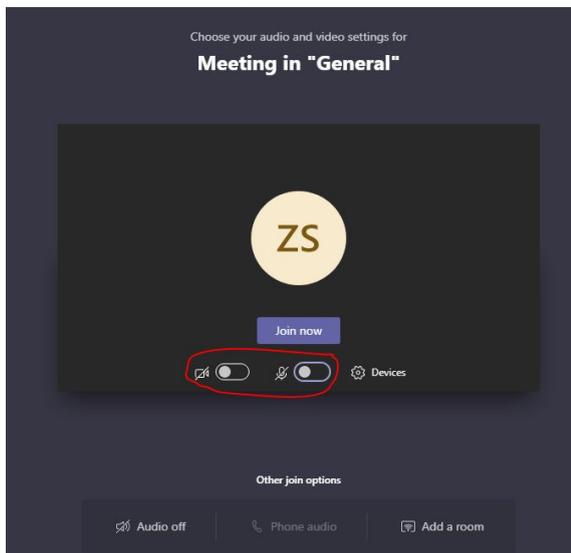
1. Follow the login guide above.
2. Click on the class you want to join.



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.

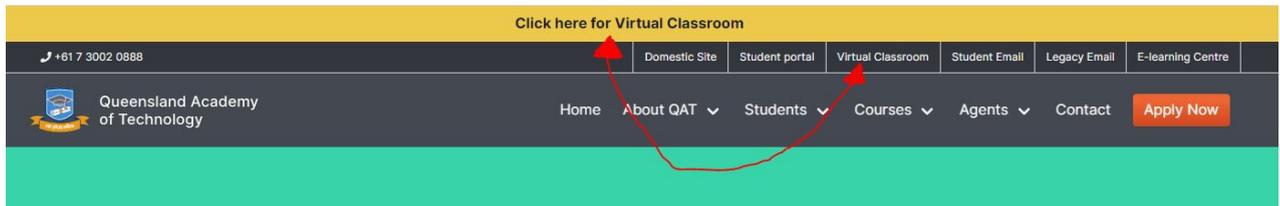


4. Ensure your microphone and video are muted (unless needed) and click “Join Now”.

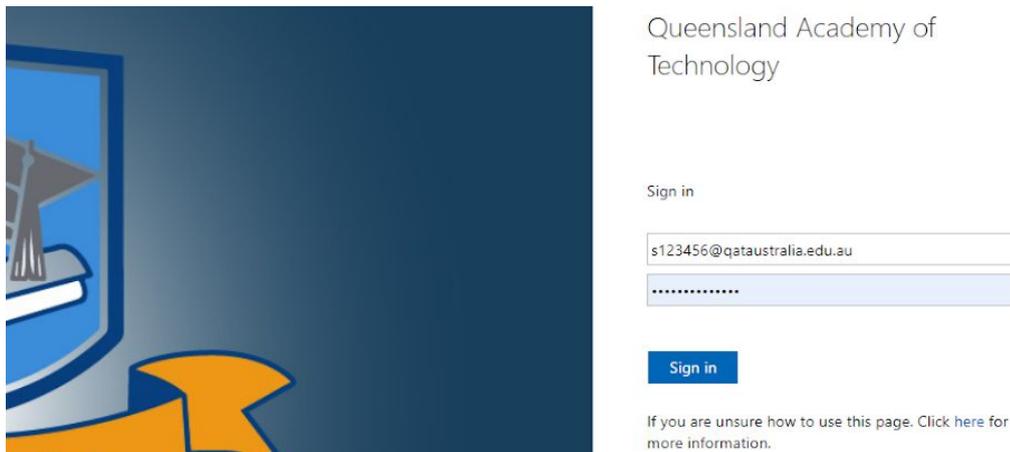


Login to Student Email on Desktop

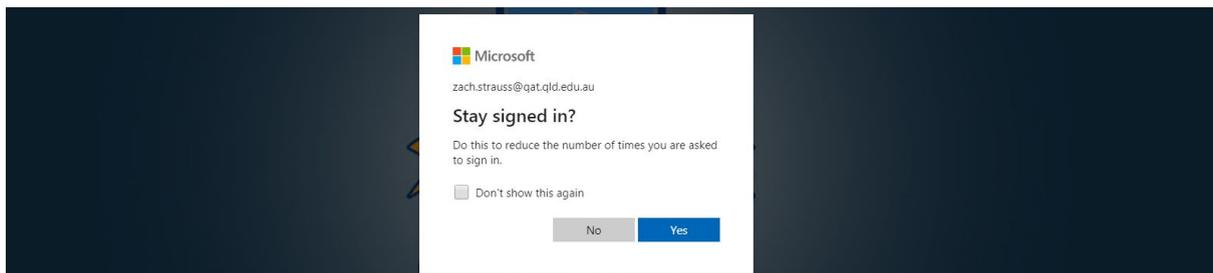
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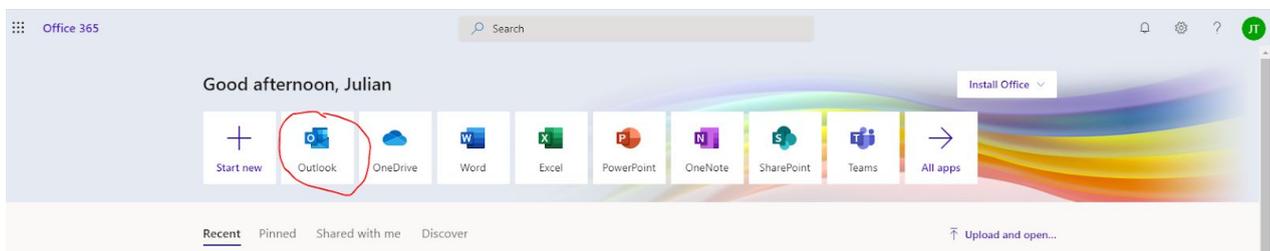
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3. Click Sign in.
4. If prompted with the following screen click yes unless you're on a shared device.



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



Login to Student Email on Mobile

1. Visit the QAT website at qat.qld.edu.au and click on the yellow box at the top titled “Virtual Classroom”.



2. 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.

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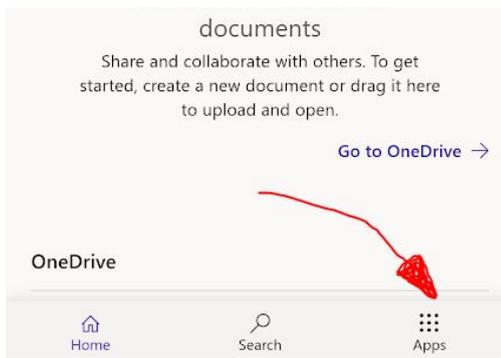
Sign in

Sign in

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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.

