

# Student Microsoft Teams and Email Manual

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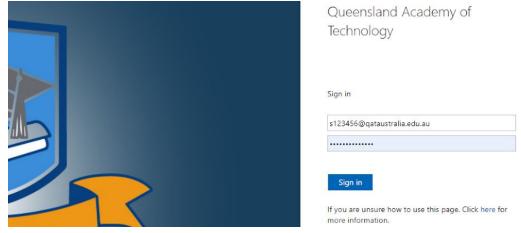


#### Login to Microsoft Teams on Desktop

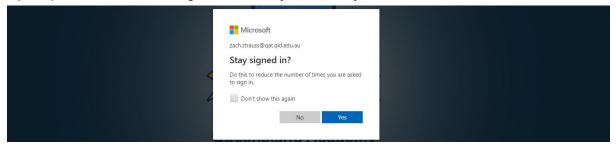
1. Visit the QAT website at qat.qld.edu.au and click on "Virtual classroom" on the top right or the large yellow box at the top of the page.

Click here for Virtual Classroom									
<b>₽</b> +61 7 3002 0888	- 4	Domestic Site	Student portal	Virtual Classroom	Student Email	Legacy Email	E-learning Centre		
Queensland Academy of Technology	Home	About QAT 🗸	Students 🗸	Courses 🗸	Agents 🗸	Contact	Apply Now		

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.

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### Login to Microsoft Teams on Mobile

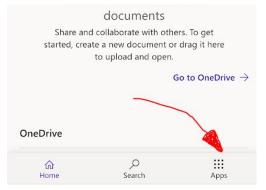
1. Visit the QAT website at qat.qld.edu.au and click on the yellow box at the top.



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.

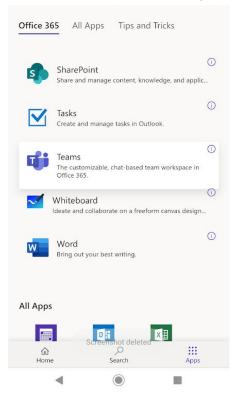
Queensland Ac Technology	ademy of
Sign in	
s123456@qataustralia.ed	lu.au
Sign in	use this page. Click here for

- 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.

	Microsoft Teams	C	Search or type a command		ZS
Activity	Teams			٢	ເວົ້ Join or create team
Chat	Your teams				
Teams Assignments Files	SDL CLASSROOM				

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.

0	Meeting now	00:12 zs
	Join	
	e Meeting started ← Reply	

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



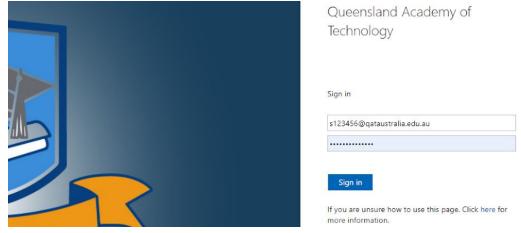


### Login to Student Email on Desktop

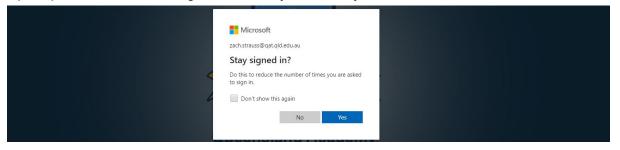
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- 3. Click Sign in.
- 4. If prompted with the following screen click yes unless you're on a shared device.



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

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Recent Pinned Shared with me Disco	ver			T Upload and open.	

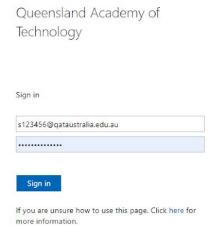


## Login to Student Email on Mobile

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



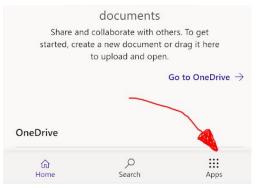
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3. Click Sign in.



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.

