

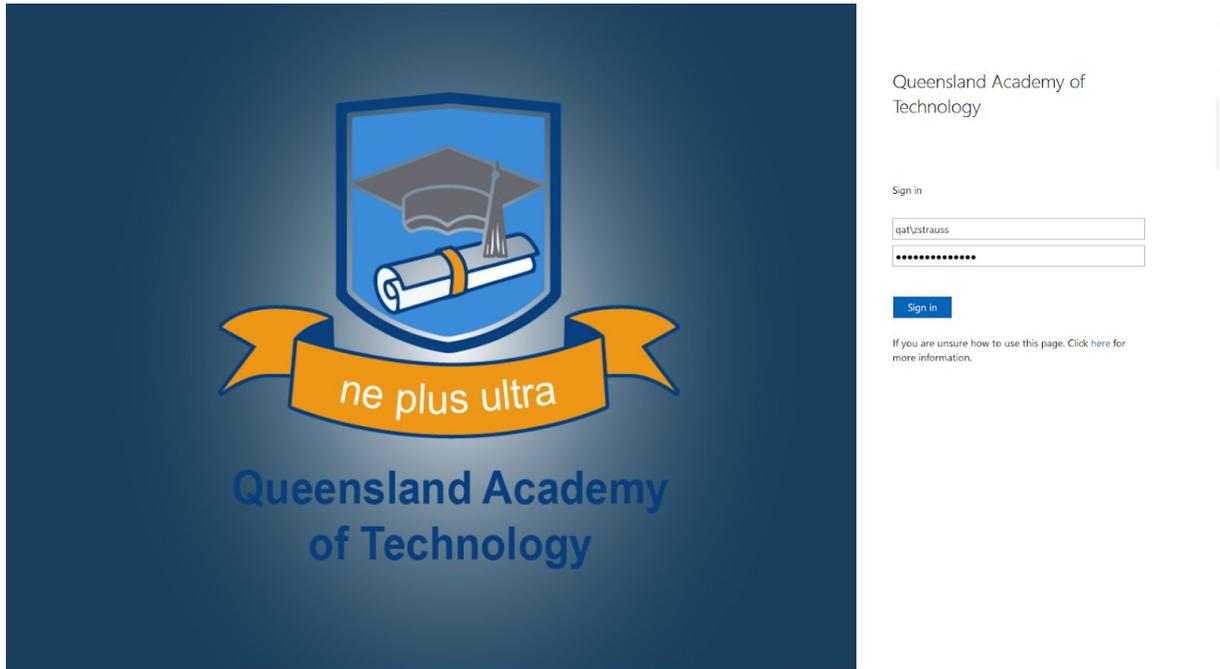
# QAT Staff Microsoft Teams Manual

How to create calls, upload files and more.

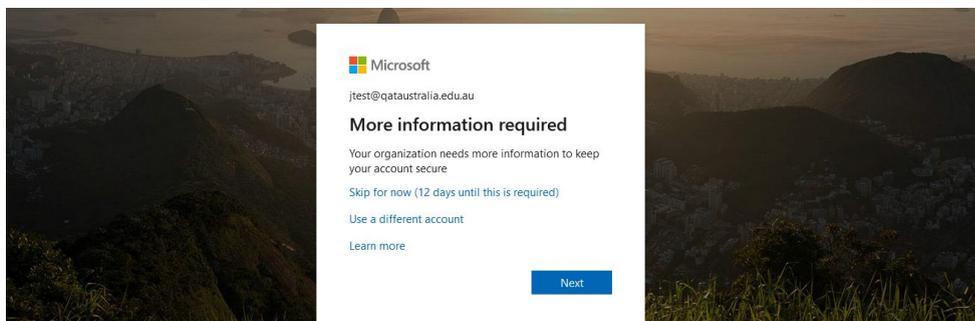
<b>Login to Microsoft Teams</b>	<b>2</b>
<b>Start a video chat in Microsoft Teams</b>	<b>3</b>
<b>Record a Video Chat</b>	<b>4</b>
<b>Share your Screen</b>	<b>5</b>
<b>Upload a File</b>	<b>6</b>
<b>Mute a Participant</b>	<b>7</b>

# Login to Microsoft Teams

1. Visit the QAT website at [qat.qld.edu.au](http://qat.qld.edu.au) and click on “Virtual classroom” on the top right.
2. Enter your QAT email address or `qat\username` in the first input box. In the second input box enter your usual QAT password. This is the password used to login to your QAT computer or email.



3. Click Sign in.
4. If you are prompted with the following screen click the next button and follow the prompts.



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

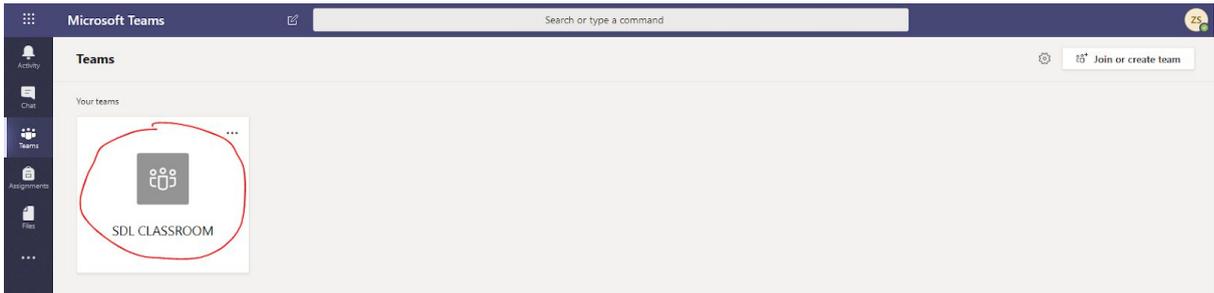


# Start a video chat in Microsoft Teams

For more details follow Microsoft's guide:

<https://support.office.com/en-us/article/video-create-instant-meetings-with-meet-now-26e06837-853d-4df1-a729-06bf700d4ecf>

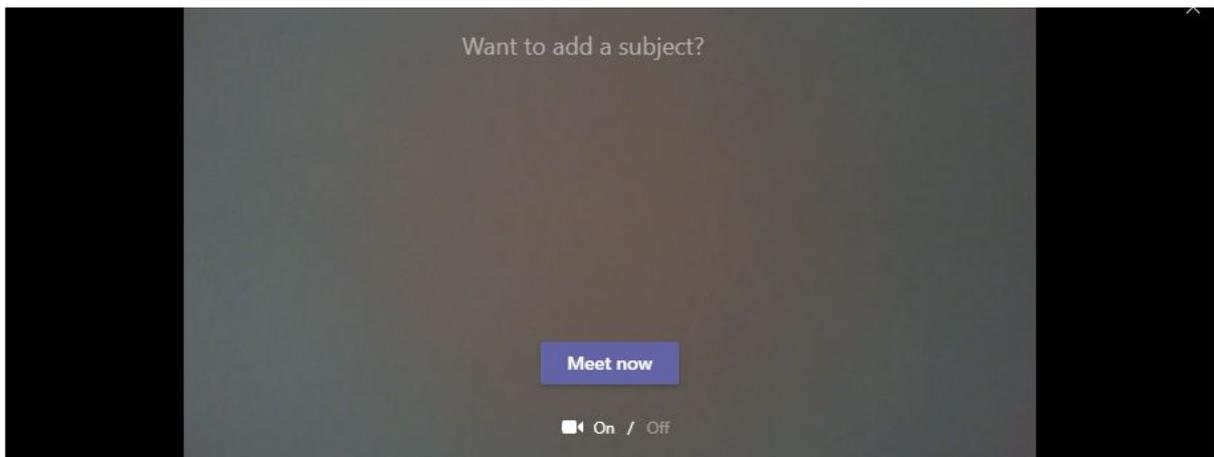
1. Follow the login guide above.
2. Click on the class you want to start a video chat in.



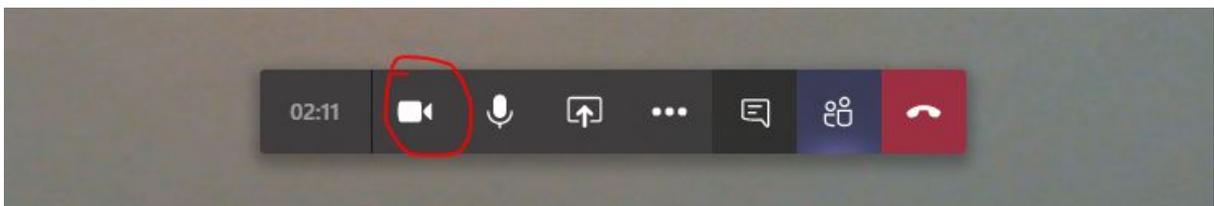
3. On the bottom of the screen click on the meet now button.



4. Type in a subject and click the "Meet now" button.

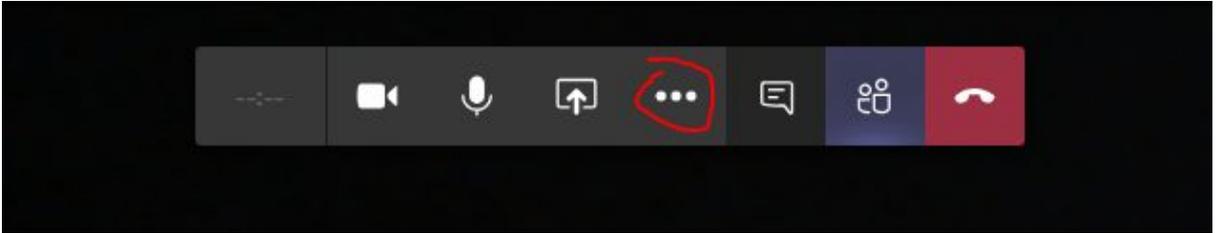


5. To toggle your camera click on the camera icon.

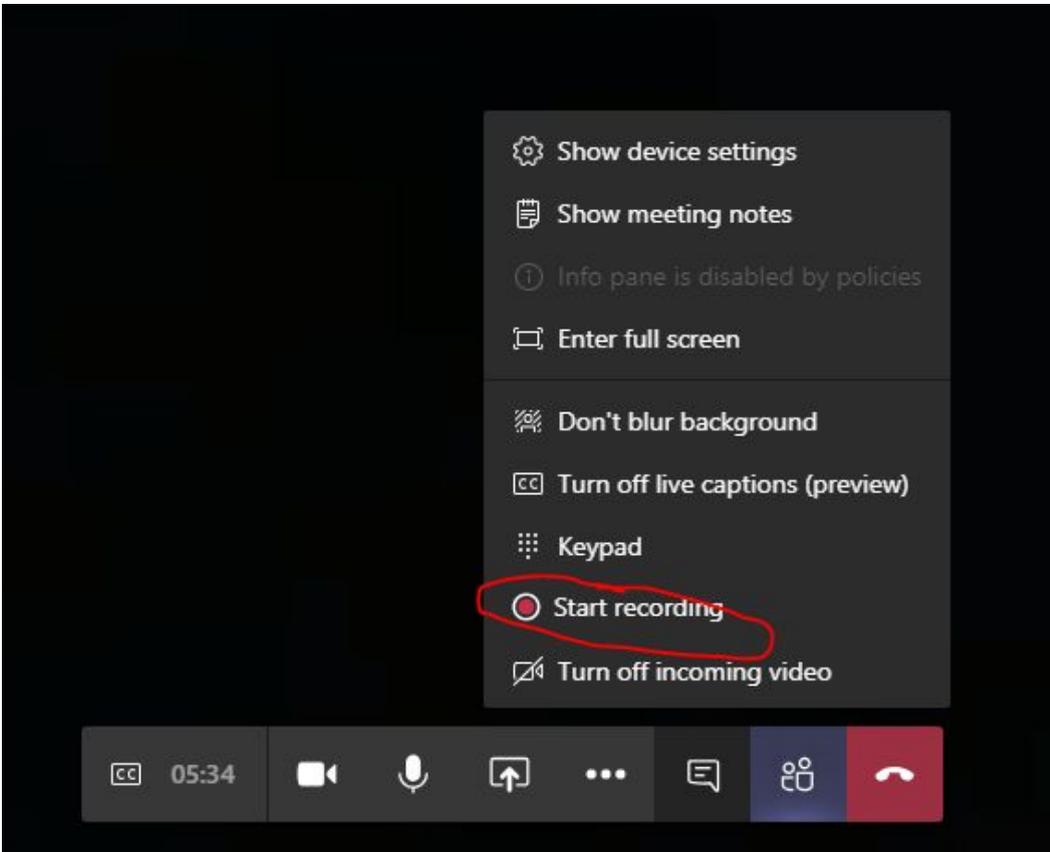


# Record a Video Chat

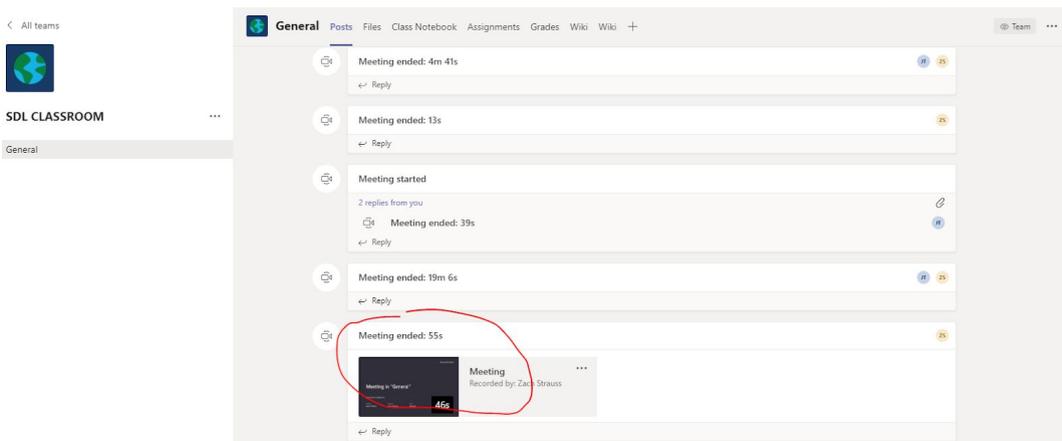
1. Follow the above instructions to start a call.
2. Click the “More actions” button.



3. Click on “Start recording”



4. You can stop a recording by clicking “More actions” and then “Stop recording”. Ending a call will also stop a recording.
5. After the video has processed it will show up in the posts section of your team.



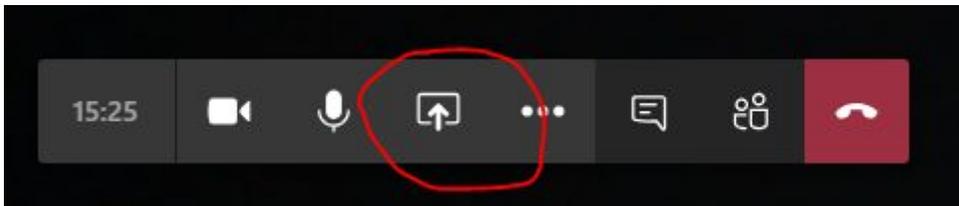
# Share your Screen

Please note that Screen Sharing is only available in the desktop version of microsoft teams.

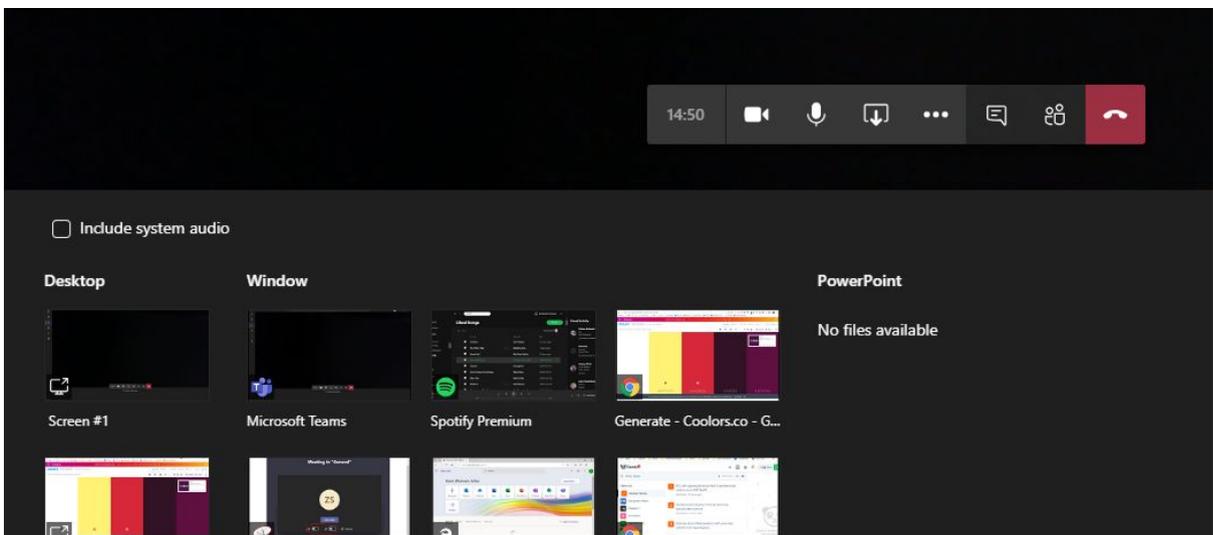
For more details follow Microsoft's guide:

<https://support.office.com/en-us/article/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

1. Follow the above instructions to start a call.
2. Click on the share button.

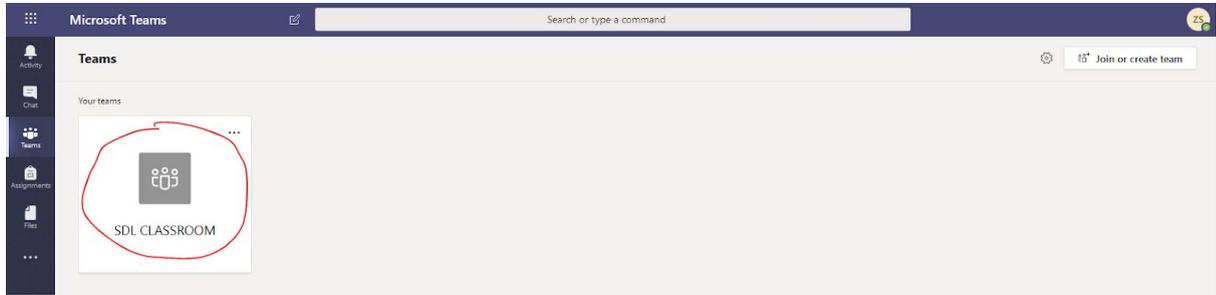


3. Click on a screen or window to share. Your screen or window will now be viewable by the video chat participants.

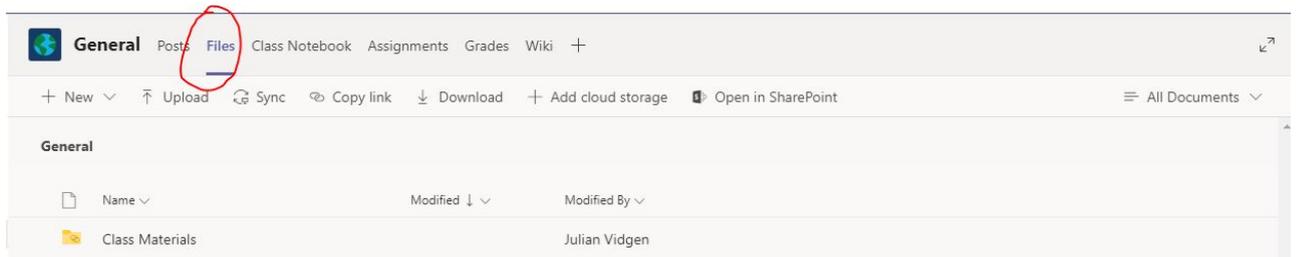


# Upload a File

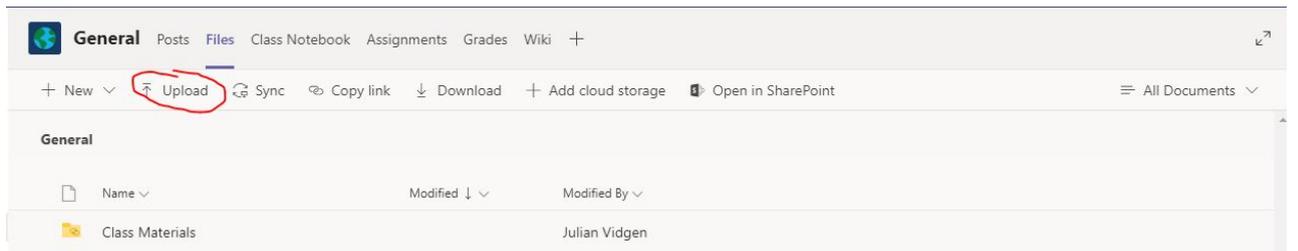
1. Follow the login guide above.
2. Click on the class you want to join.



3. Click on the file tab.



4. Click upload.



5. Select the file you want to upload and click open.

## Mute a Participant

Note that you will need to be in a call to mute a participant.

1. Right click on the participant you want to mute.
2. Click "Mute participant"

