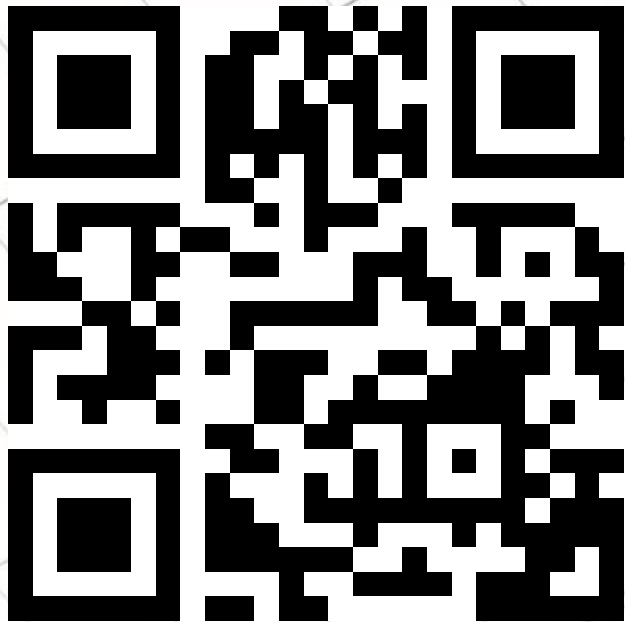
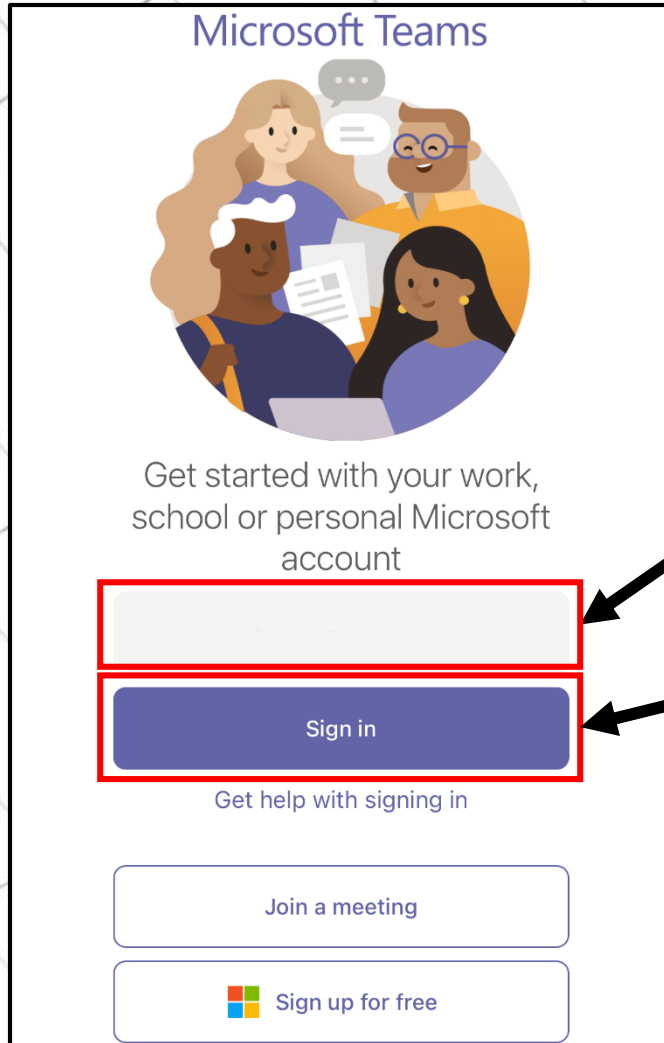


STEP 1: Install Microsoft Teams App

Search for “Microsoft Teams” in App Store (iOS) or Play Store (Android) or you can scan the QR code below:



STEP 2: Sign in to Microsoft Teams



Mobile Screen

1. Open the installed app

2. Enter your user name

3. Click "Sign in"

STEP 2: Sign in to Microsoft Teams



@qtss.edu.sg

1. Enter default password

Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

2. Click "Sign in"

Sign in

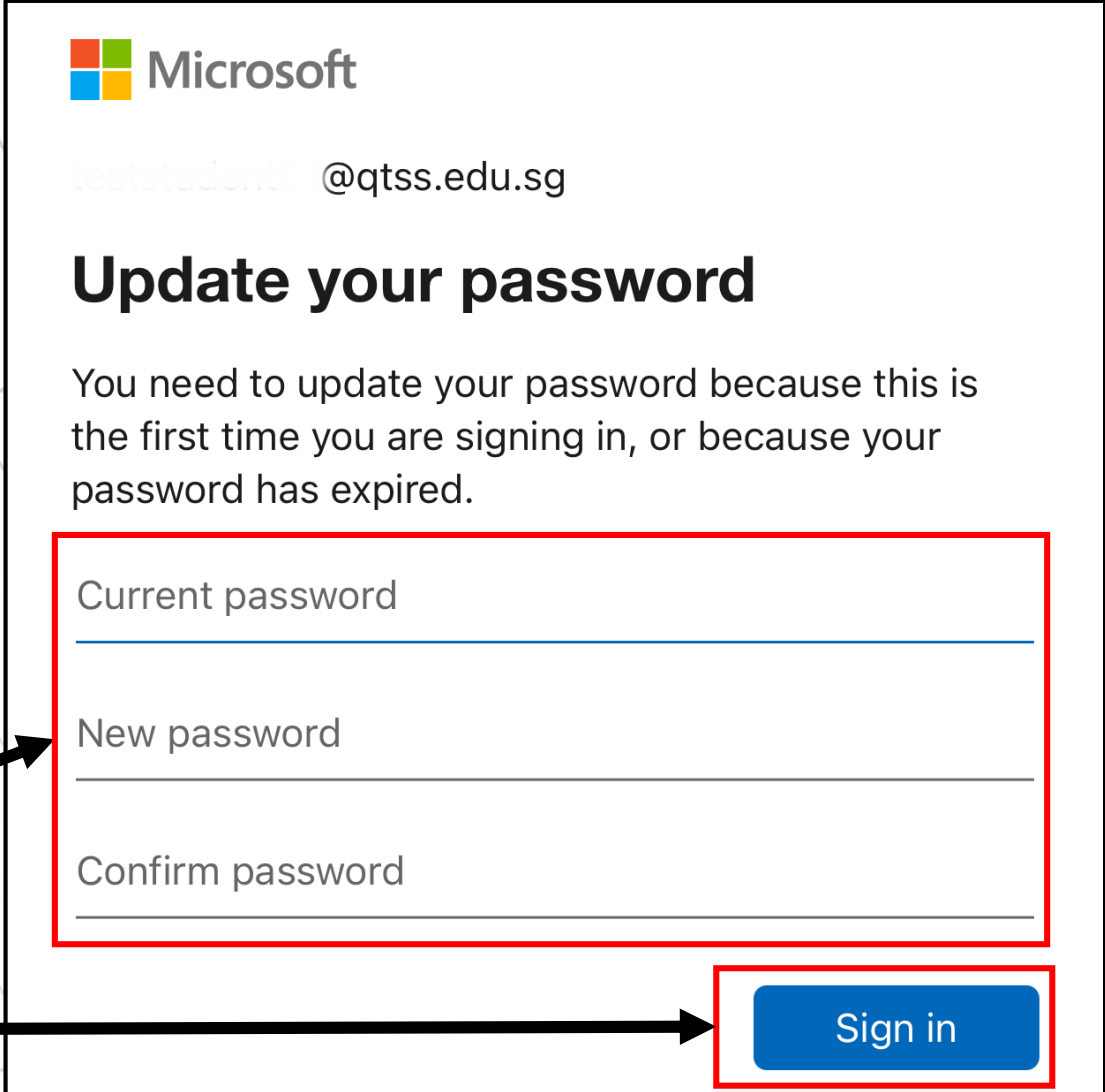
Mobile Screen

STEP 3: Set a New Password

NOTE: Password must be at least 8 characters and must combine uppercase and lowercase letters, number and symbols. They cannot be your user name.

1. Use this section to set a new password

2. Click “Sign in”



The screenshot shows the Microsoft login interface for a user named 'teststudent' with email '@qtss.edu.sg'. The title is 'Update your password'. A message states: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' Below this, there are three input fields: 'Current password', 'New password', and 'Confirm password'. These fields are grouped within a red rectangular border. At the bottom right, there is a blue 'Sign in' button, also highlighted with a red rectangular border. An arrow points from the first instruction box to the password fields, and another arrow points from the second instruction box to the 'Sign in' button.

Microsoft

teststudent@qtss.edu.sg

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Mobile Screen

STEP 4: Setup Account (Follow CAREFULLY)



@qtss.edu.sg

Help us to protect your account

Microsoft has enabled Security Defaults to keep your account secure. [Learn more about the benefits of Security Defaults](#)

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

[Next](#)

1. Click “Skip for now”

DO NOT CLICK THIS

Mobile Screen

STEP 4: Setup Account (Follow CAREFULLY)



@qtss.edu.sg

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

1. Click “Next”

Next

Mobile Screen

STEP 4: Setup Account (Follow CAREFULLY)

**1. Click “Skip for now”
again**



@qtss.edu.sg

Help us to protect your account

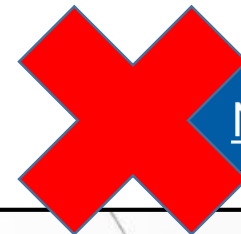
Microsoft has enabled Security Defaults to keep your account secure. [Learn more about the benefits of Security Defaults](#)

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

DO NOT CLICK THIS

[Next](#)



Mobile Screen

STEP 4: Setup Account (Follow CAREFULLY)



@qtss.edu.sg

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

Yes

1. Click "Yes"

Mobile Screen

STEP 5: Register Your Phone Number

NOTE: If you have problem registering your phone number, you can scroll down and click on "Skip Setup".

2. Enter your mobile phone number

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

Singapore (+65)

☒ Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

Mobile Screen

1. Select "Singapore (+ 65)"

3. Click "Next"

STEP 5: Register Your Phone Number

NOTE: If you have problem registering your phone number, you can scroll down and click on “Skip Setup”.

1. Enter the 6-digit code that was SMS to you.

2. Click “Next”

The image shows a mobile screen with a grid background. At the top, the text 'Keep your account secure' is displayed in a large, bold font. Below it, a smaller line of text reads 'Your organisation requires you to set up the following method of proving who you are.' The main heading 'Phone' is centered. A blue-bordered box contains the text 'We just sent a 6-digit code to +65 . Enter the code below.' Below this is a red-bordered input field with the placeholder text 'Enter code'. A blue link 'Resend code' is positioned below the input field. At the bottom right, there are two buttons: a grey 'Back' button and a red-bordered 'Next' button. Arrows from the instructional text on the left point to the input field and the 'Next' button.

Keep your account secure

Your organisation requires you to set up the following method of proving who you are.

Phone

We just sent a 6-digit code to +65 . Enter the code below.

Enter code

[Resend code](#)

[Back](#) [Next](#)


Mobile Screen

STEP 6: Setup Completed Successfully!

Keep your account secure

ur organisation requires you to set up the following metho
of proving who you are.

Phone

 SMS verified. Your phone was registered successfully.

Next

Mobile Screen

1. Click "Next"


Keep your account secure

ur organisation requires you to set up the following metho
of proving who you are.

Success!

Well done. You have successfully set up your security
info. Choose "Done" to continue signing in.

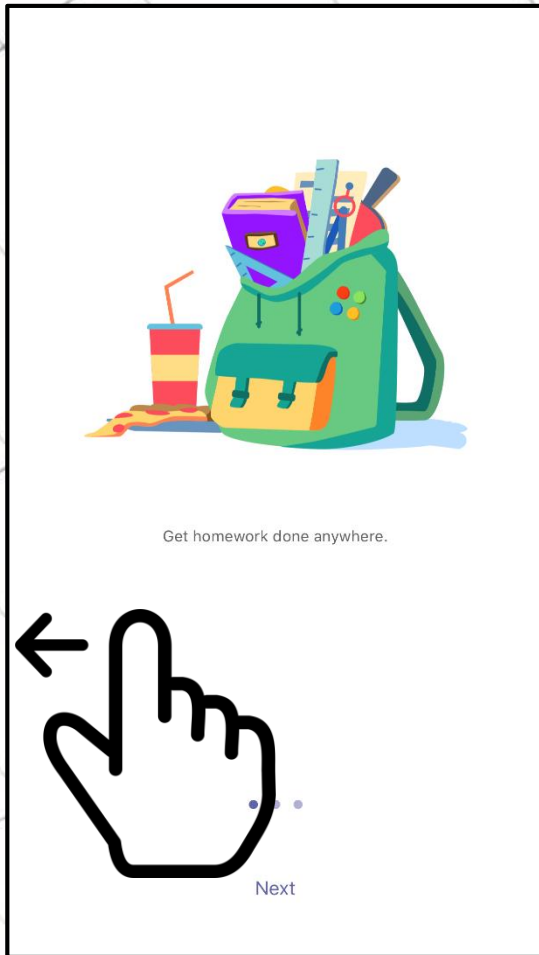
Default sign-in method:

 Phone
+65

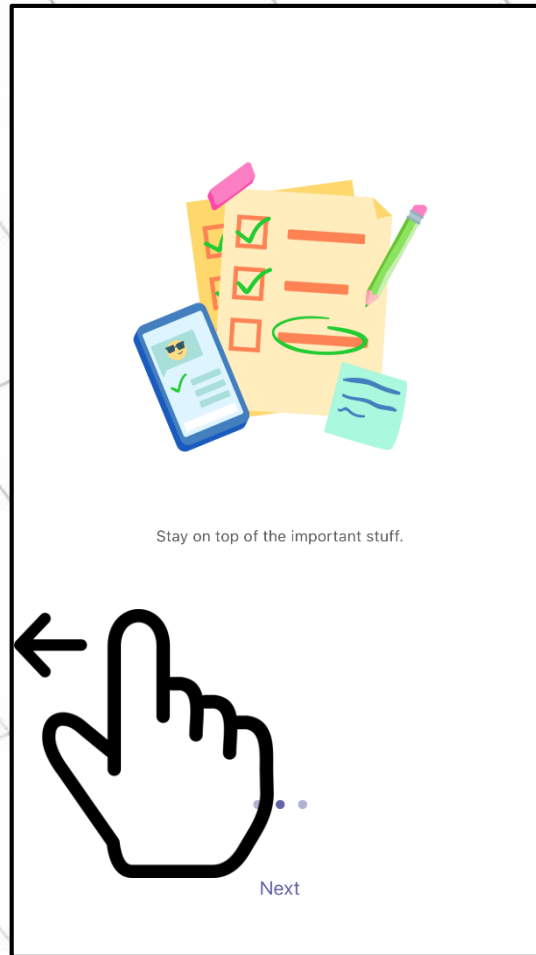
Done

2. Click "Done"

You are done, wait for the app to load and swipe through the introduction screens



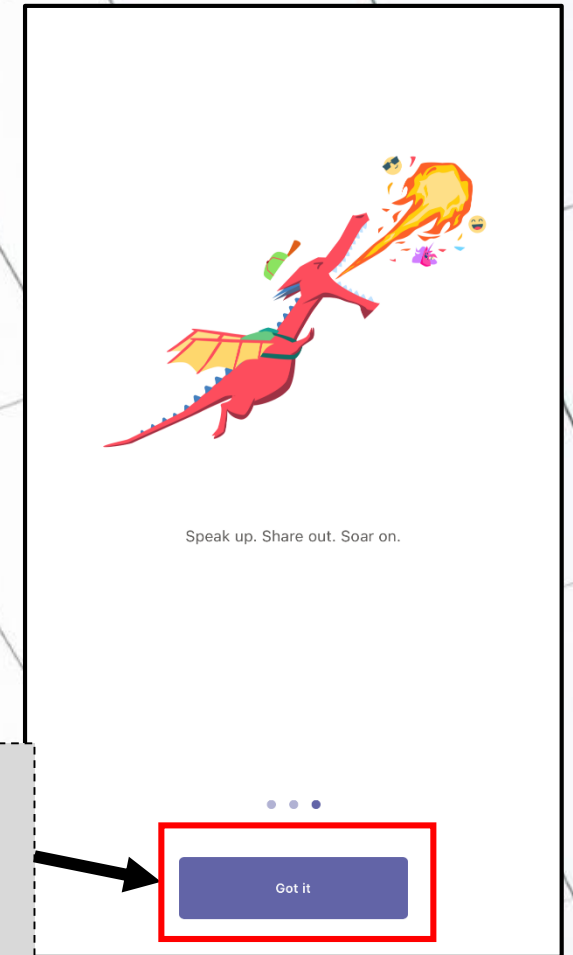
Mobile Screen



Mobile Screen



1. Click
"Got It"



Mobile Screen