

Guide to Accessing Microsoft Outlook and Joining the ZCASU Student Group

Use your ZCASU Microsoft account to access Outlook for emails and Teams for important student updates.

Use the link provided below to join the ZCASU student group on Teams. Log in using the ZCASU MICROSOFT ACCOUNT:

https://teams.microsoft.com/l/team/19%3AMHd4AgxO_b15pXV9TL-7qB2XfEDOuJgOO4uRXPt1GBE1%40thread.tacv2/conversations?groupId=49f9028f-765d-4f61-9517-81e03a6a78a4&tenantId=d8b9257f-ae35-45c0-8312-227d593447c3

Step 1: Accessing Microsoft Outlook

1. Go to Outlook.com or download outlook from Play store or App Store.
 2. Sign in with your ZCASU email (e.g., 2023xxxx@zcasu.edu) and password.
 3. You're in! Check your inbox for important updates regularly.
-

Step 2: Joining the ZCASU Student Group on Microsoft Teams

1. Download Teams from Play store or App store or use the web app at teams.microsoft.com.
2. Sign in with your ZCASU email and password.

Benefits of Joining the Teams Group

- **Stay Updated:** Receive updates about orientations, quizzes, and university events.
- **Engage with Peers:** Interact with fellow students and faculty for support and announcements.

For those that do not have ZCASU emails, please contact the ICT DEPARTMENT.