

## Teams Installation – Mac (Non-university)

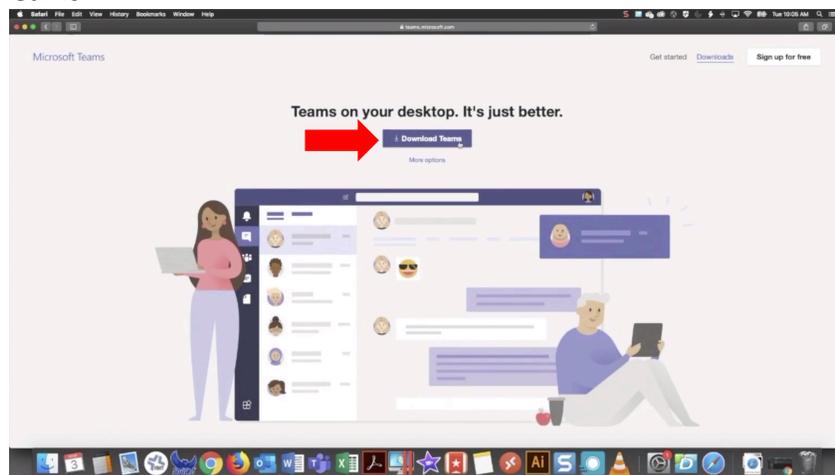
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### Introduction

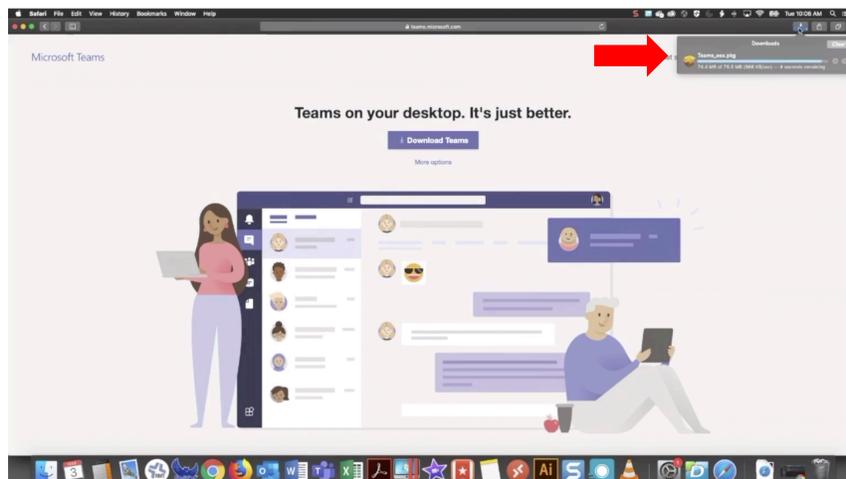
This guide will walk you through how to install Microsoft Teams on a non-university Mac computer.

### Installation Process

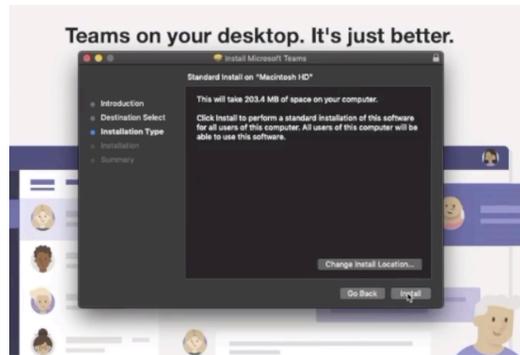
1. Go to the website: “teams.microsoft.com/downloads”.
2. Select “Download Teams”.



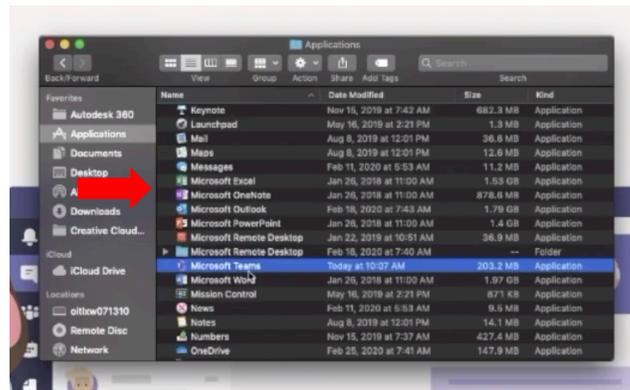
3. Depending on your browser, the exact download process may vary. Once the installer is downloaded, open the file.



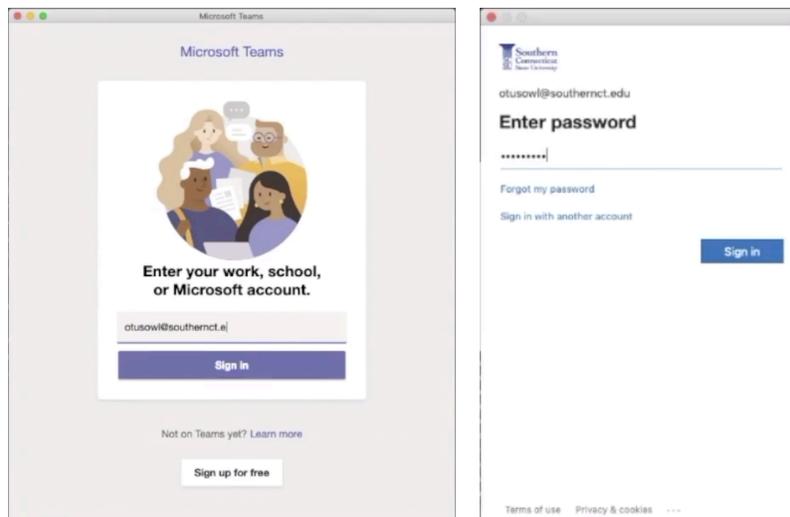
4. The installer will walk you through the installation



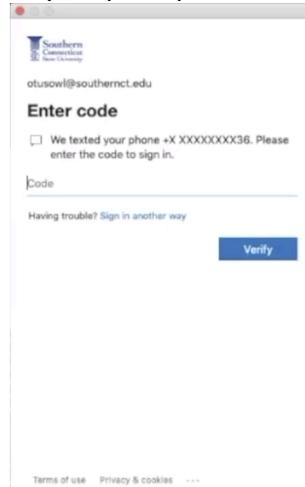
5. Once finished, open the applications list and select Microsoft Teams to open.



6. Sign in using your full SCSU email address and password.



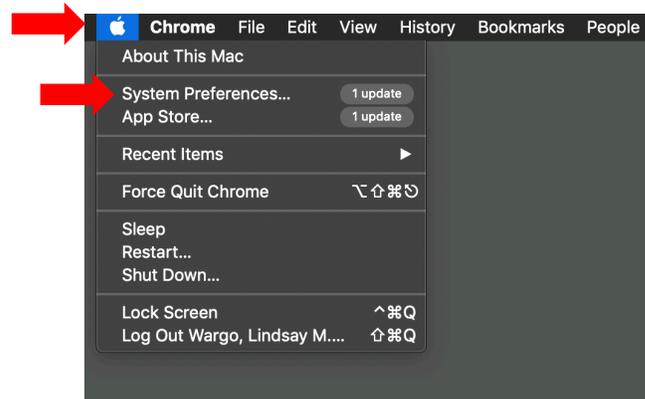
7. If you are off the campus network, you may be prompted to authenticate your account.



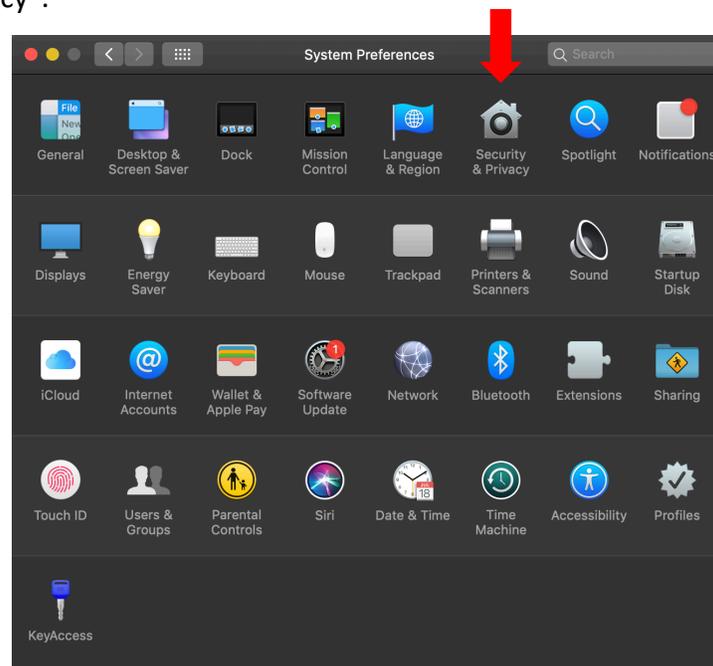
8. Teams is now ready to use!

### Allowing Teams access to microphone

1. Select the Apple symbol on the upper left-hand toolbar, then “System Preferences”.



2. Select “Security & Privacy”.



3. Select “Microphone” from the left menu. Scroll down the right menu to find Teams. Select the checkbox next to Microsoft Teams. If this menu is grayed out, select the lock on the bottom left-hand corner to unlock and enter your username and password.

