

## 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".

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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.

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Autodesk 360	T Keynote	Nov 15, 2019 at 7:42	AM 682.3 MB	Application
	Launchpad	May 16, 2019 at 2:21		Application
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Documents	📑 Maps	Aug 8, 2019 at 12:01	PM 12.6 MB	Application
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Creative Cloud	Microsoft Remote De	sktop Jan 22, 2019 at 10:5	1 AM 36.9 MB	Application
	Microsoft Remote De	sktop Feb 18, 2020 at 7:40		Folder
iCloud Drive	1 Microsoft Teams	Today at 10:07 AM	203.2 MB	Application
	Microsoft Work	Jan 26, 2018 at 11:0	0 AM 1.97 GB	Application
	Mission Control	May 16, 2019 at 2:21		Application
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Remote Disc	📥 Numbers	Nov 15, 2019 at 7:37		Application
🕄 Network	OneDrive	Feb 25, 2020 at 7:41	IAM 147.9 MB	Application

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.

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Enter co	ode	
We text enter th	ed your phone +X XXXXXXXXX36. Pl e code to sign in.	ease
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Having trouble	e? Sign in another way	
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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".

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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.

