

How to use Microsoft Teams (Mac OS)

Before trying to share content in MS Teams you must enable permissions on your Mac OS:
(skip to page 3 if you have used Teams before)

1. While on your Mac desktop screen, click on the Apple icon logo at the top left corner of the menu bar or select System Preferences in your desktop dock/menu bar.

2. Select "**Security & Privacy.**"



3. Select the **Privacy** tab.

4. Click on the golden lock and make sure it is unlocked to allow Security & Privacy changes.



5. Click on a service in the left pane. **Navigate through Camera, Microphone, Screen Recording and Accessibility** and make sure that Microsoft Teams is selected for each service to allow access. The app marks with a blue check mark when the permissions have been granted. See photos below:

Note: If you grant permissions during a meeting, restart the desktop app for the changes to take effect. Screen recording also applies to "screen sharing," in Microsoft Teams.



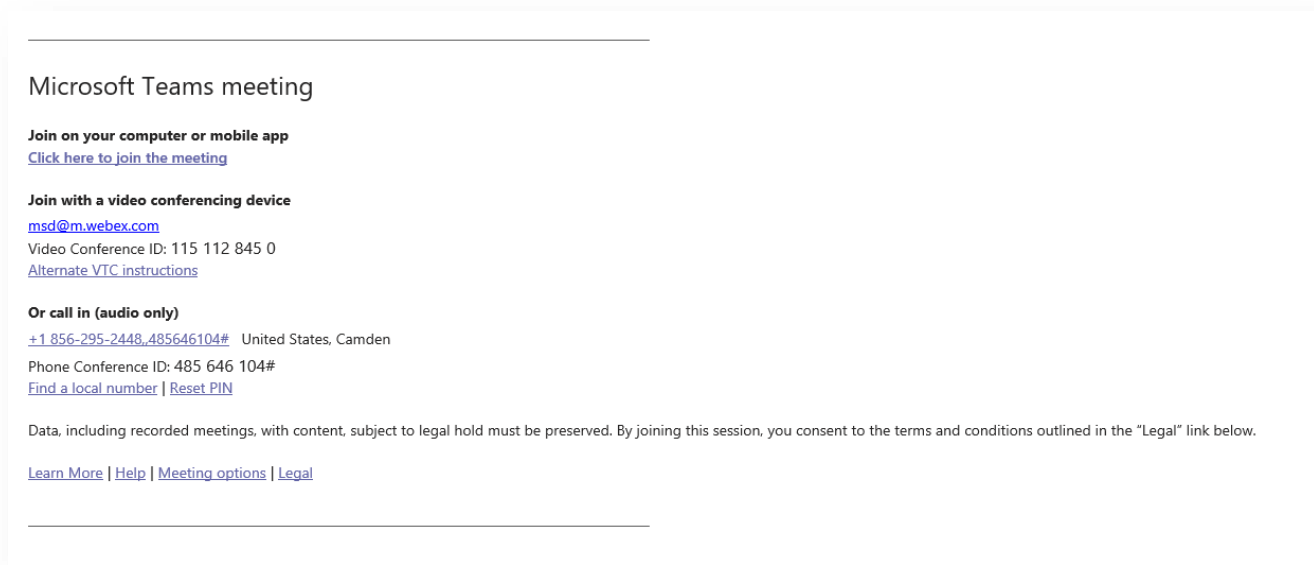
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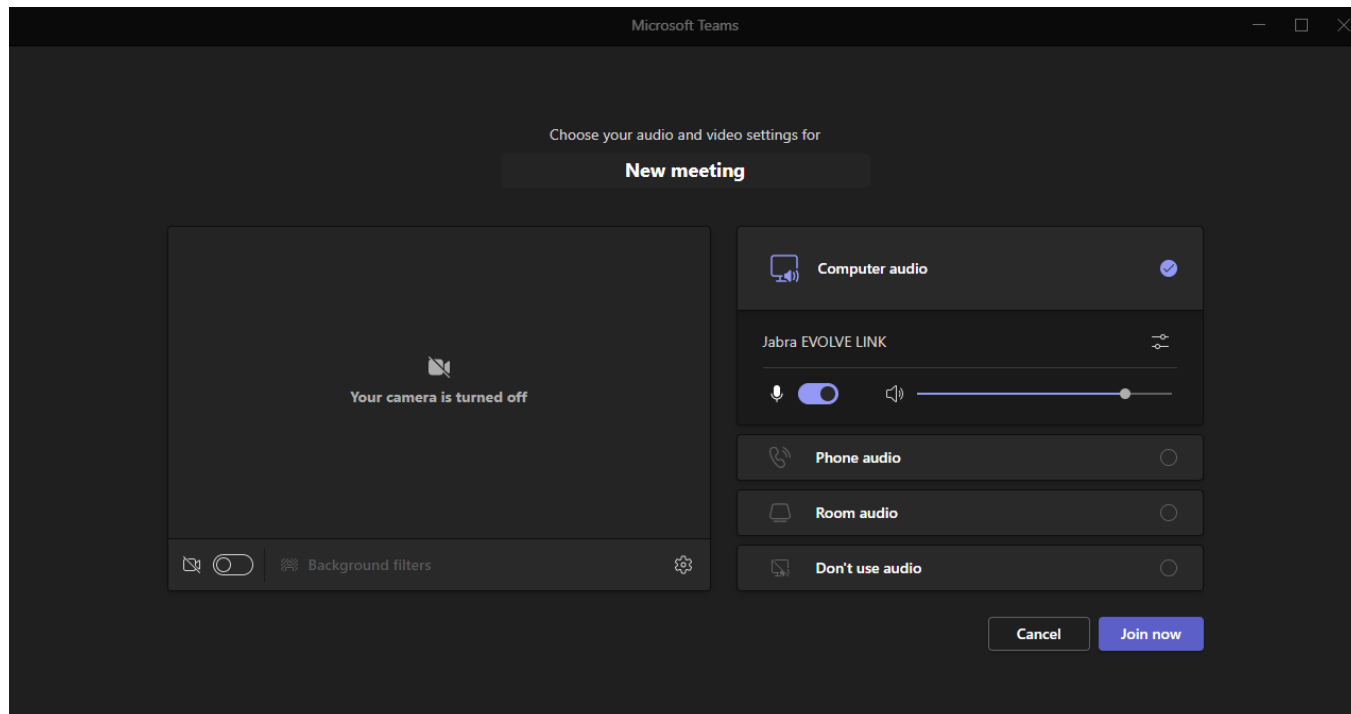
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Joining the Teams meeting:

1. Teams is very resource intensive; it is best to close all unnecessary apps before joining the meeting.
2. Join the meeting from your Outlook calendar, the email address sent you, or via MS Teams calendar.



3. Before joining the meeting, please close all unnecessary applications. Then click Join now.



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To share content in MS Teams

1. Click on the Share icon at the top of the application. (At the bottom of the application within the web browser).
2. If you need to share your desktop audio (e.g. .mp4 video), make sure to select "Include computer sound."
3. Select which screen or window you would like to share.

