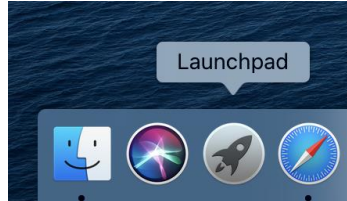
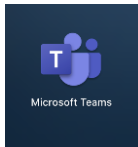


How to download and install Microsoft Teams on the MacBook

1. Check to see if Teams is already installed
 - a. Click on the Launchpad (rocketship) button to see all your programs/apps.

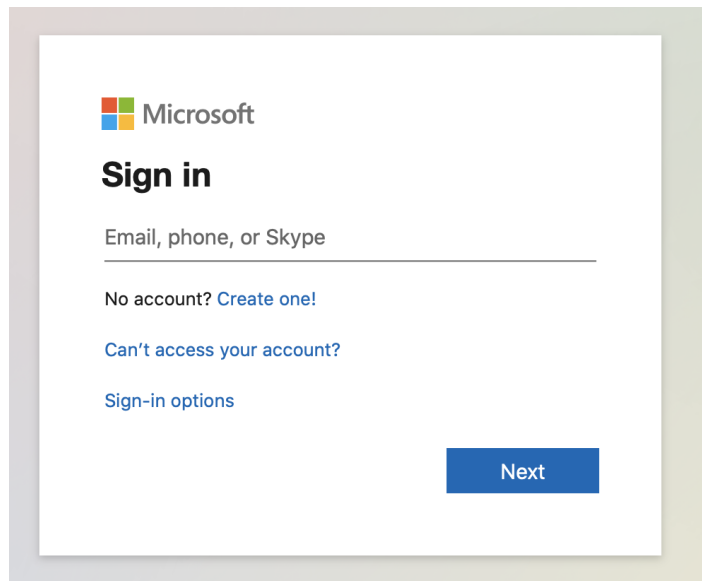


- b. When the Launchpad opens, you are looking for this icon

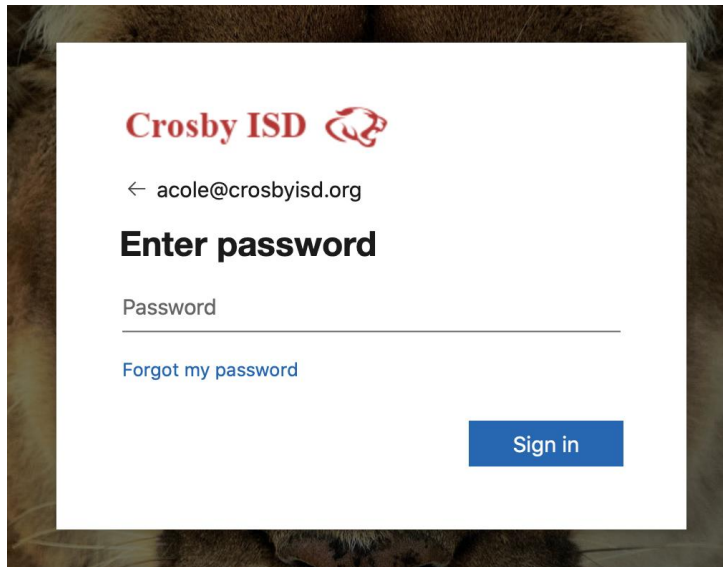



If you cannot find that icon, you can download Teams from the web.

2. Open a web browser (Safari, Chrome, etc.) and navigate to the Crosby website.
3. Click on Staff
4. Click on Microsoft Teams
5. If you are not logged in to your Office 365 (Microsoft) account in that window you will need to log in (if you are logged in you can skip to step 7).
6. Log in to your Microsoft account
 - a. Enter your full email address



b. Enter your email password



Crosby ISD 

← acole@crosbyisd.org

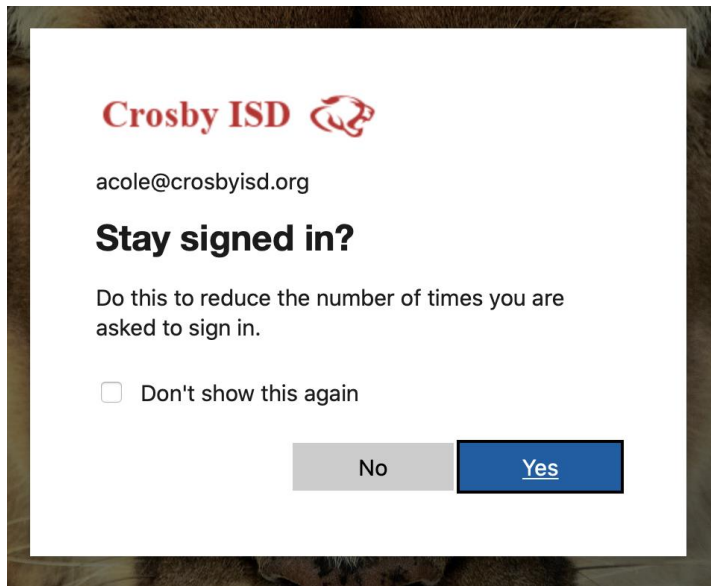
Enter password


Password

[Forgot my password](#)

Sign in

c. You may choose to stay signed in on your device



Crosby ISD 

acole@crosbyisd.org

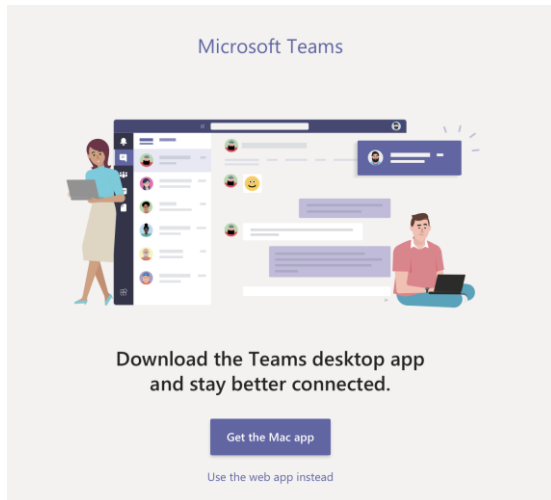
Stay signed in?

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

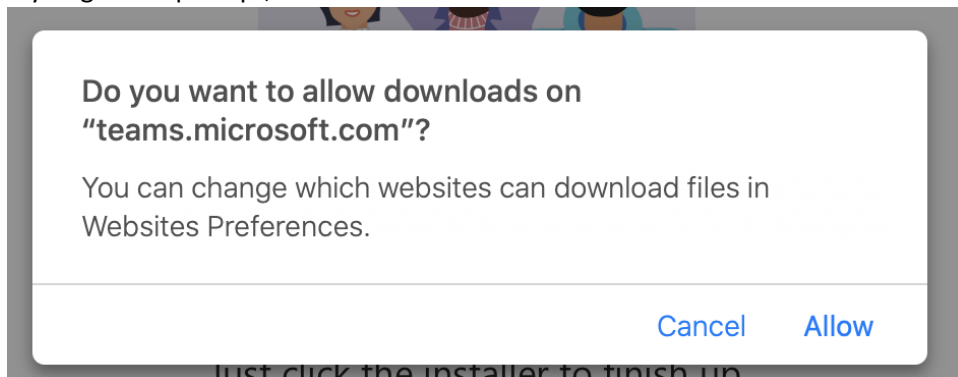
Don't show this again

No **Yes**

- Once logged in, you will see the Teams site with 2 options. You can choose to “Get the Mac App” or “Use the web app instead”. To download the program choose “Get the Mac app.”
*Note if you have previously clicked on Use the Web App Instead you may not see this window. You may also download Teams from the web app by clicking the download button in the bottom left corner.



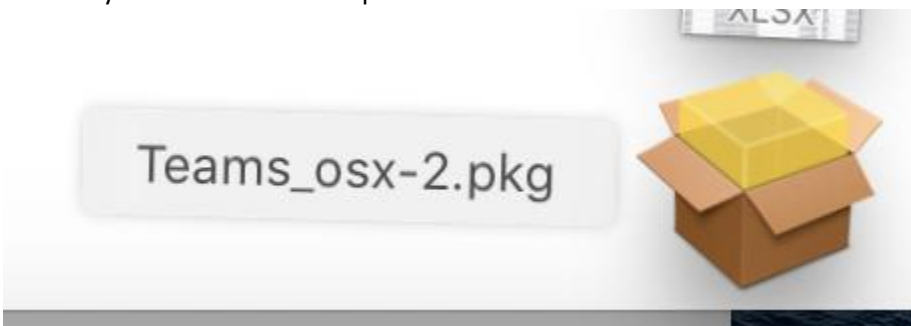
- If you get this prompt, choose Allow.



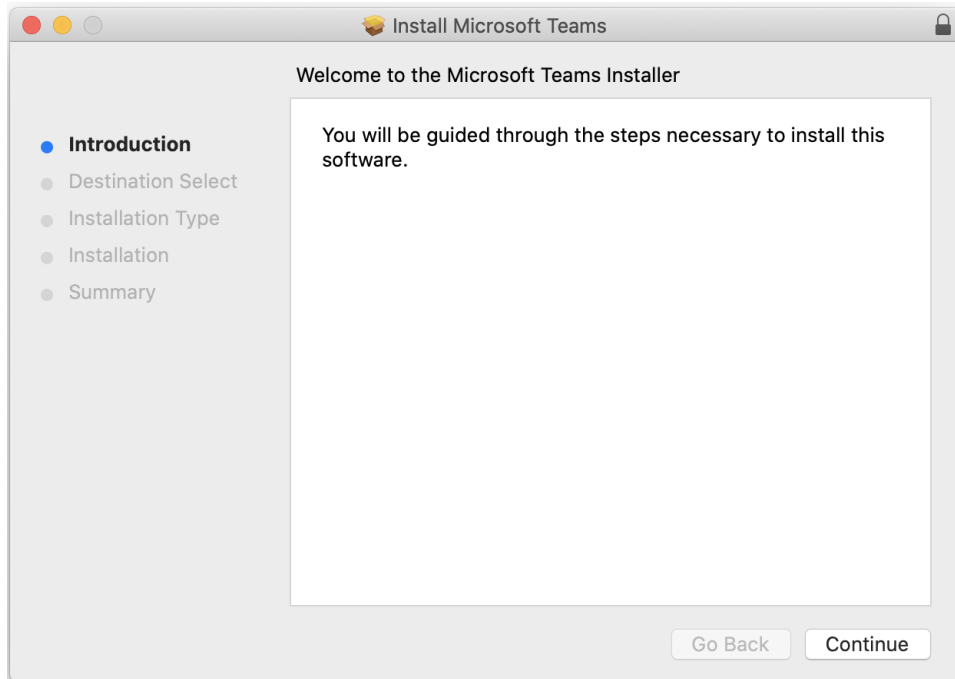
9. The program install file will download to your downloads folder.



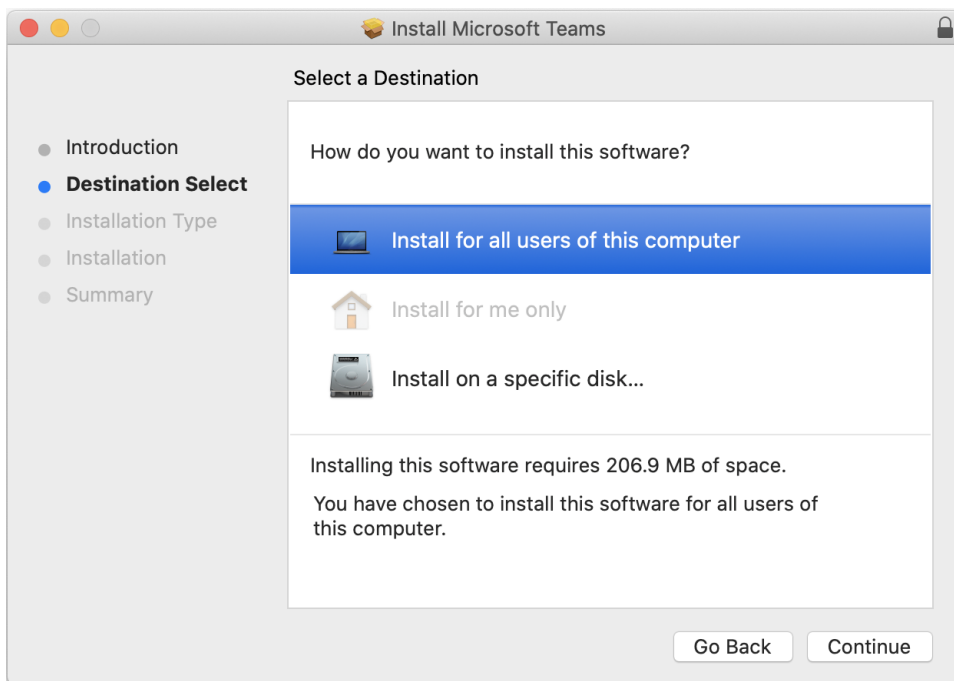
10. Click on your Downloads to expand the files and then choose the Teams install file.



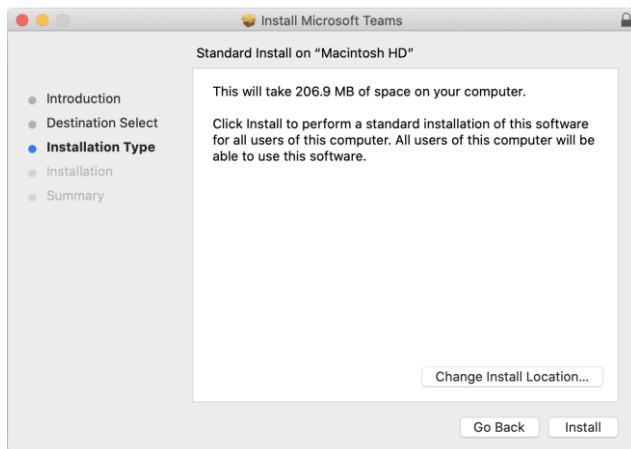
11. A new window will open with the installer. Click Continue



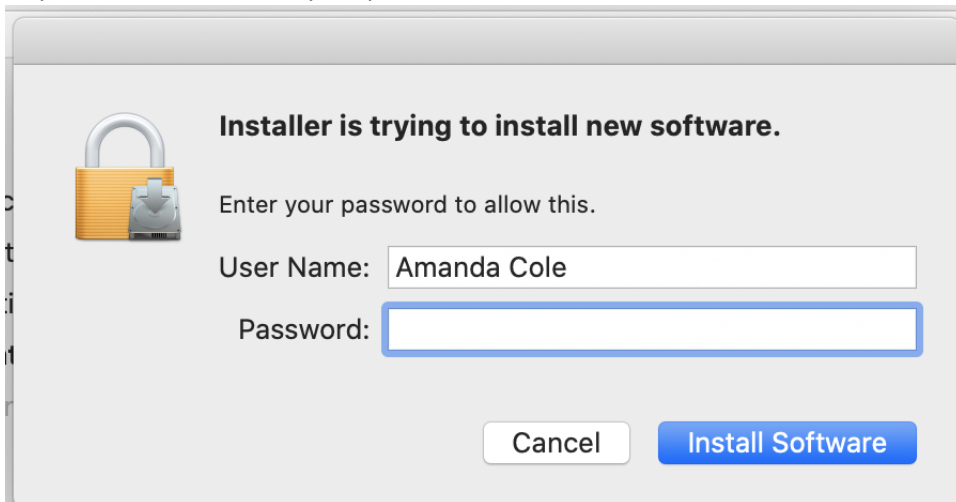
12. Click Continue



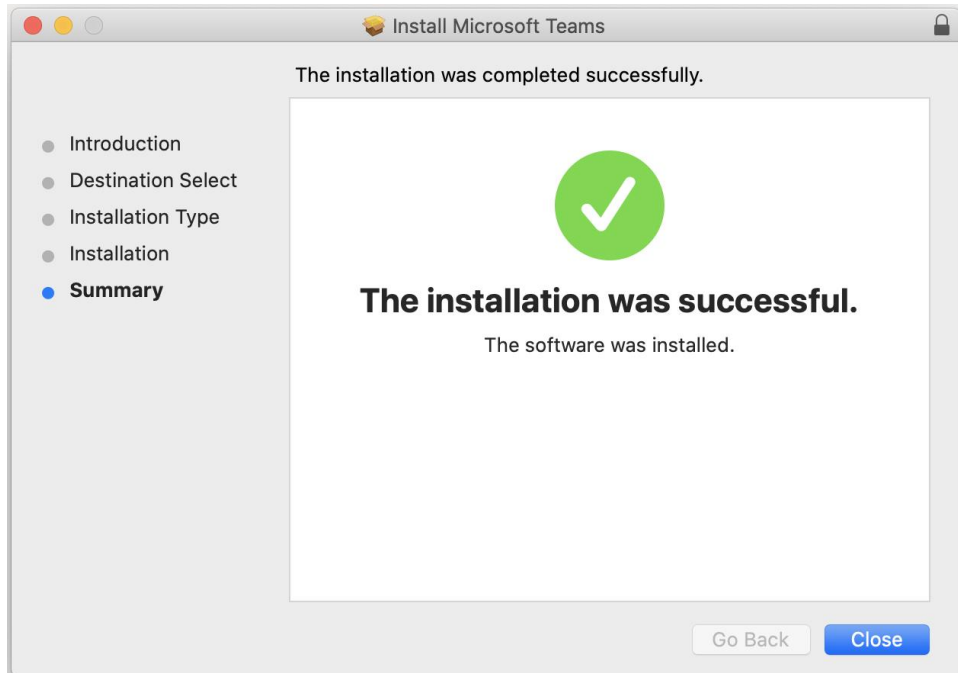
13. Click Install



14. A new window will pop up asking for your password. This is the password that you use to log in to your MacBook. Put in your password and click Install Software.



15. When the installation is complete, you can click close.



16. Microsoft Teams is now on your device. You can locate it by following step 1 at the beginning of the document.