## 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

Microsoft	
Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
Sign-in options	
	Next

b. Enter your email password



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

Crosby ISD	(L)		
acole@crosbyisd.or	g		
Stay signed	in?		
Do this to reduce th asked to sign in.	e number of tim	nes you are	
Don't show this	again		
	No	Yes	
The Market C	War and		

7. 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.

Microsoft Teams		
Download the Teams desktop app and stay better connected.		
Use the web app instead		

8. 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

	🥪 Install Microsoft Teams	
	Welcome to the Microsoft Teams Installer	
<ul> <li>Introduction</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	You will be guided through the steps necessary to install this software.	
	Go Back Continue	

## 12. Click Continue



## 13. Click Install

•••	💝 Install Microsoft Teams	
<ul> <li>Introduction</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	Install Microsoft Teams Standard Install on "Macintosh HD" This will take 206.9 MB of space on your computer. Click Install to perform a standard installation of this software for all users of this computer will be able to use this software.	
	Go Back Install	
	Go back 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.

$\bigcirc$	Installer is trying to install new software.
5	Enter your password to allow this.
	User Name: Amanda Cole
	Password:

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

	🕪 Install Microsoft Teams	
<ul> <li>Introduction</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	Install Microsoft Teams The installation was completed successfully. <b>The installation was successful.</b> The software was installed.	
	Go Back Close	

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