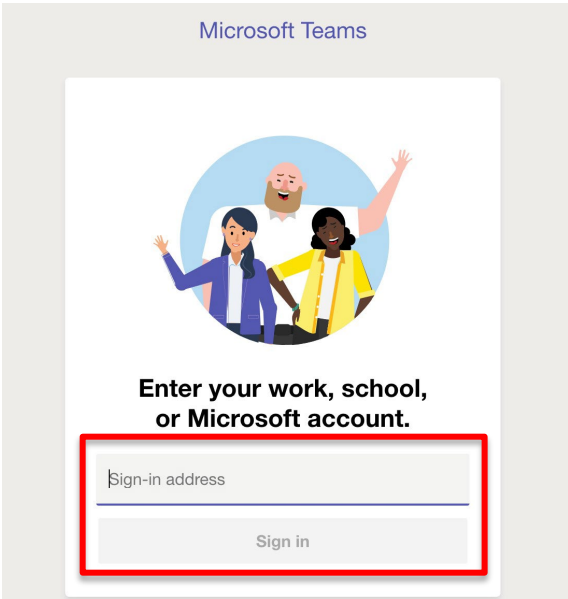## Signing into Microsoft Teams and Basic Functions in macOS

PURPOSE:
- How to sign into the Microsoft Teams application for macOS
- Basic functionality for Microsoft Teams
- If for some reason Teams is not installed on your Mac, please contact the UIS Service Desk for assistance with downloading and installing.

Enter your username (typically last name, first initial) **followed by @cu.edu**. E.g. smithj@cu.edu Click **Sign In**.	Microsoft Teams **Enter your work, school, or Microsoft account.** Sign-in address Sign in

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At the next prompt, **enter your account password**.

Click **Sign in**.

> **Microsoft**
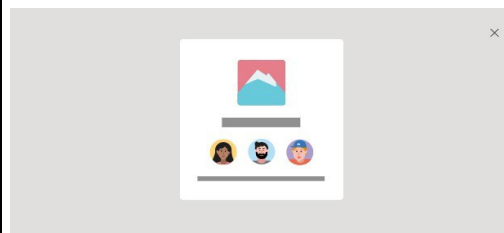>
> o365tesboi@cu.edu
>
> **Enter password**
>
> •••••••••••
>
> Forgot my password
>
> Sign in with another account
>
> Sign in

On initial login, Microsoft Teams will display a brief tutorial on some of its basic features. You can view these slides or skip through them **by clicking Next.**

> **Bring your team together**
>
> Create a collaborative workspace for your team and let anybody join, or keep it private. Use channels to organize activity by topic, area, or anything else.
>
> Next

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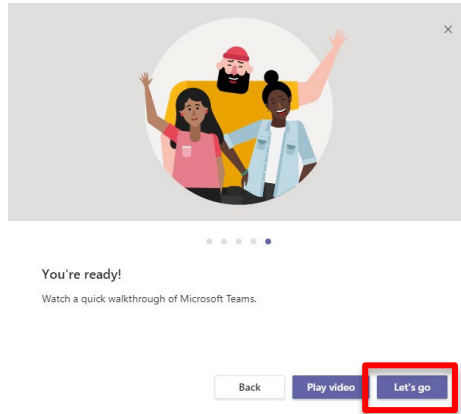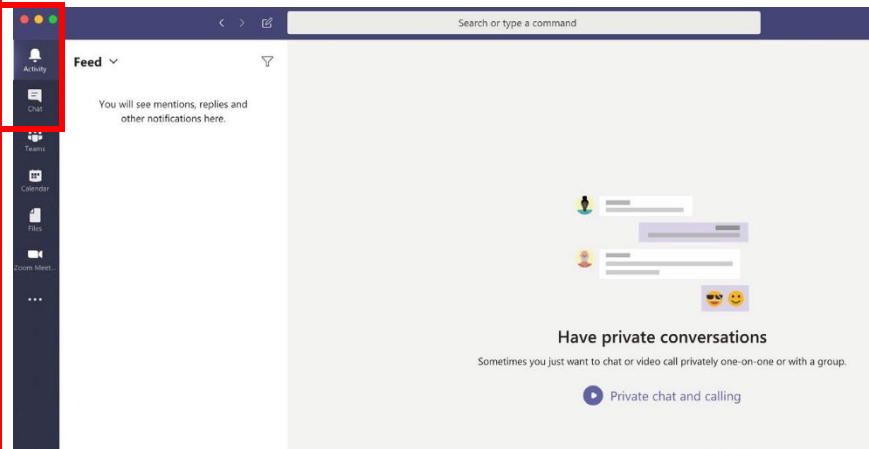**Contact UIS**
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Once completed, **click Let's go**.	
Once connected, the different main screens and functions will be displayed on the left. Activity/Feed will show a social media style view of recent chats and events.	

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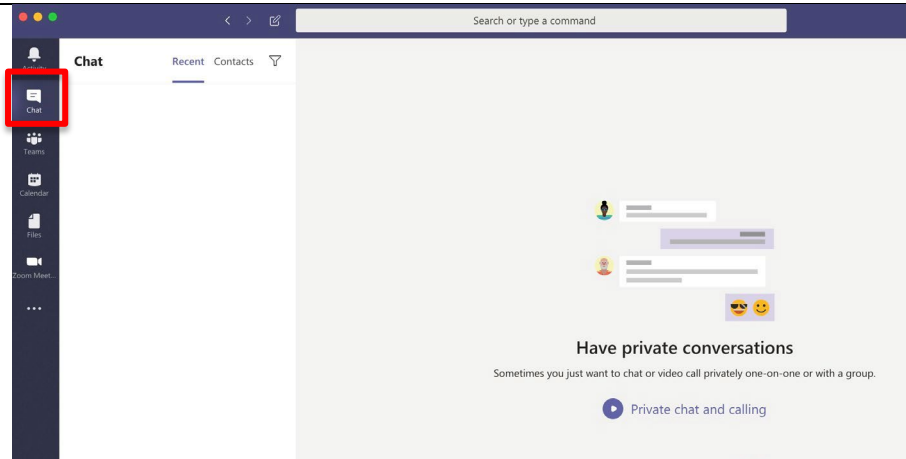
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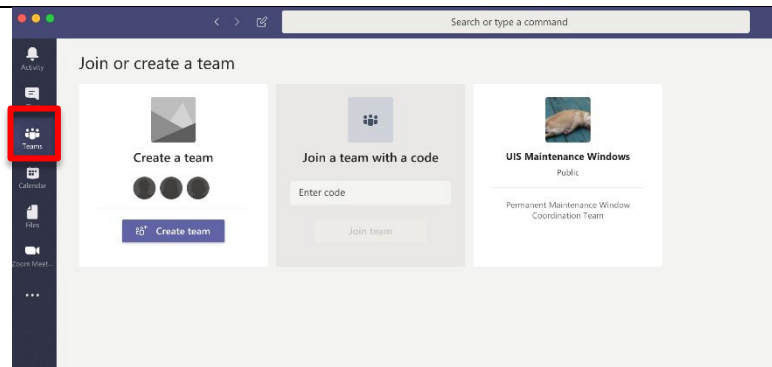
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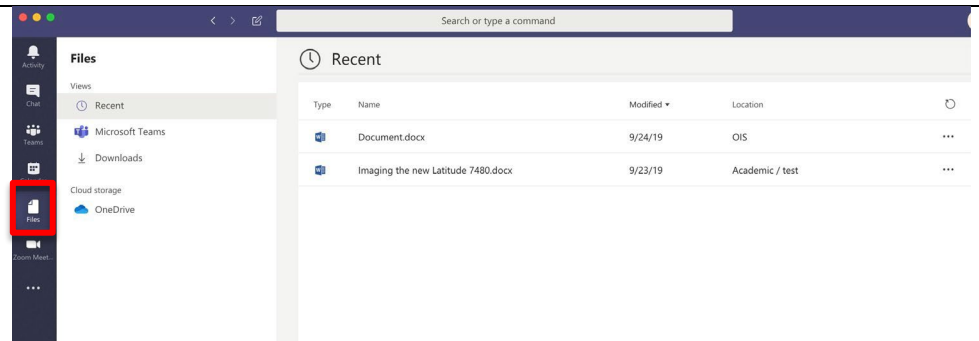
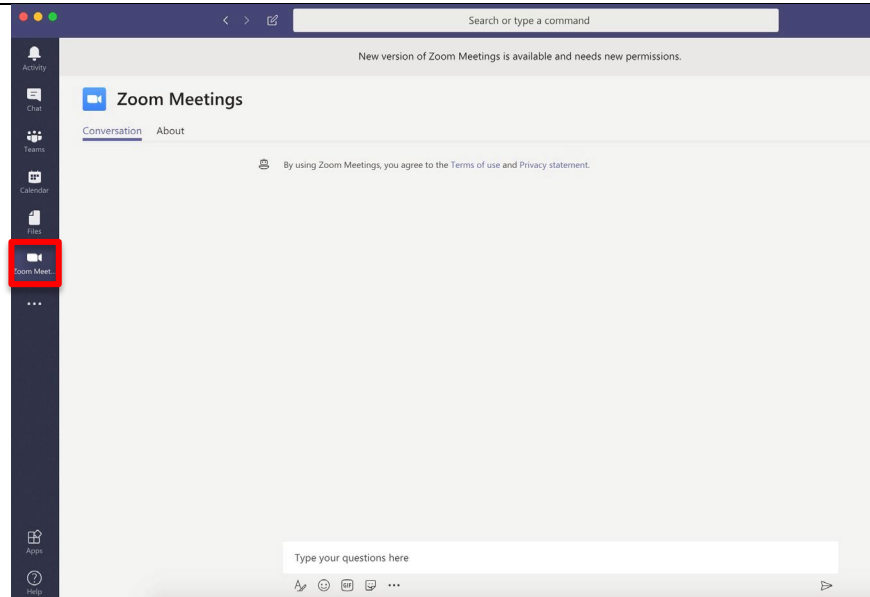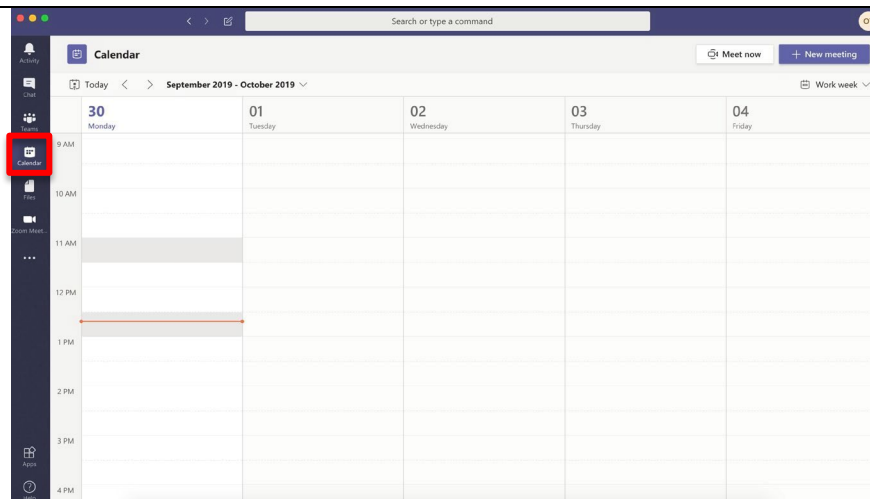|	
Chats will be where individual chat conversations can be accessed.	
Team/Join Team will be where group discussions and pages will be accessible. Projects will also be found here.	
Files will be a space where SharePoint or OneDrive documents can be accessed.	

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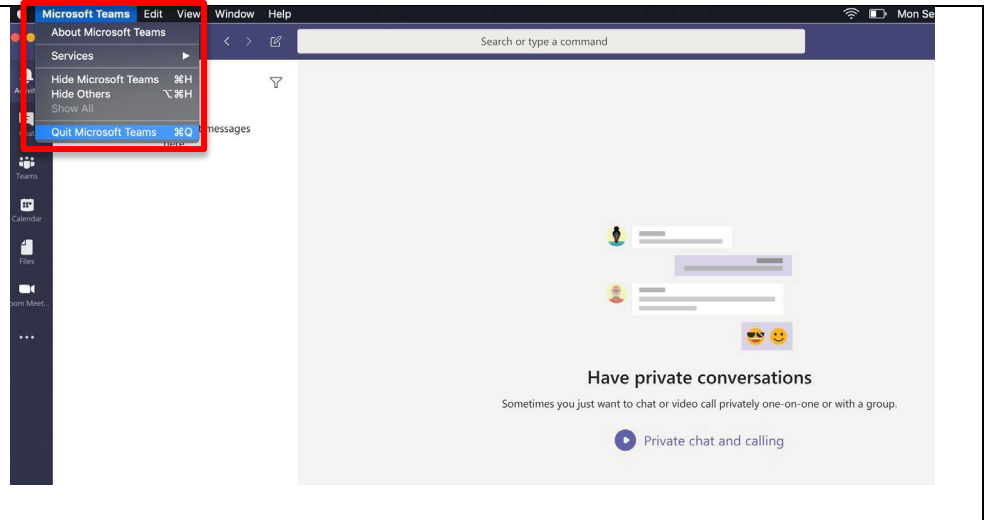|	
Zoom meetings will allow Zoom account holders to schedule and host meetings from the Zoom application.	
Calendar will allow the user to access their Outlook calendar from within Teams.	

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When minimized, Teams will stay open in the background, similar to how Skype functions. To close Teams in Mac iOS, navigate to the upper left. Select **File**, then **Quit.**

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