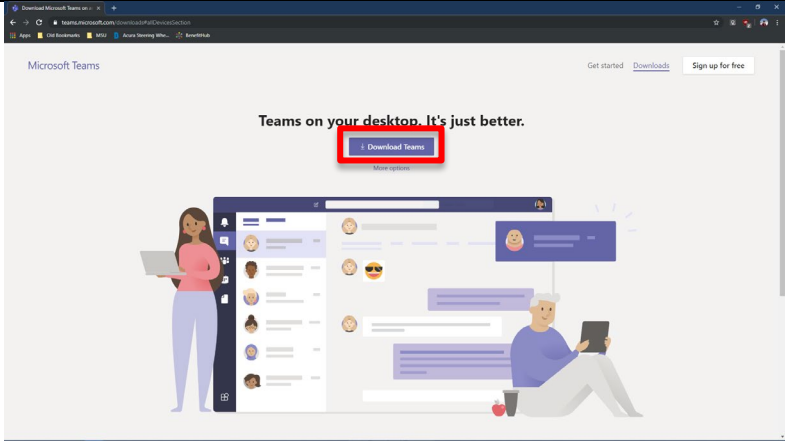
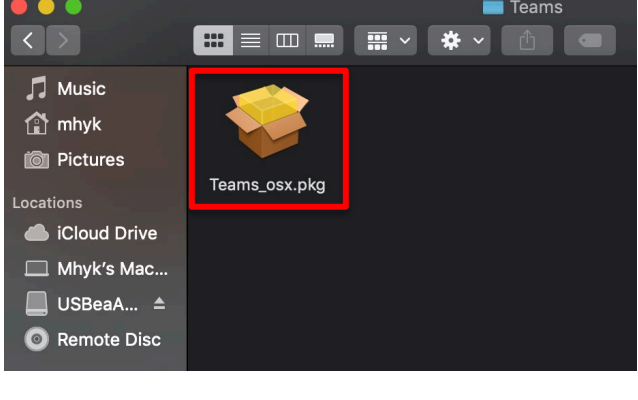


### How to Install Microsoft Teams on Mac iOS

**PURPOSE:**

- The following document illustrates installing and signing into the Microsoft Teams application, for Mac iOS
- Additionally, there is basic functionality for Microsoft Teams
- For assistance in downloading and installing teams, please contact the UIS Service Desk by submitting a request to [help@cu.edu](mailto:help@cu.edu)

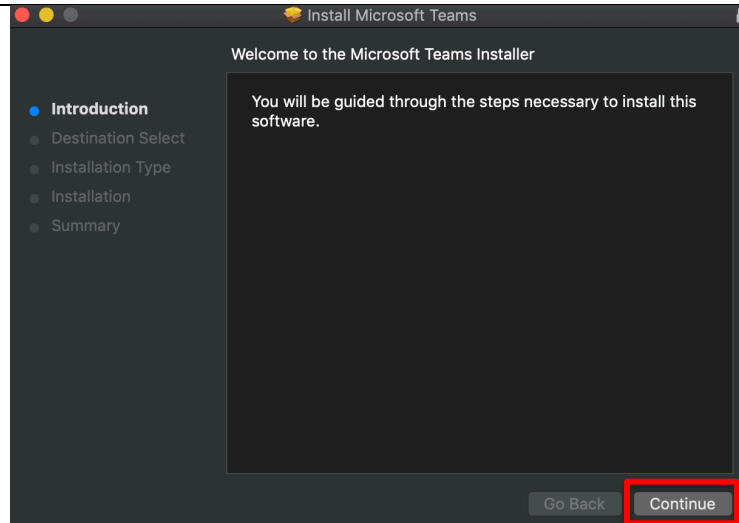
**HOW TO INSTALL MICROSOFT TEAMS ON MAC IOS:**

<p>Navigate to <a href="#">Microsoft Team's page</a> to download Microsoft Teams.</p> <p>Download Microsoft Teams on your computer.</p>	
<p>Double click on the Microsoft Teams Installer once the download is complete.</p>	

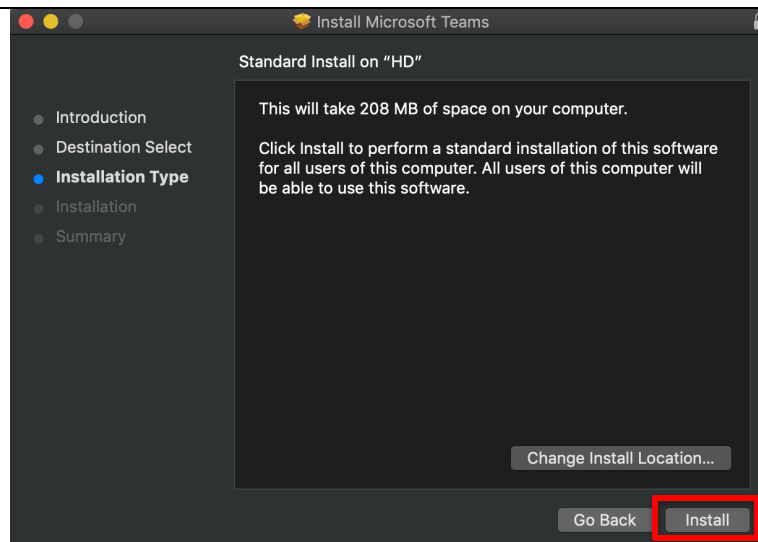


Follow the installation prompts from the package installer.

Click continue.



Click Install.

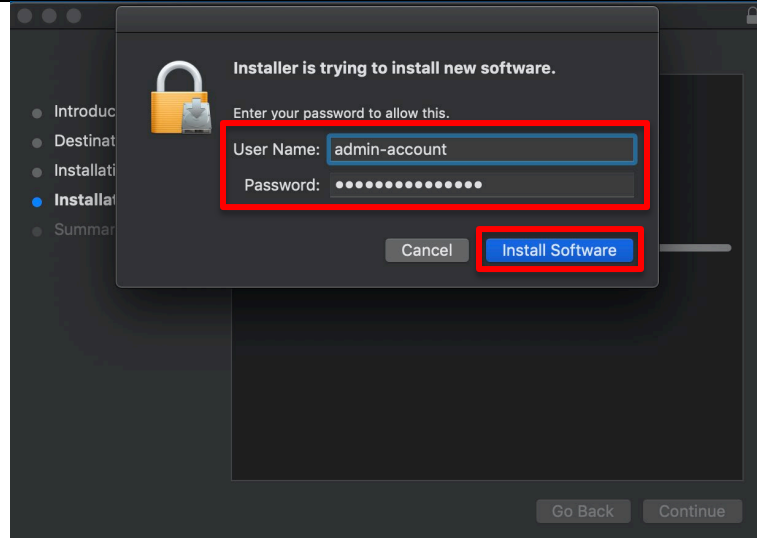


# UIS SERVICE DESK

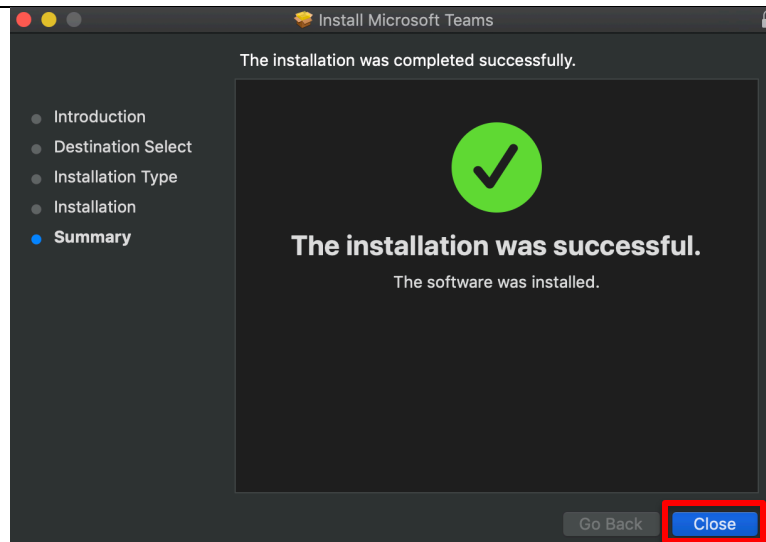
## EMAIL & CALENDARS

Administrative rights will be needed to complete the installation.

If you do not have Administrative rights, please contact the Service Desk at [help@cu.edu](mailto:help@cu.edu).

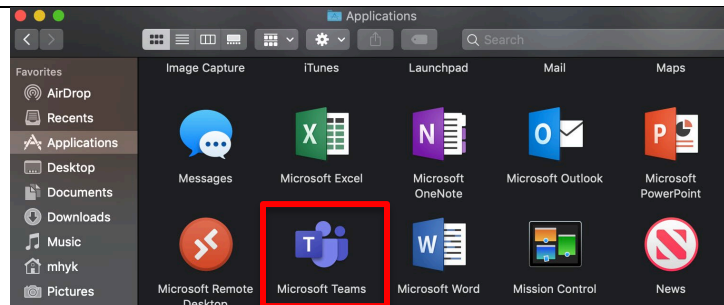


Click **Close** once the installation is successful.



The installed application will be under the Applications folder in the Finder.

Double click the application.



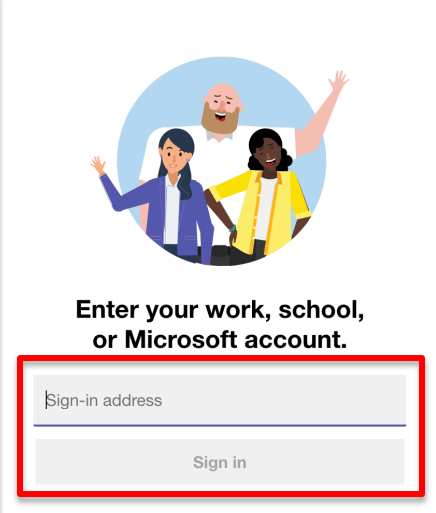
# UIS SERVICE DESK

## EMAIL & CALENDARS

Enter your username (typically last name, first initial) followed by @cu.edu.

Click Sign In.

Microsoft Teams



Enter your work, school, or Microsoft account.

Sign-in address

Sign in

The screenshot shows the Microsoft Teams sign-in interface. At the top, it says "Microsoft Teams". Below that is a circular illustration of three people. Underneath the illustration, it says "Enter your work, school, or Microsoft account." There is a text input field labeled "Sign-in address" and a "Sign in" button below it. A red box highlights the "Sign-in address" field and the "Sign in" button.

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

The screenshot shows the Microsoft sign-in interface. At the top, it says "Microsoft". Below that is the email address "o365tesboi@cu.edu". There is a text input field labeled "Enter password" with a red box around it. Below the password field are two links: "Forgot my password" and "Sign in with another account". At the bottom right, there is a blue "Sign in" button with a red box around it.

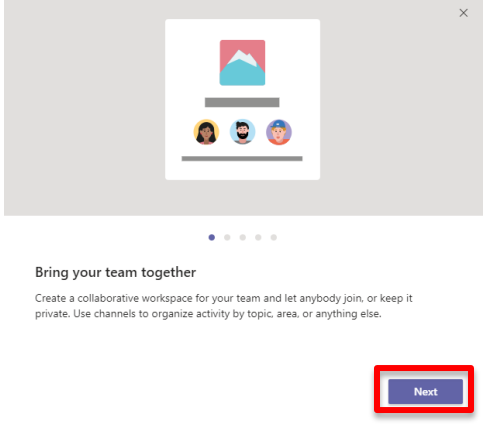
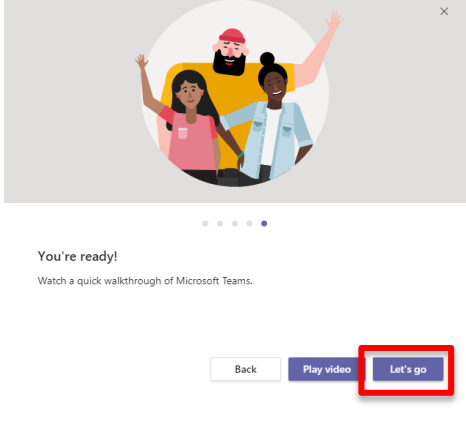
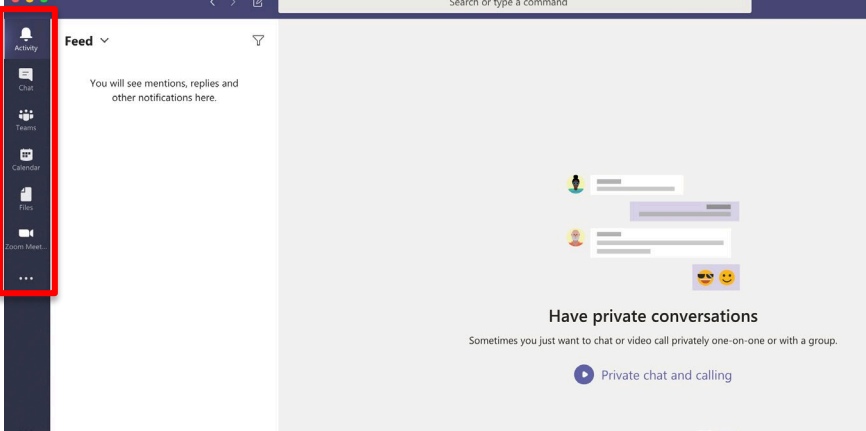


University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus  
UNIVERSITY INFORMATION SERVICES

**Contact UIS**  
Call: (303) 860-4357  
Email: help@cu.edu

# UIS SERVICE DESK

## EMAIL & CALENDARS

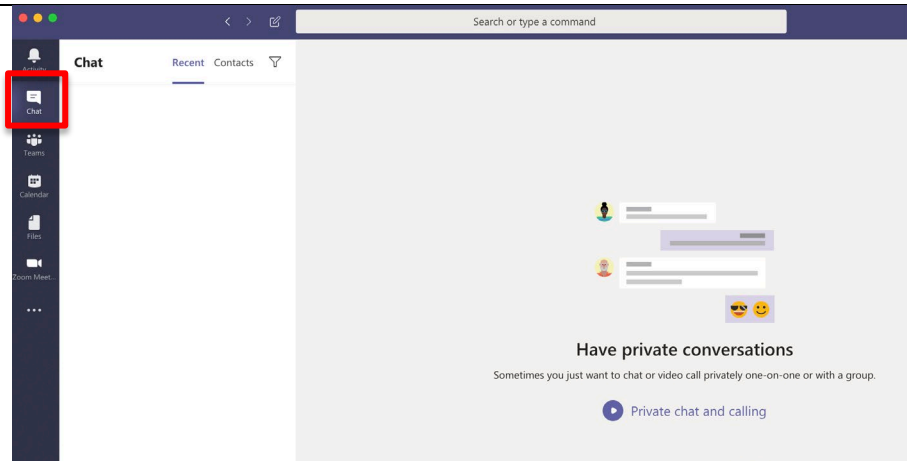
<p>If the credentials are entered correctly, the application will load immediately.</p> <p>On initial login, Microsoft Teams will display a brief tutorial on some of its basic features. You can view these slides, or skip through them <b>by clicking Next</b>.</p>	 <p>Bring your team together</p> <p>Create 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.</p> <p>Next</p>
<p>Once completed, click <b>Let's go</b>.</p>	 <p>You're ready!</p> <p>Watch a quick walkthrough of Microsoft Teams.</p> <p>Back Play video Let's go</p>
<p>Once connected, the different main screens and functions will be displayed on the left.</p> <p>Activity/Feed will show a social media style view of recent chats and events.</p>	 <p>Activity</p> <p>Chat</p> <p>Teams</p> <p>Calendar</p> <p>Files</p> <p>Zoom Meet...</p> <p>Feed</p> <p>You will see mentions, replies and other notifications here.</p> <p>Have private conversations</p> <p>Private chat and calling</p>



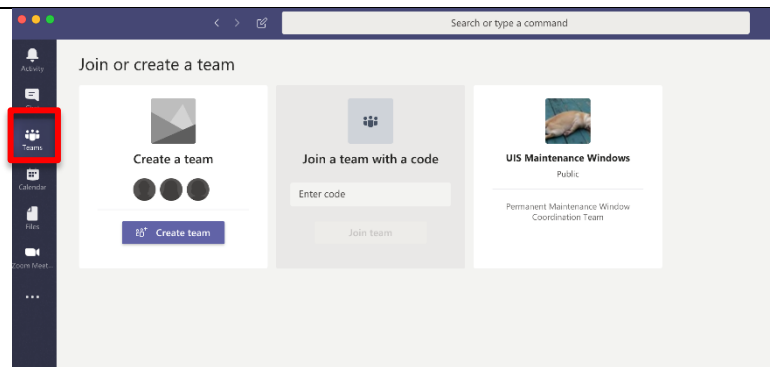
# UIS SERVICE DESK

## EMAIL & CALENDARS

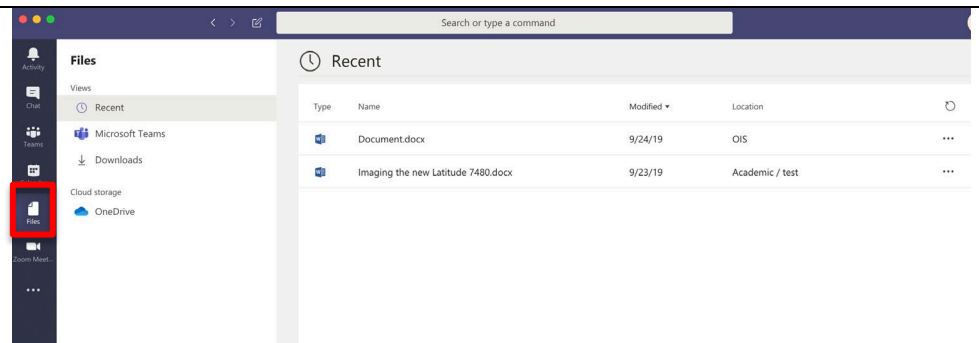
Chats will be where individual chat conversations can be accessed.



Team/Join Team will be where group discussions and pages will be accessible. Projects will also be found here.



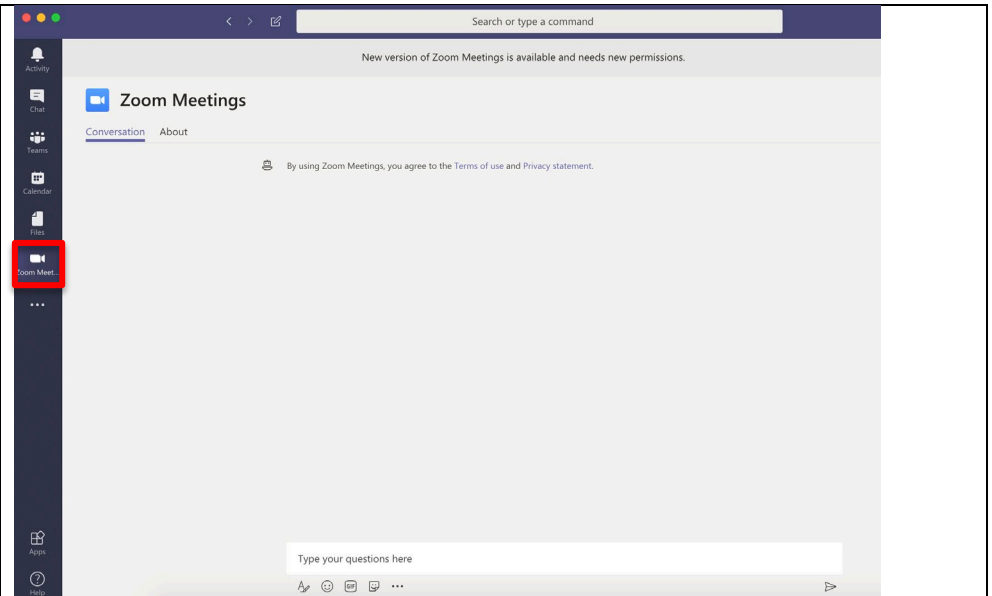
Files will be a space where SharePoint or OneDrive documents can be accessed.



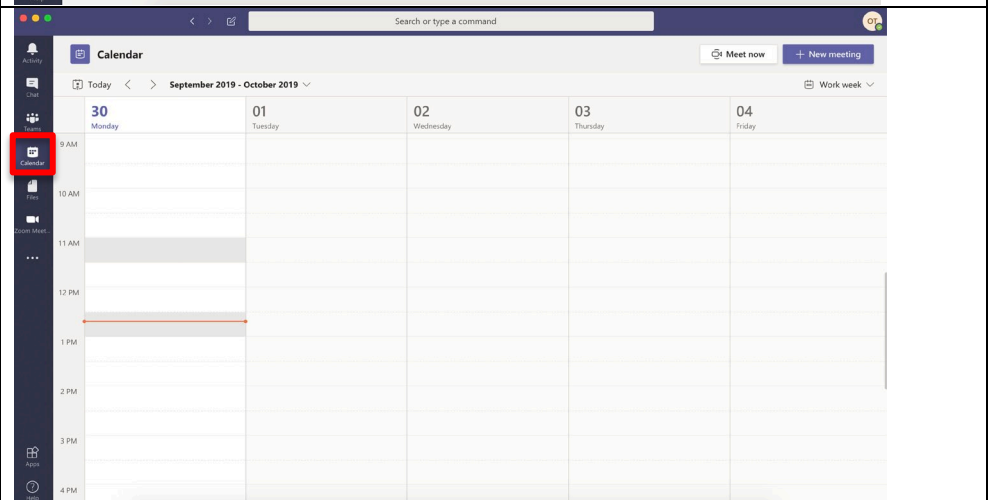
# UIS SERVICE DESK

## EMAIL & CALENDARS

Zoom meetings will allow Zoom account holders to schedule and host meetings from the Zoom application.



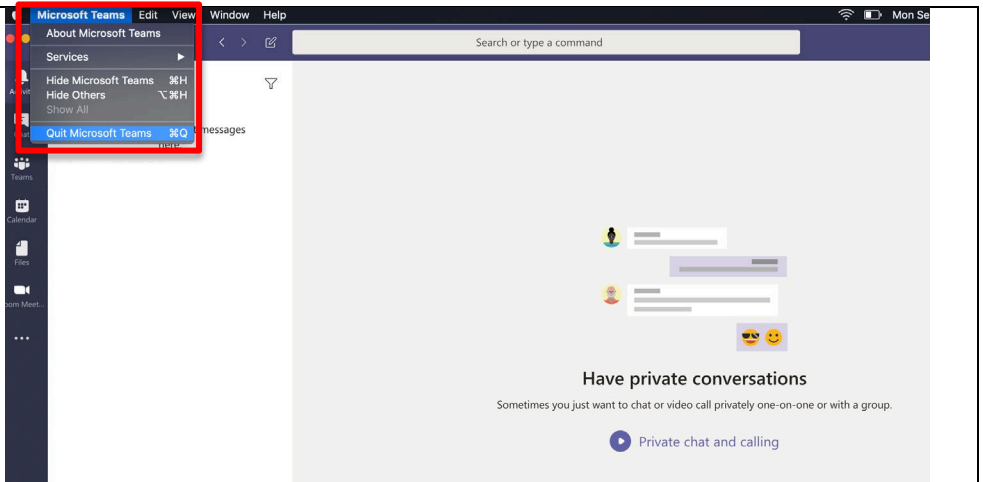
Calendar will allow the user to access their Outlook calendar from within Teams.



# UIS SERVICE DESK

## EMAIL & CALENDARS

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.



University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus  
UNIVERSITY INFORMATION SERVICES

**Contact UIS**  
Call: (303) 860-4357  
Email: [help@cu.edu](mailto:help@cu.edu)