MICROSOFT TEAMS – CSUSM Department of Service Learning and Civic Engagement
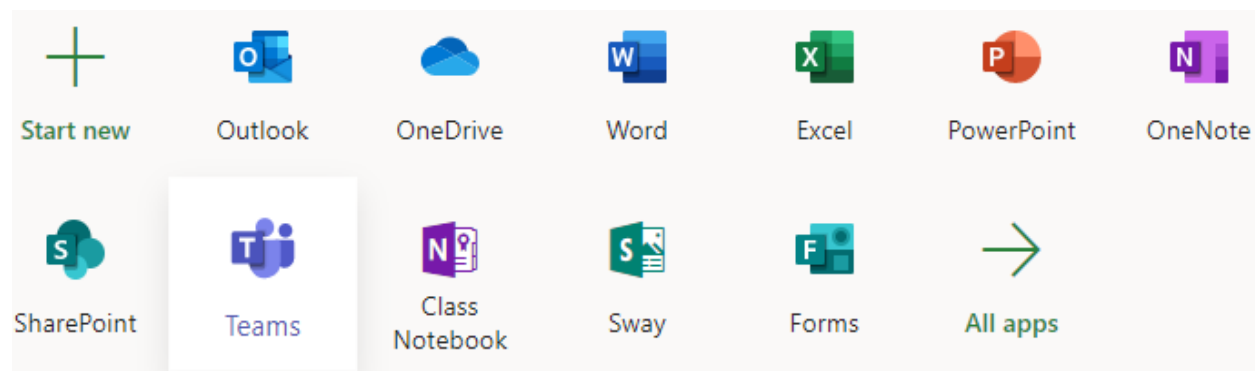
How to Access through Web Browser

1. Access CSUSM's Microsoft Office https://office365.csusm.edu/
2. Log-in with your **CSUSM username**@csusm.edu and password.

• Students log-in by using **username**@csusm.edu, without the Cougars part of the email.
i. Example for students: Microsoft log-in: **username001**@csusm.edu & Google log-in:

username001@cougars.csusm.edu 3. Click on **Microsoft Teams**

4. Option: Turn on Desktop Notification
5. Recommended: Download Microsoft Teams on your desktop

How to Access through APP

1. Search for Microsoft Teams App and download the App
2. Log-in with your **CSUSM username**@csusm.edu and password.

• Students log-in by using **username**@csusm.edu, without the Cougars part of the email.
i. Example for students: Microsoft log-in: **username001**@csusm.edu & Google log-in:
username001@cougars.csusm.edu

Mac Users using Teams

Mac users need to give Microsoft Teams additional permissions.

- Go to **System Preferences**
- Click on **Security & Privacy**
- Select **Microphone**

i. Allow Microsoft Teams to access you microphone • Select **Screen Recording**

i. Allow Microsoft Teams to access you screen (this will allow you to share your screen)

Support

If MS Teams is not appearing, you get a licensing error, or all other MS Teams issues, please email teamssupport@csusm.edu.

———