

# MICROSOFT TEAMS

Follow the **step-by-step instructions** below on how to access Microsoft Teams.

## How to Access via Desktop or Phone App

1. Download Microsoft Teams.
  - [Desktop](#) app
  - Phone app for free on [iOS](#) and [Android](#)
2. Sign in with your CSUSM credentials as shown below:
  - **username001@csusm.edu**



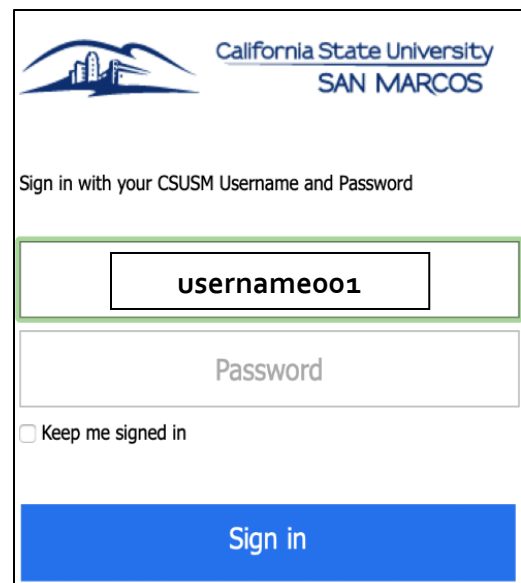
Microsoft Teams

Enter your work, school, or Microsoft account.

Sign-in address

Sign in

3. In the Pop-up window, sign in with your CSUSM credentials
  - **username001** and your campus password.



California State University  
SAN MARCOS

Sign in with your CSUSM Username and Password

Password

Keep me signed in

Sign in

- Helpful Hint:
  - Microsoft log in: **username001@csusm.edu** (**without** the word **cougars.**)
  - Google Mail log in: **username001@cougars.csusm.edu**
- 4. Choose an authentication method for DUO multi-factor authentication

## Mac Users using Teams

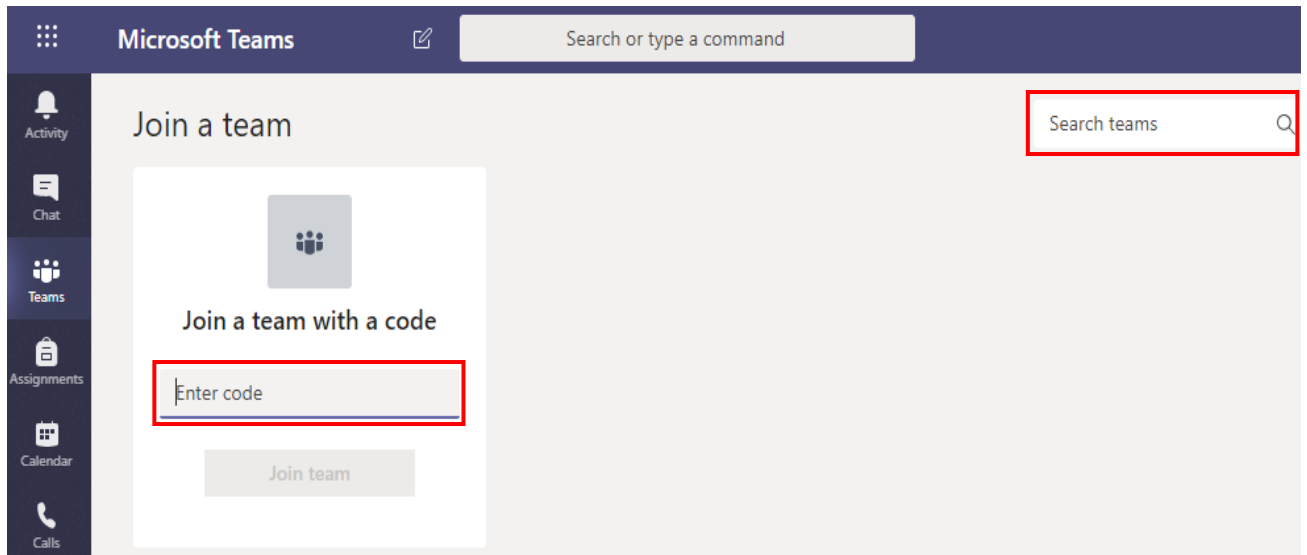
Mac users need to give Microsoft Teams additional permissions.

- Go to **System Preferences**
- Click on **Security & Privacy**
- Select **Microphone**
  - Allow Microsoft Teams to access you microphone
- Select **Screen Recording**
  - Allow Microsoft Teams to access you screen (this will allow you to share your screen)

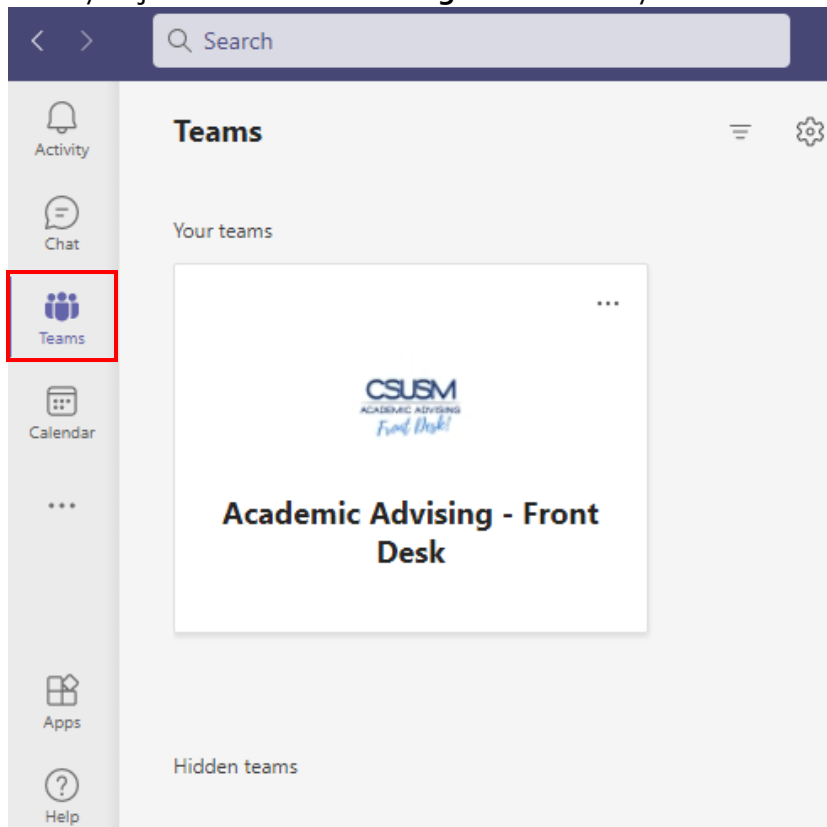
# MICROSOFT TEAMS

Access our Virtual Front Desk by using one of the following methods:

1. Use the direct link: [Academic Advising - Front Desk](#)
2. Use the Search Teams tab (top right) and search **Academic Advising - Front Desk**
3. Use the Team Code: **uor0952**



- Once you join **Academic Advising - Front Desk** you can view it under the Teams tab



For Teams Support use the In-App Help or CSUSM [Microsoft Teams Guide](#)