

## Install and Setting up Microsoft Teams on Mac

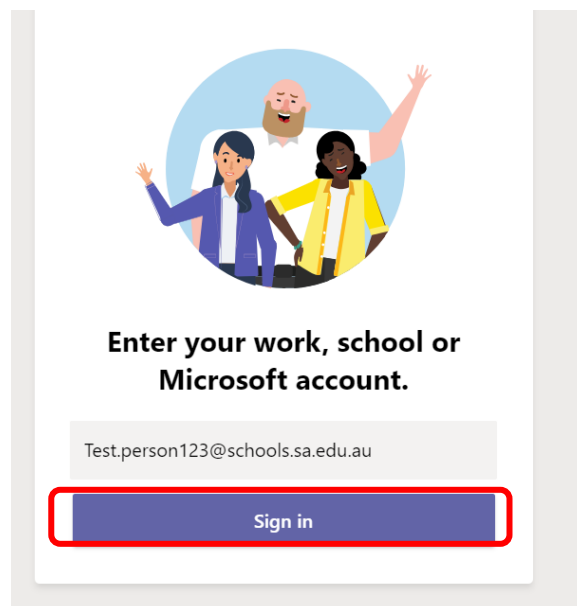
This document explains how to install and setup Microsoft Teams if you don't already have it set up. You can also access Microsoft Teams via a Web app at <https://products.office.com/en-au/microsoft-teams>.

### Install MS Teams

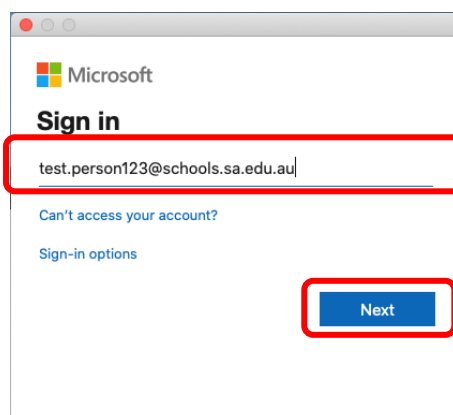
1. If you don't have Microsoft Teams installed go to <https://teams.microsoft.com/downloads> and download the MS Teams App. Once downloaded, run the installer to install MS Teams.

### Open and Signing into Teams

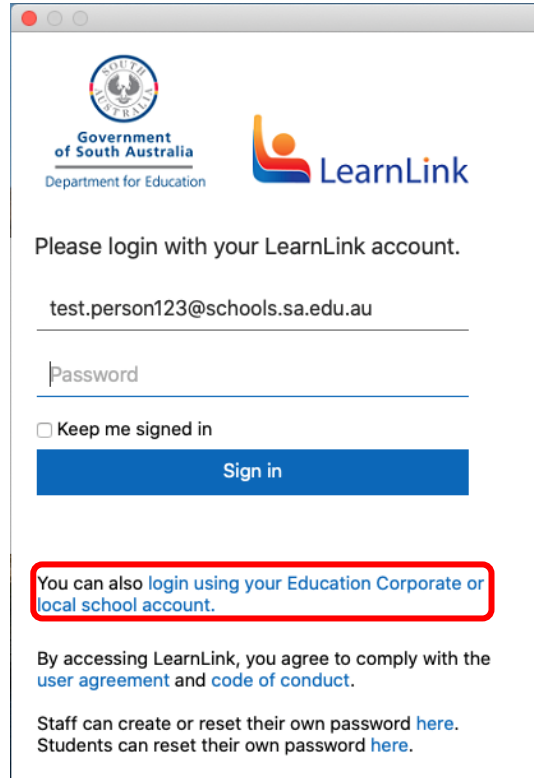
1. Navigate to your Applications folder and open Microsoft Teams or search for Microsoft Teams in the search bar.
2. When MS Teams starts for the first time, it will ask you to sign in. For this, you will need to **sign in with your Schools Learnlink email address**. If you don't know your LearnLink email address, simply enter in your [FirstName.LastName@Schools.sa.edu.au](mailto:FirstName.LastName@Schools.sa.edu.au). It is **vital that you have entered the @Schools.sa.edu.au correctly**. Then click **Sign in**.



3. You may then come to a Microsoft login page asking for an email address. Repeat the same email that was entered in the last step and click **Next**.



4. You will now be presented with a LearnLink login page. Click on **login using Education Corporate or local school account**.



Government of South Australia  
Department for Education

LearnLink

Please login with your LearnLink account.

test.person123@schools.sa.edu.au

Password

Keep me signed in

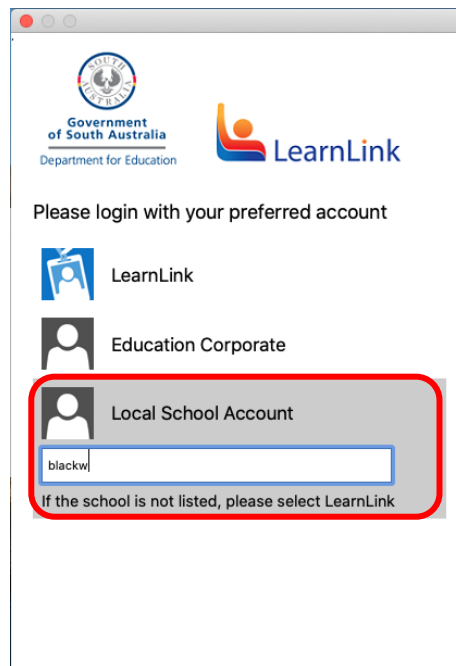
Sign in

You can also login using your Education Corporate or local school account.

By accessing LearnLink, you agree to comply with the [user agreement](#) and [code of conduct](#).

Staff can create or reset their own password [here](#).  
Students can reset their own password [here](#).

5. Click on **Local School Account** then type in **Blackwood High** and select **Blackwood High School** from the list. You will then be directed to a login page where you will need to **enter your Blackwood High School Username and Password**.



Government of South Australia  
Department for Education

LearnLink

Please login with your preferred account

LearnLink

Education Corporate

Local School Account

blackw

If the school is not listed, please select LearnLink

6. Once you have successfully signed in you will be presented with your Teams. From this page you will be able to access Teams that you are already a member of or create new ones.

