

Install and Setting up Microsoft Teams on Mac

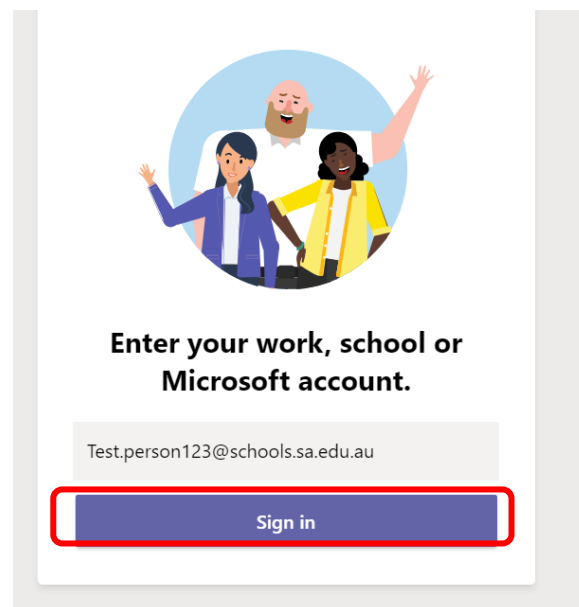
This document explains how to install and setup Microsoft Teams if you don't already have it set up. You can also access Microsoft Teams via a Web app at <https://products.office.com/en-au/microsoft-teams>.

Install MS Teams

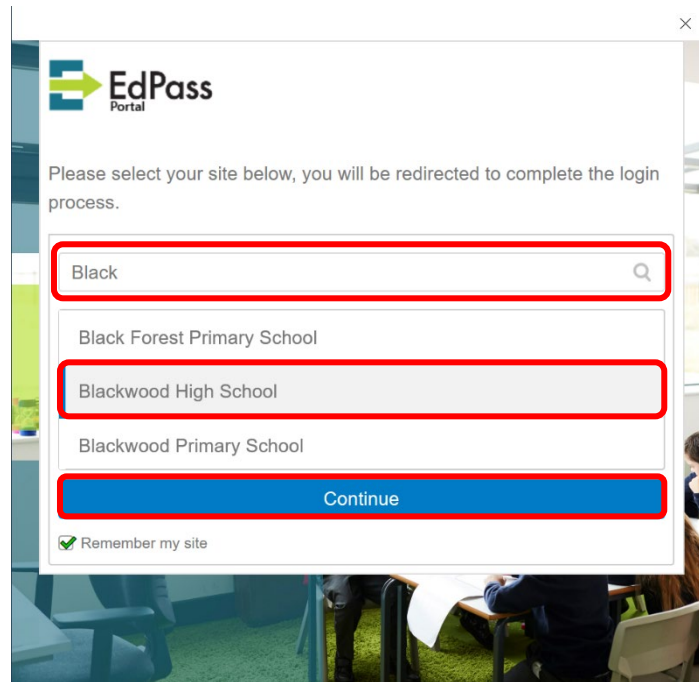
1. If you don't have Microsoft Teams installed go to <https://www.microsoft.com/en-au/microsoft-teams/download-app> and download the MS Teams App. Once downloaded, run the installer to install MS Teams.

Open and Signing into Teams

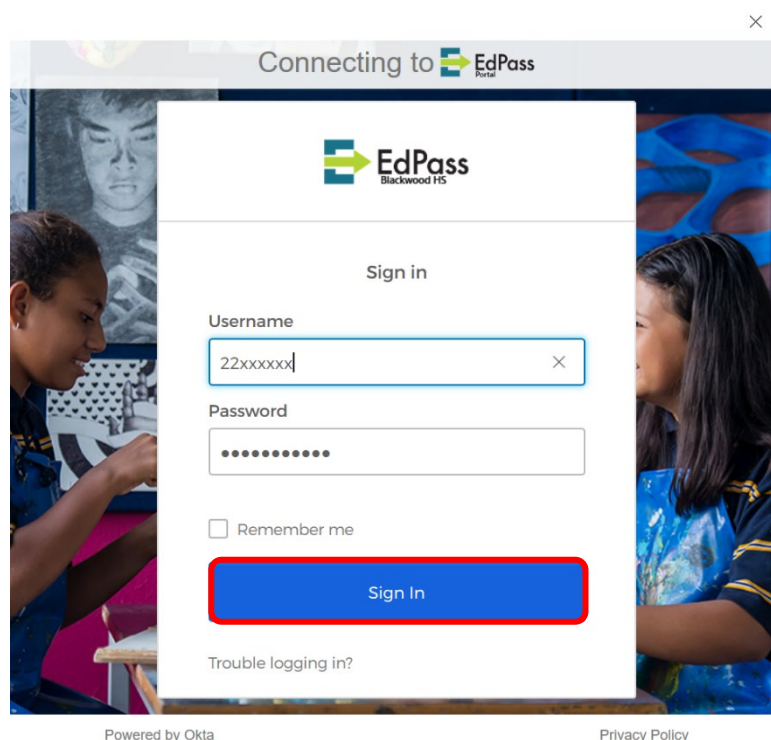
1. Navigate to your Applications folder and open Microsoft Teams or search for Microsoft Teams in the search bar.
2. When MS Teams starts for the first time, it will ask you to sign in. For this, you will need to **sign in with your Schools Learnlink email address**. If you don't know your LearnLink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



3. You will now be taken to the below EdPass school selection page. If you don't see this page, move on to the next step
Search for **Blackwood High School**, click on it to select it and then click **Continue**



4. You will be taken to an EdPass login screen, enter your school Username and Password and click **Sign In**



- 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.

