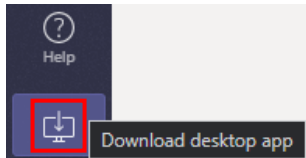# MICROSOFT TEAMS

Follow the **step by step instructions** below or **watch a video** on how to access Microsoft Teams.
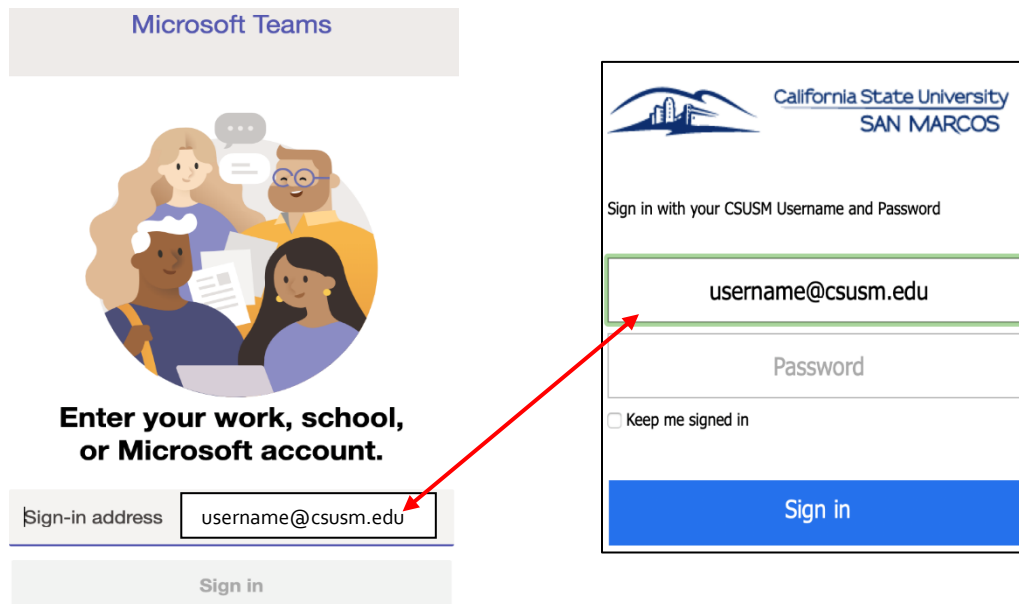
How to Access via Web

1. Access CSUSM's Microsoft Office: https://office365.csusm.edu/
2. Sign in with your CSUSM username and password.
3. Click on **Microsoft Teams** Icon.
4. Web browser has limited capabilities it is <mark>highly recommended</mark> to download Microsoft Teams.

How to Access via Desktop or Phone App

1. Download Microsoft Teams.
2. Sign in with your CSUSM credentials: **username**@csusm.edu
3. In the Pop-up window sign in with your CSUSM credentials: **username**@csusm.edu and password
   - Microsoft log in: **username**@csusm.edu (<u>without</u> the word <u>cougars</u>)

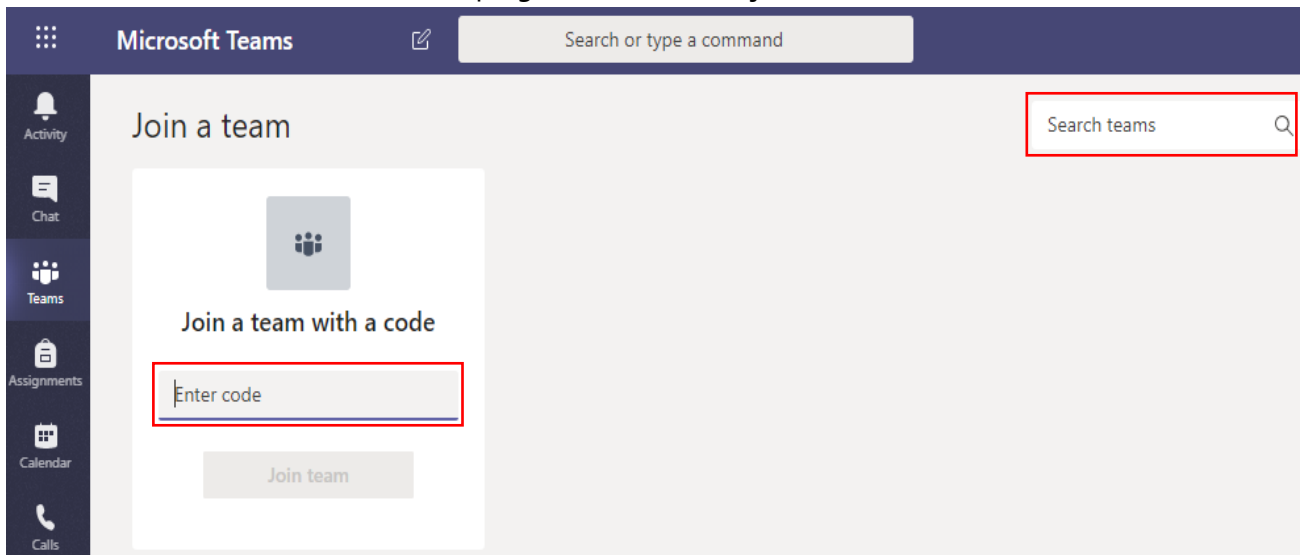   - *Google Mail log in:* ***username****@cougars.csusm.edu*

Mac Users using Teams

Mac users need to give Microsoft Teams additional permissions.

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

MICROSOFT TEAMS

Virtual Front Desk

1. Use the Team Code.
2. Use the Search Teams tab on the top right to search and join PASO Virtual Center.

3. Use the direct links provided below:
   - PASO Virtual Center
     - Code: xyz4fnx

For Teams support, please email teamssupport@csusm.edu