

# 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

4. Choose an authentication method for DUO multi-factor authentication

## Mac Users using Teams

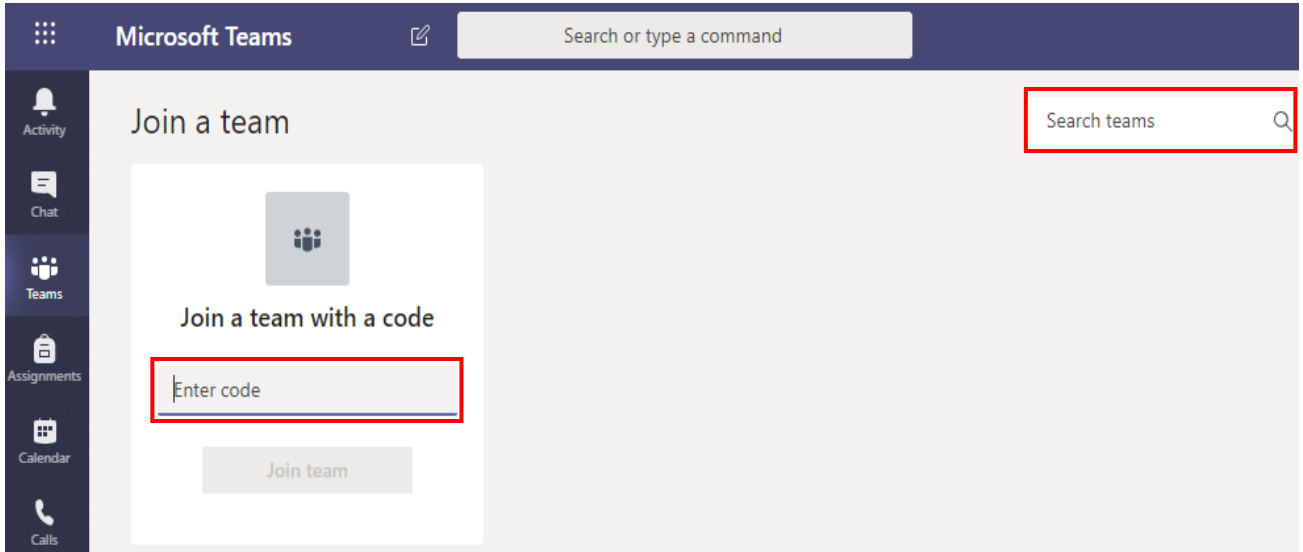
Mac users need to give Microsoft Teams additional permissions.

- 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)

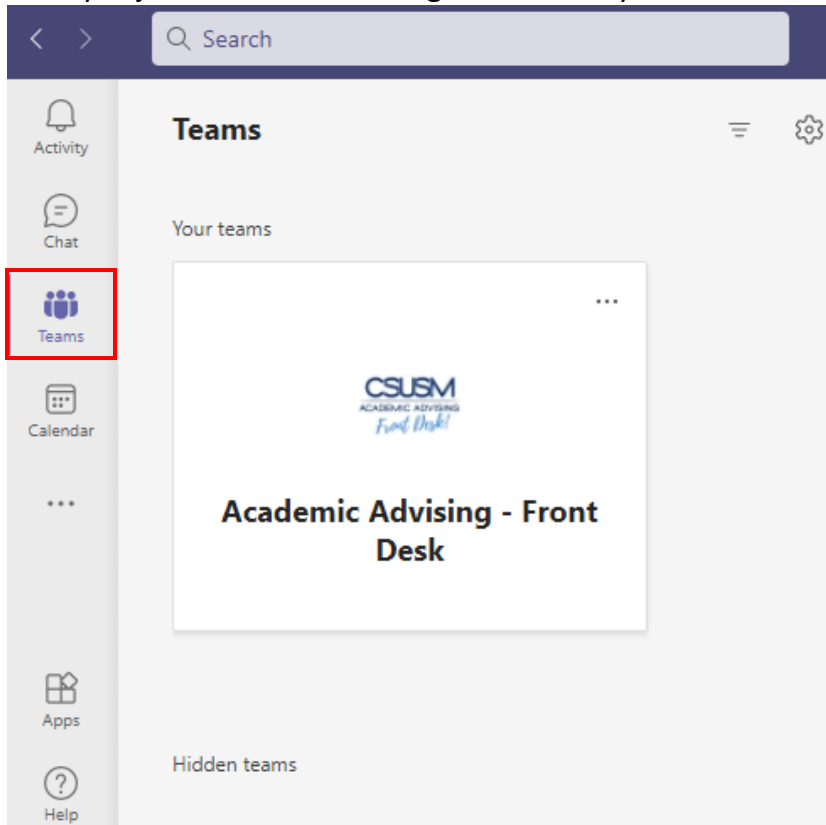
# MICROSOFT TEAMS

**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](#)