

MICROSOFT TEAMS

Follow the **step by step** instructions below or [watch a video](#) 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
 - **username@csusm.edu**
3. In the Pop-up window sign in with your CSUSM credentials
 - **username@csusm.edu** and your campus password.


Microsoft Teams



**Enter your work, school,
or Microsoft account.**

Sign-in address

Sign in

 California State University
SAN MARCOS

Sign in with your CSUSM Username and Password

Keep me signed in

Sign in

- Helpful Hint:
 - Microsoft log in: **username@csusm.edu** (without the word cougars.)
 - Google Mail log in: **username@cougars.csusm.edu**

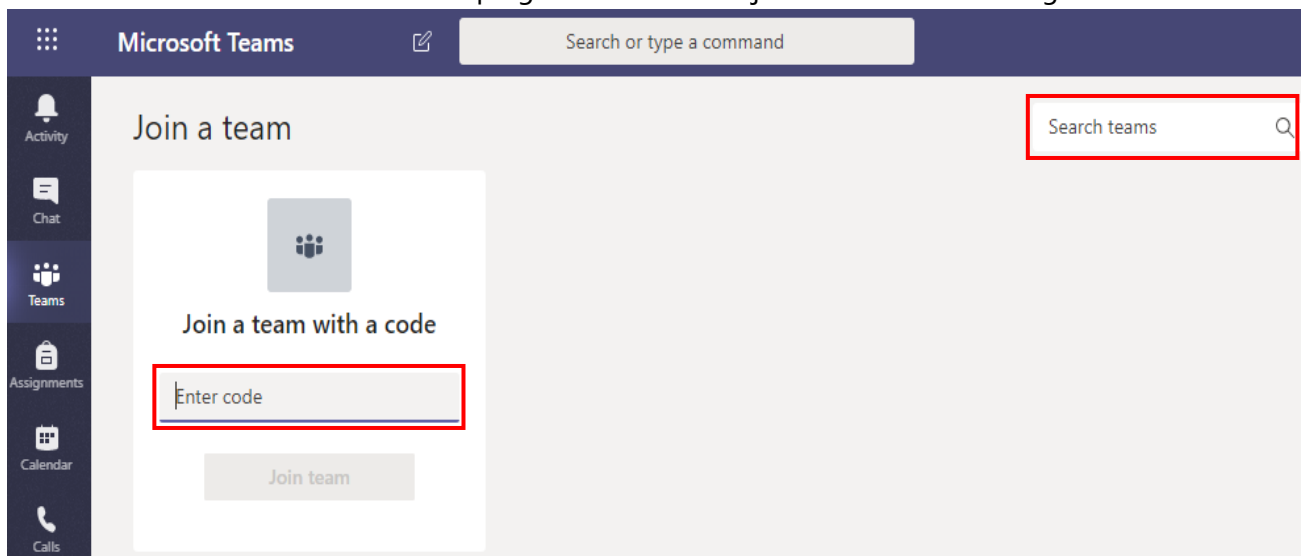
Mac Users using Teams

Mac users need to give Microsoft Teams additional permissions.

- Go to **System Preferences**
- Click on **Security & Privacy**
- Select **Microphone**
 - 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)

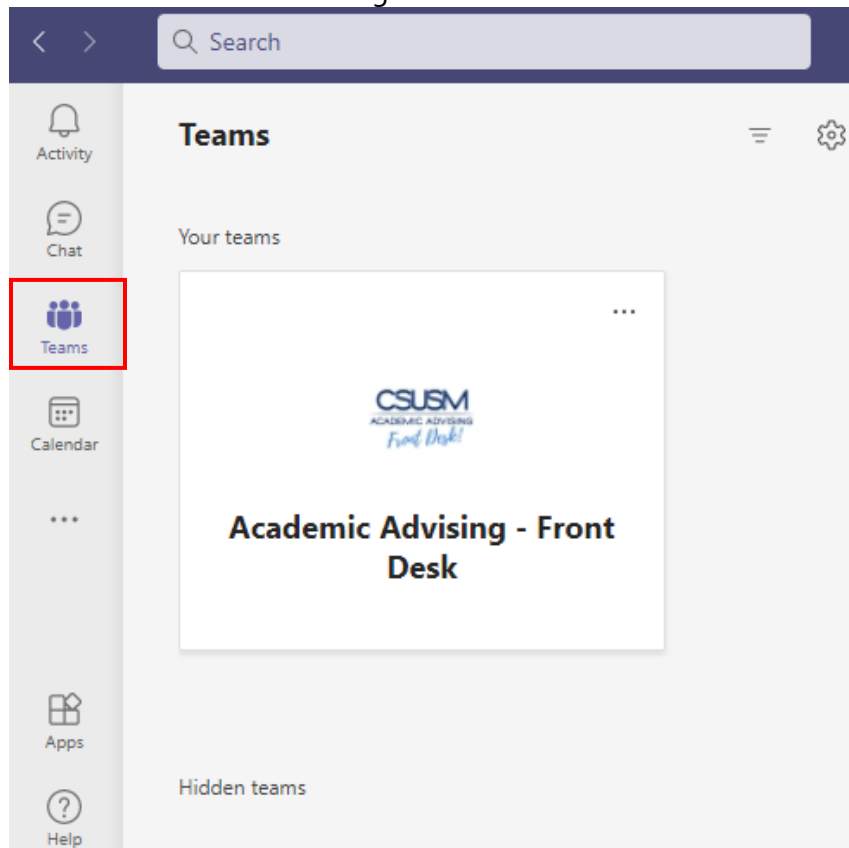
Virtual Front Desk

1. Use the direct link: [Academic Advising - Front Desk](#)
2. Use the Search Teams tab on the top right to search and join Academic Advising Front Desk.



3. Use the Team Code: **uor0952**

View the Academic Advising Front Desk under Teams



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