

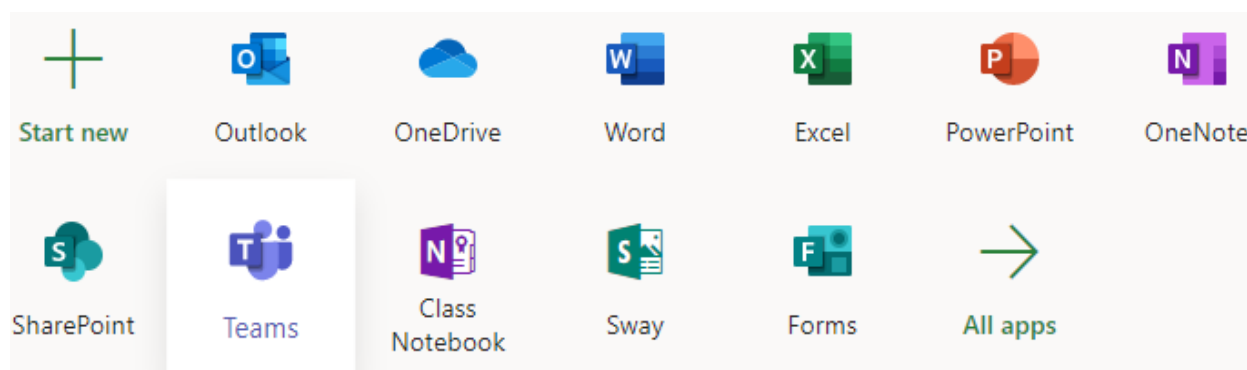
MICROSOFT TEAMS – CSUSM Office Of Internships and Service Learning

How to Access through Web Browser

1. Access CSUSM's Microsoft Office <https://office365.csusm.edu/>
2. Log-in with your **CSUSM username@csusm.edu** and password.

- Students log-in by using **username@csusm.edu**, without the Cougars part of the email.
i. Example for students: Microsoft log-in: **username001@csusm.edu** & Google log-in:

username001@cougars.csusm.edu 3. Click on **Microsoft Teams**



4. Option: Turn on Desktop Notification
5. Recommended: Download Microsoft Teams on your desktop

How to Access through APP

1. Search for Microsoft Teams App and download the App
2. Log-in with your **CSUSM username@csusm.edu** and password.

- Students log-in by using **username@csusm.edu**, without the Cougars part of the email.
i. Example for students: Microsoft log-in: **username001@csusm.edu** & Google log-in: **username001@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**

i. Allow Microsoft Teams to access you microphone • Select **Screen Recording**

i. Allow Microsoft Teams to access you screen (this will allow you to share your screen)

Support

If MS Teams is not appearing, you get a licensing error, or all other MS Teams issues, please email teamssupport@csusm.edu.
