
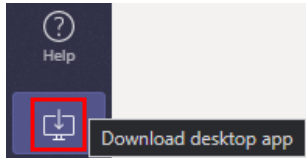


# MICROSOFT TEAMS

Follow the **step by step instructions** below or [watch a video](#) on how to access Microsoft Teams.

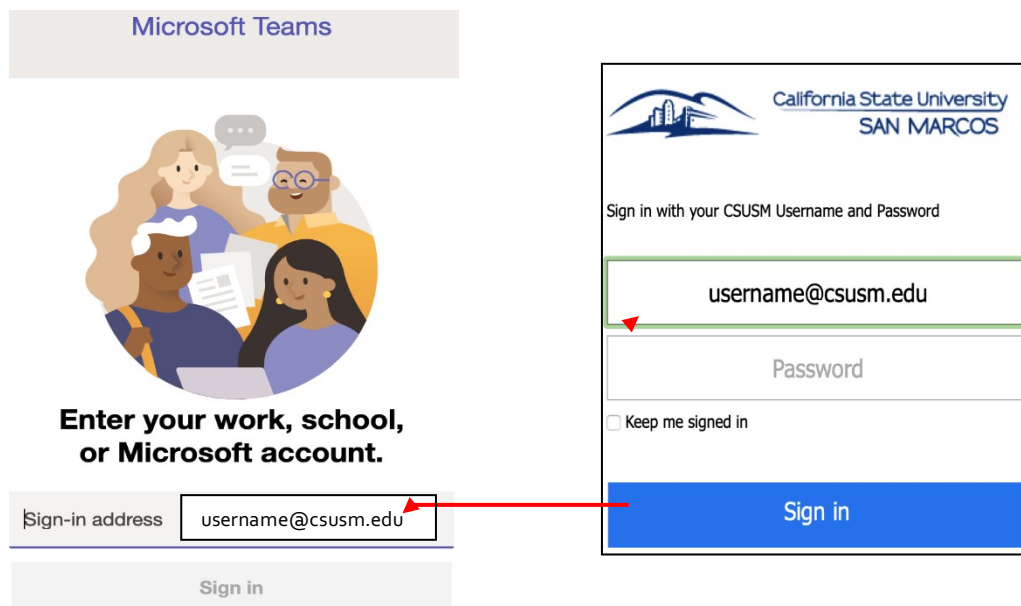
## How to Access via Web

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 **highly recommended** 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** (without the word cougars)



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

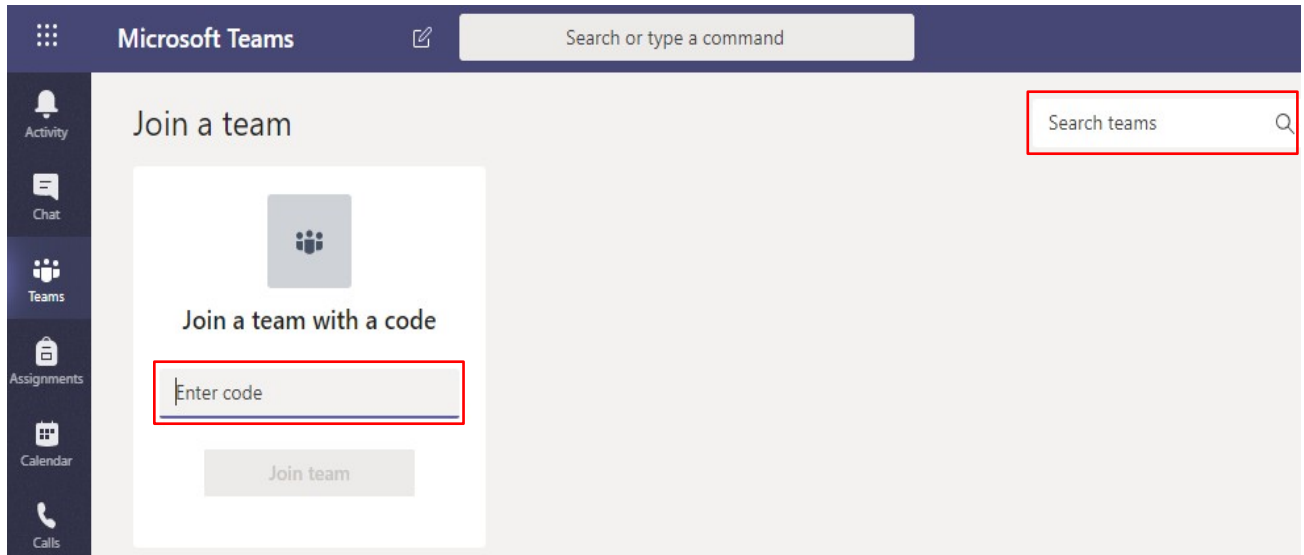
## Mac Users using Teams

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 Team Code.
2. Use the Search Teams tab on the top right to search and join [Veterans Services Front Desk](#).



3. Use the direct links provided below:
  - [Veterans Services – Front Desk](#) (current students)
    - Code: **s5hxyq4**