

Topic: How to install Microsoft Teams and Useful Tutorials

Both Mac and Pc computers can access Microsoft teams online

1. Login to [Office365](#) using your credentials
2. Enter login information:
 - a. Students and alumni: **StarID@go.minnstate.edu**
 - b. Faculty and staff: **StarID@minnstate.edu**
 - c. Enter your **StarID password** in the second entry box
3. Click on the 'Teams' application
4. With the application open you may use it in this online application

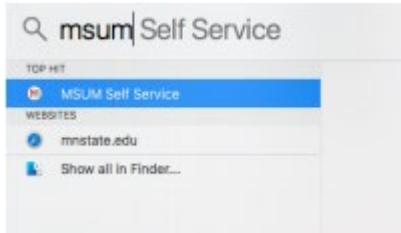
Microsoft Teams Installation

Windows PC computer

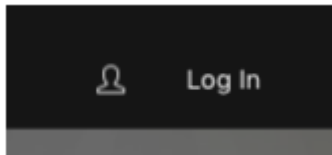
1. Login to [Office365](#) using your credentials
2. Enter login information:
 - a. Students and alumni: **StarID@go.minnstate.edu**
 - b. Faculty and staff: **StarID@minnstate.edu**
 - c. Enter your **StarID password** in the second entry box
3. Click on the 'Teams' application
4. To install the desktop version
 - a. In the online application click on your initials in the upper right corner of the screen
 - b. Choose to download the desktop application
 - c. Run and install the application
 - d. When launched you will need to login to the application again as noted in step #2
 - e. This will also install a plugin to the outlook desktop client calendar for meeting option

Mac

1. Click on finder (magnifying glass in upper right corner of the mac screen) and type in MSUM Self Service. Run this program by clicking on it.



2. Login to the program using your StarID credentials. Login button is in the upper right corner



3. Click on "Applications" and find "Teams", then choose to install.
4. After installation finishes you can find the application in your applications folder in the "Go" menu.
5. Enter login information:
 - a. Students and alumni: **StarID@go.minnstate.edu**
 - b. Faculty and staff: **StarID@minnstate.edu**
 - c. Enter your **StarID password** in the second entry box
6. The Mac desktop version will not integrate with the desktop outlook client (available on pc only)

More information about Teams

Microsoft Teams Training Center: https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc_id=otc_home

General Office applications training center: <https://support.office.com/office-training-center>

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.