## Microsoft Teams Installation
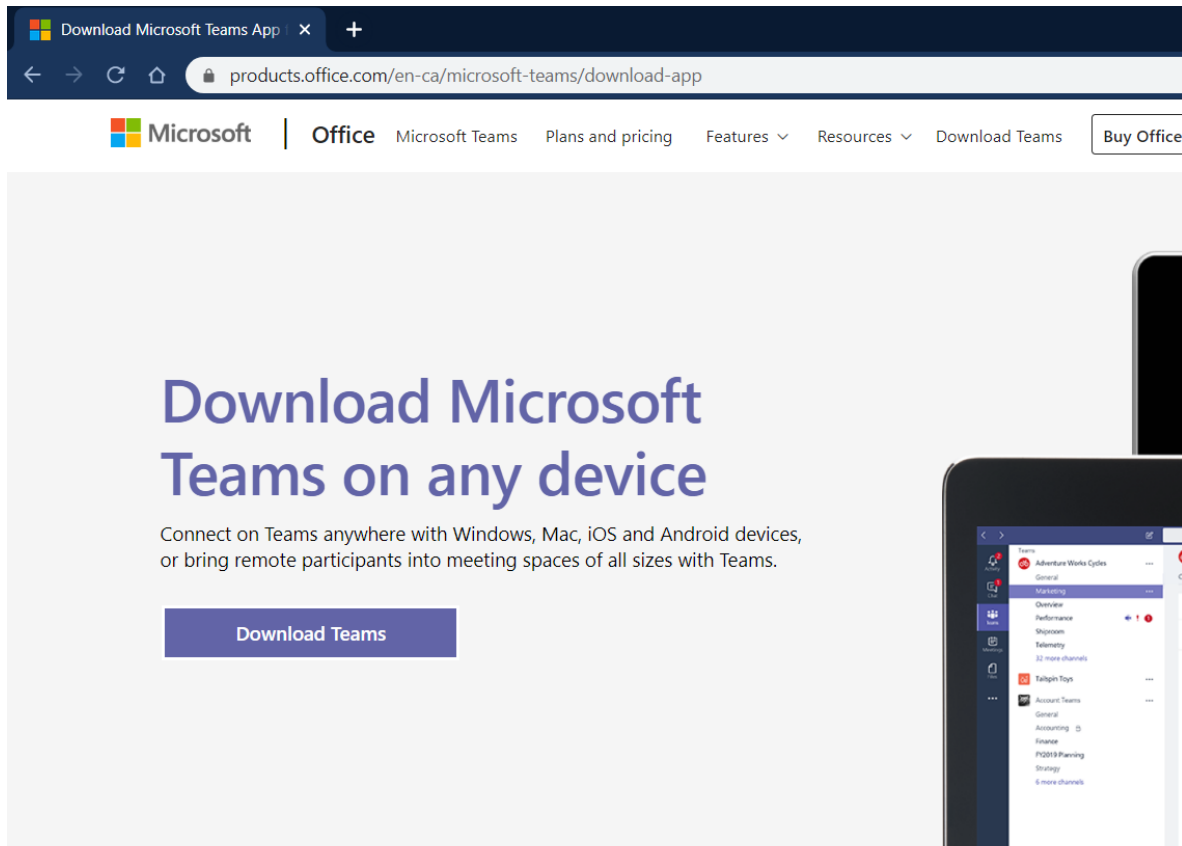
## OSX (Mac)

**Downloading & Installing Teams**

Please note that ITS recommends using Google Chrome or Firefox for web browsing.  These instructions include screenshots for Chrome and Firefox.

In a web browser navigate to https://products.office.com/en-ca/microsoft-teams/download-app

Click on 'Download Teams'

Teams_osx.pkg will begin downloading. The teams installation file will appear on left hand lower corner of the application window. Once finished please click on the file name and installation will begin.
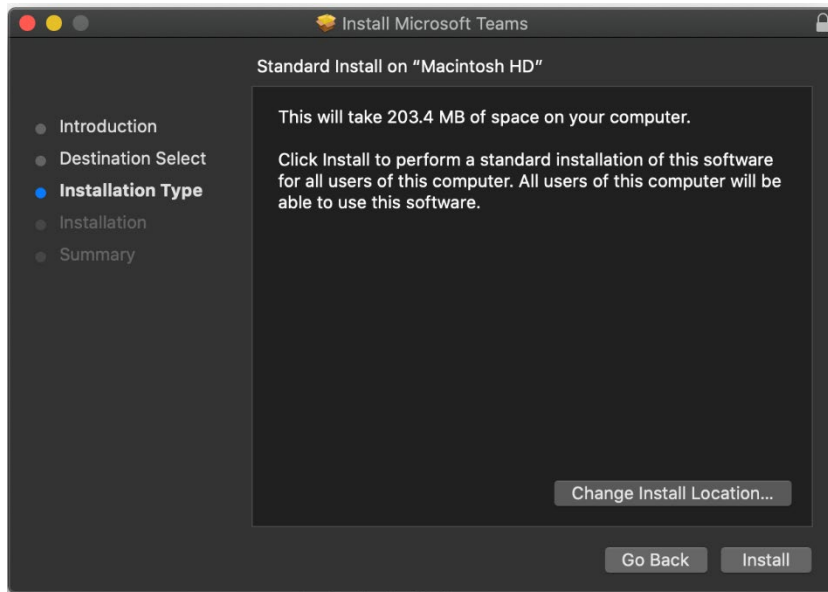


When the installer begins a dialogue box will be displayed asking if you would like to continue the install. Please click 'Continue'.
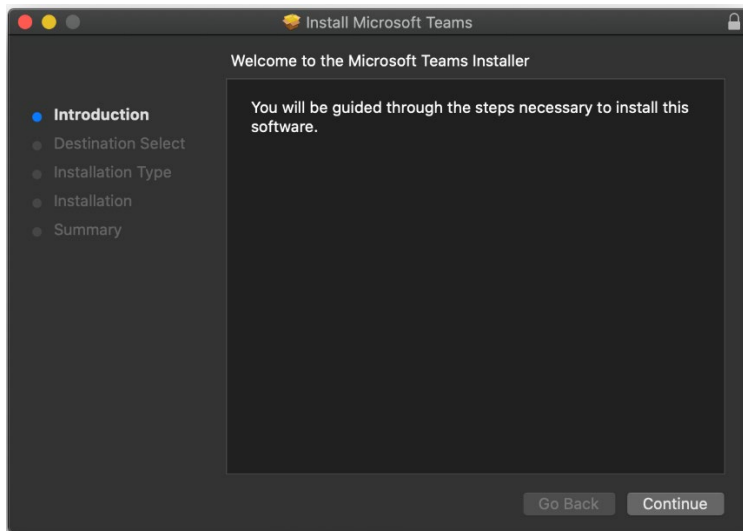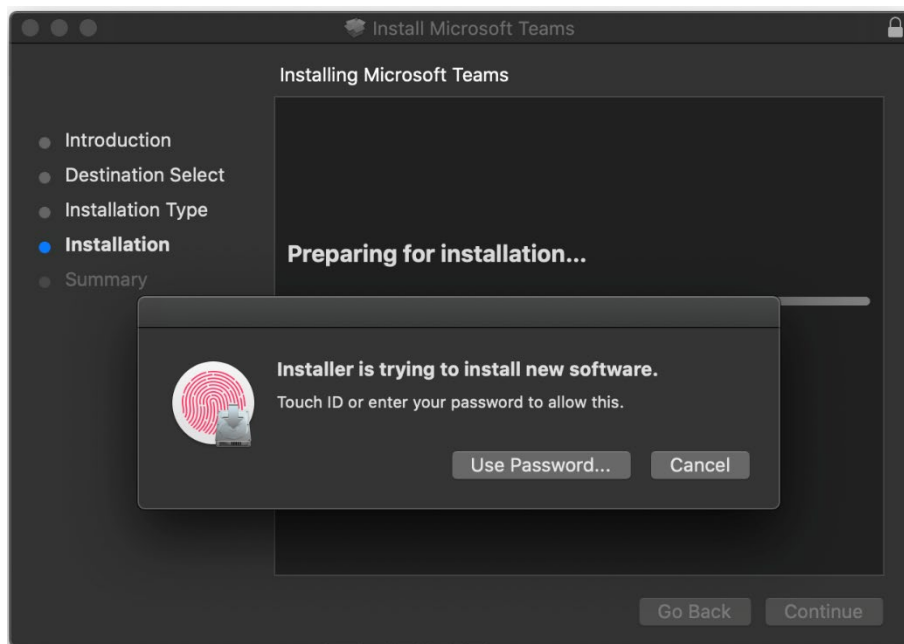


On the next screen a destination for the install will be selected. Please select 'Continue' to select the default installation setting.
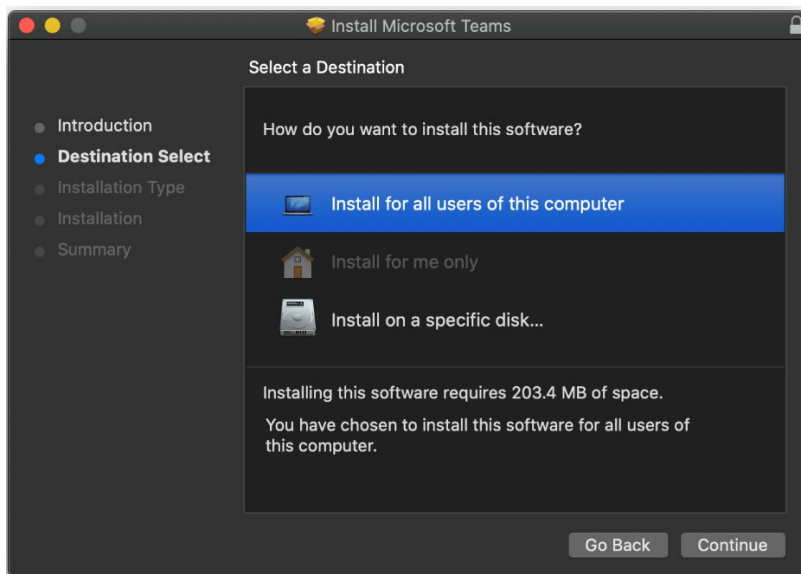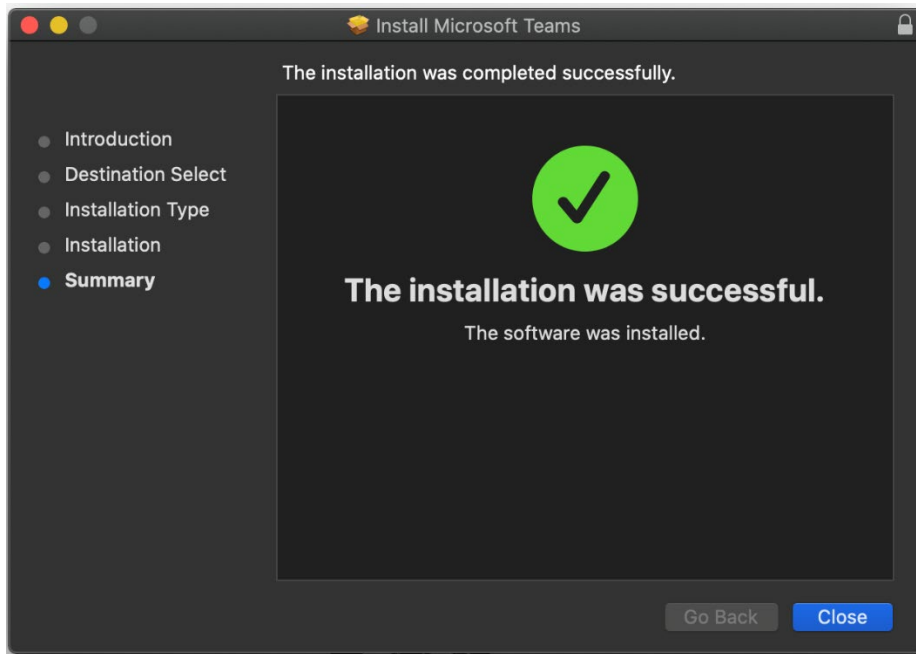
On the next screen please select 'Install'.



You may be requested to enter a password to complete installation.  Please enter your system password to continue.

Once completed the application will indicate the installation was successful.  Please click 'Close'.



The installer will request if the installer package file should be saved or moved to trash (deleted).  If the installation was successful, the file is no longer needed.  Please select 'Move to Trash'
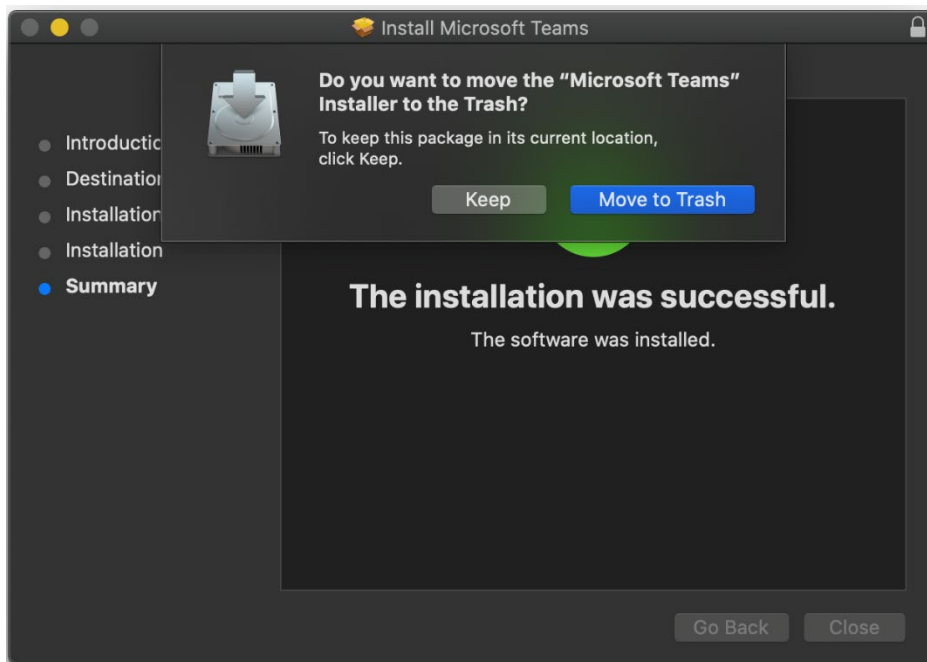
Microsoft Teams is now installed; however, we now need to start the program manually. Please click on the 'Launchpad' Icon next to the left icon on the main apple toolbar (it looks like a rocket ship). Then click the Microsoft Teams icon to start the application and login.
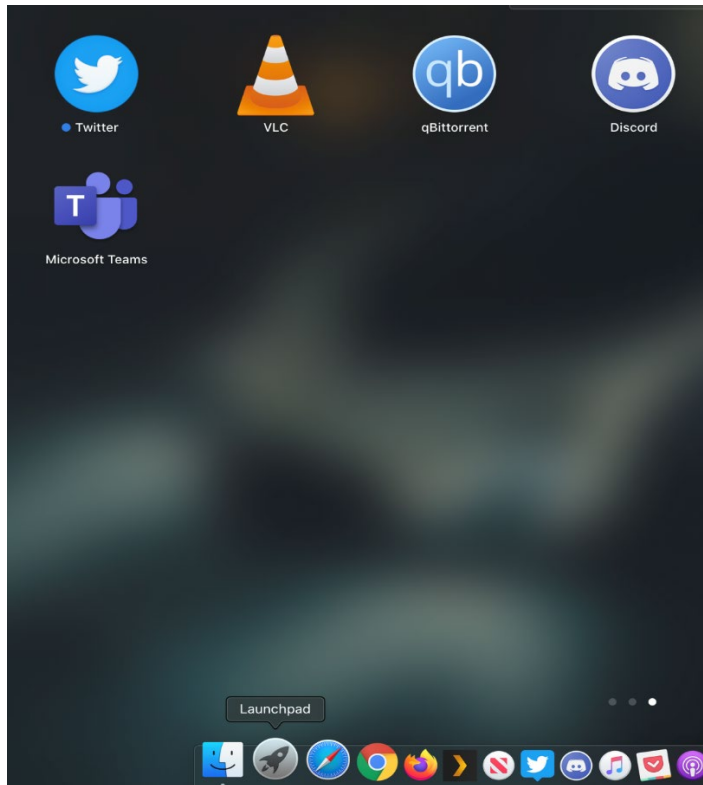


When the login page appears, please enter your Niagara College email address and click 'Sign In'
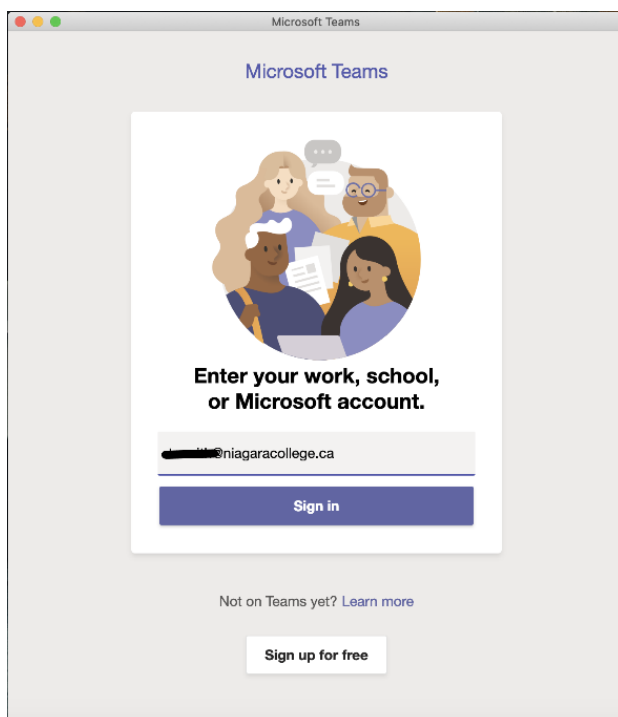
You will next be prompted to verify through MFA (multi-factor authentication) to complete the login. Once your account is verified you will be logged in and Teams will open for use.
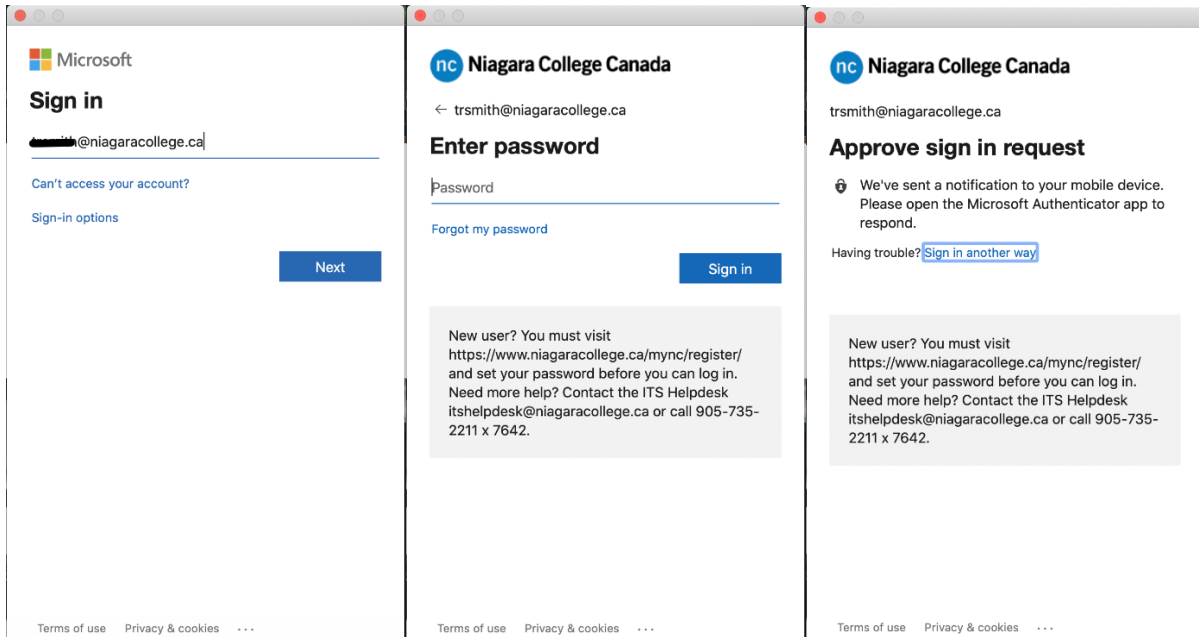


**\*\*Please Note\*\* If you are off campus you will be required to complete MFA verification.**

Please see https://its.niagaracollege.ca/multi-factor-authentication/ for more information regarding setting up MFA Verification if you have not done so already.

If you have any issues logging in or completing MFA Verification, please contact the IT Service Desk at 905-735-2211 x7642 or itservicedesk@niagaracollege.ca and we can troubleshoot any issues and walk through MFA verification setup.