Home and Community Care Support Services
NORTH EAST
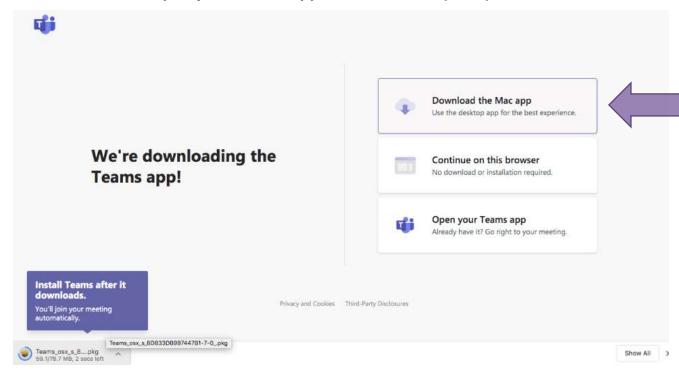# Joining a Microsoft Teams Meeting using Mac Computer or Mac Book

1 ON THE DAY OF YOUR MEETING, OPEN THE EMAIL INVITE FOR YOUR VIRTUAL VISIT. CLICK *'JOIN MICROSOFT TEAMS MEETING'* LINK.

Join Microsoft Teams Meeting

2 DOWNLOAD THE MAC APP' TO DOWNLOAD THE APPLICATION.

If you don't already have the Microsoft Teams App loaded on your Mac, click *'Download the Mac app'* to download the application.

NOTE: If the app is already installed on your device, do not use these instructions. Click *'Open your Teams app'* and follow the prompts.

We're downloading the Teams app!

Install Teams after it downloads.
You'll join your meeting automatically.

Teams_osx_s_8....pkg
59.1/78.7 MB, 2 secs left

Teams_osx_s_8D833DB99744781-7-0_.pkg

Download the Mac app
Use the desktop app for the best experience.

Continue on this browser
No download or installation required.

Open your Teams app
Already have it? Go right to your meeting.

Privacy and Cookies   Third-Party Disclosures
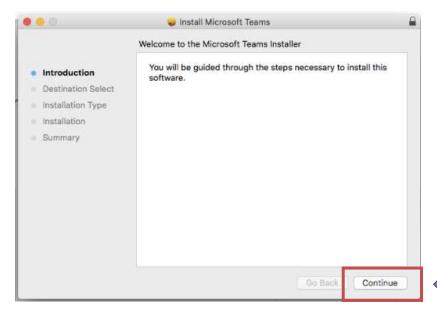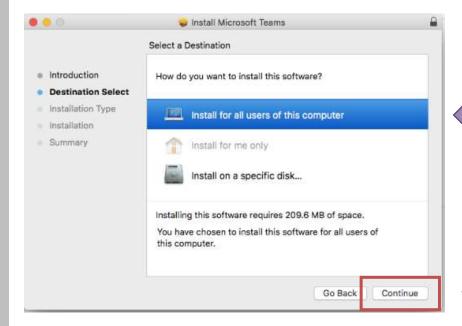
Show All

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3

WELCOME TO THE MICROSOFT TEAMS INSTALLER.

Wait for the app to finish downloading (this could take several minutes). A pop up box will appear that says *'Welcome to the Microsoft Teams installer'*. Let it guide you through the installation as seen below. Click *'Continue'* to begin.

NOTE: Once it's finished downloading, you may need to double click on it under the heading *'Downloads'* and that will launch the installer.
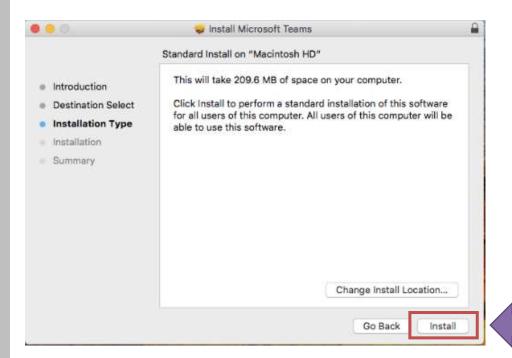

4

WHEN PRESENTED WITH OPTIONS ON WHERE TO INSTALL THE SOFTWARE, CLICK *'INSTALL FOR ALL USERS OF THIS COMPUTER'*. THEN CLICK *'CONTINUE'*.
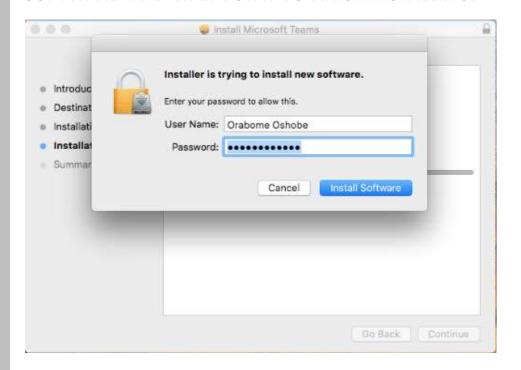

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5

A POP-UP WINDOW WILL REMIND YOU HOW MUCH AVAILABLE SPACE YOU WILL REQUIRE ON YOUR COMPUTER TO INSTALL THE SOFTWARE. CLICK *'INSTALL'.*
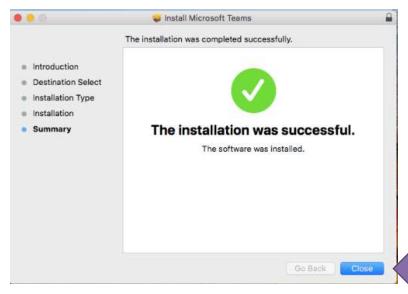

6

IF REQUIRED, ENTER YOUR PASSWORD USED FOR INSTALLING NEW SOFTWARE AND APPLICATIONS ONTO YOUR MAC. THEN CLICK *'INSTALL SOFTWARE'* AND WAIT FOR IT TO FINISH INSTALLING.
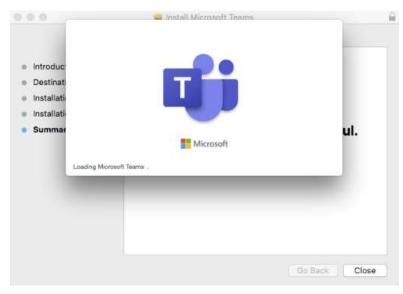
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Once successfully installed, click *'Close'* to exit that window. **NOTE:** If you don't have sufficient space to install the software, inform your Home and Community Care Support Services North East contact.

7 OPEN MICROSOFT TEAMS FROM THE SHORTCUT MENU BAR AT THE BOTTOM OF YOUR SCREEN AS SEEN BELOW.
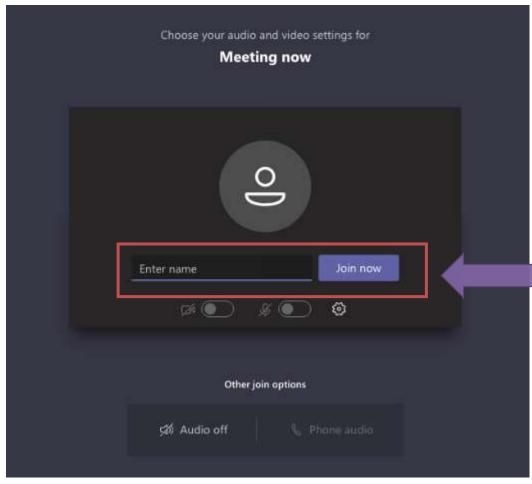

Teams will load and the meeting will launch.

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8 ENTER YOUR NAME AND CLICK *'JOIN NOW'*.

9 ENABLE CAMERA AND MICROPHONE.

If the camera and microphone icons have a line through them, that means they are disabled. Enable them by clicking on each so they look like the image below.

10 WAIT FOR THE HOST TO JOIN.

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