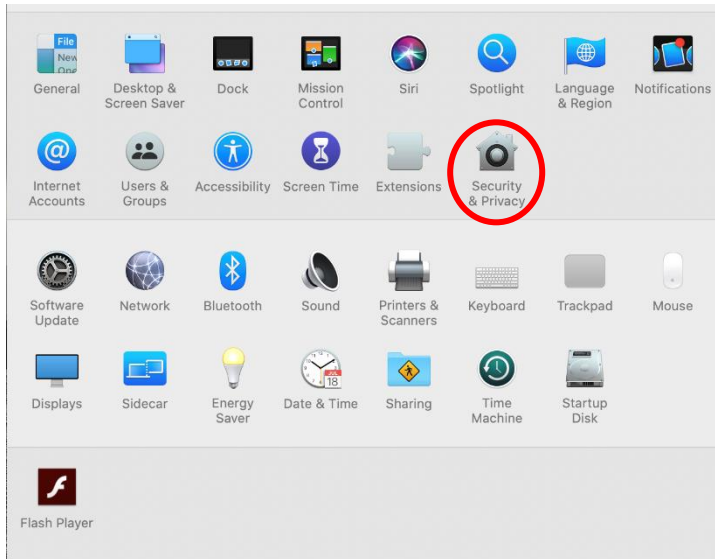


MS Teams for Mac

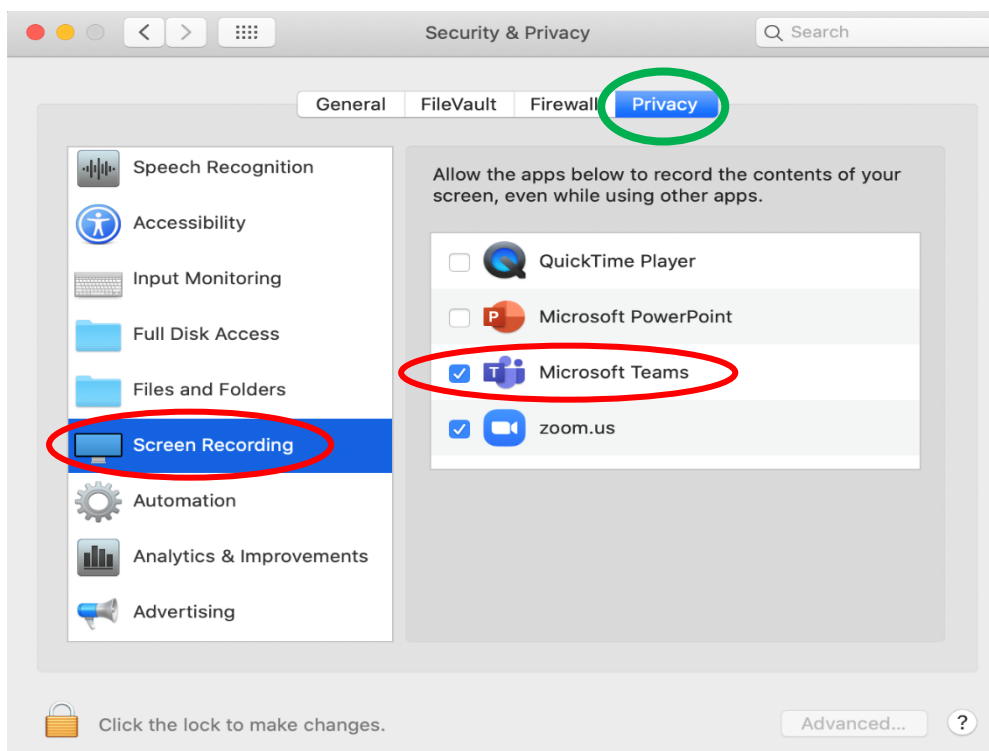
You will need to download the MS Teams App to your Apple Mac laptop. You can do this by visiting the following website: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Once you have downloaded the Teams app you will need to allow your mac to present on MS Teams.

Visit the 'System Preferences' area. The menu below should appear. Select 'Security & Privacy'



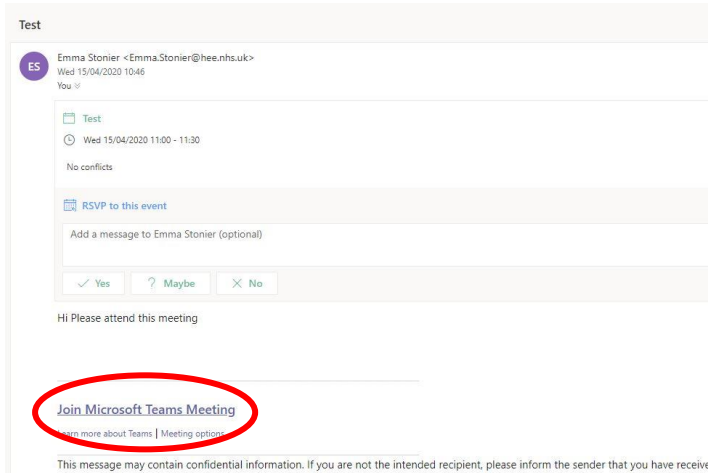
The following menu should appear (ensure the 'privacy'- green, tab is selected). In the list on the left hand side select 'Screen Recording' and then ensure that MS Teams is selected. This should ensure that you will be able to share your screen as a presenter.



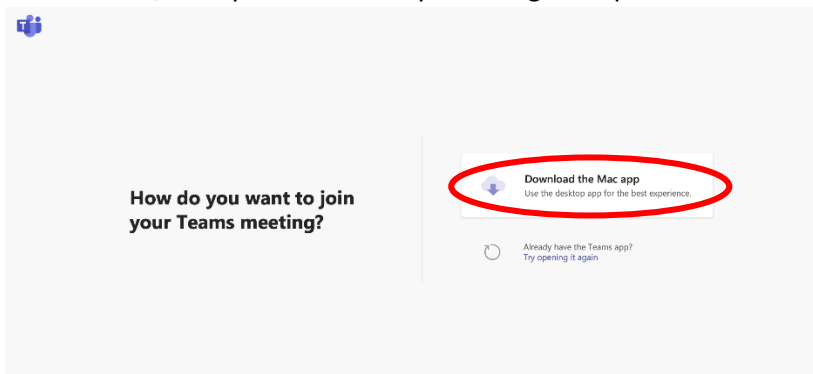
To Access the meeting

You can access the MS Teams meeting via the email invite you have received:

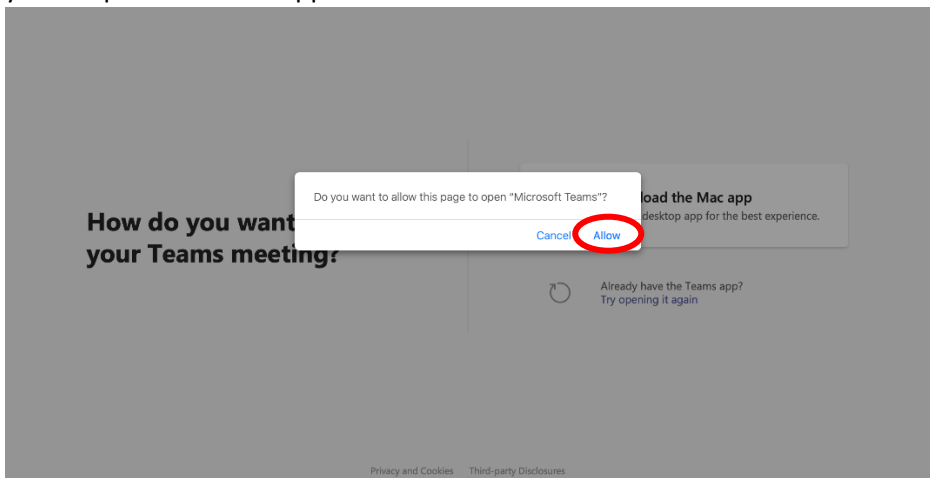
- Open the email invitation you received for the meeting and click on the 'Join Teams Meeting' link displayed.



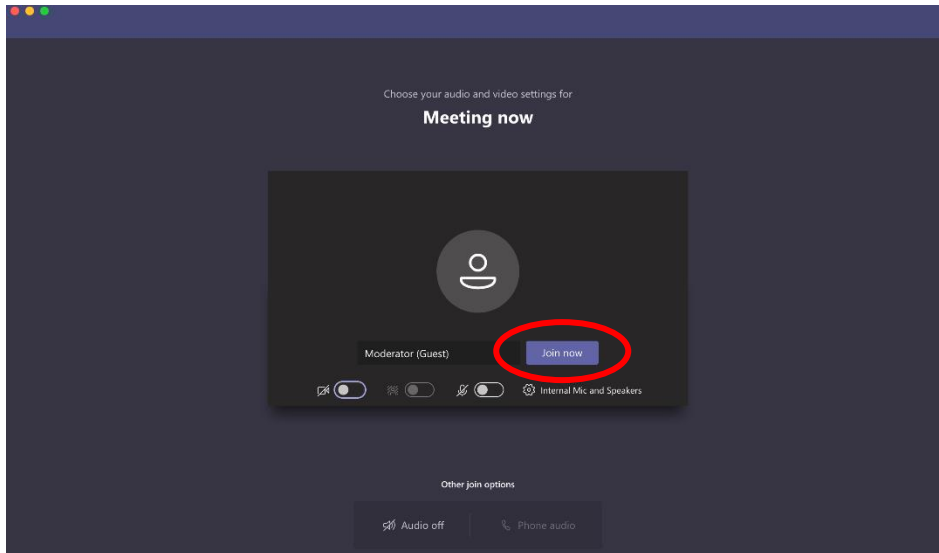
- You may then be presented with this screen. If you don't have Microsoft Teams App already downloaded, then you can do so by selecting this option:



- If you already have MS Teams downloaded, you should see an option asking you to allow you to open this in the app:



- Once installed, this should allow you into the meeting. Start-up should look like the image below. Please use your full name when signing in. Click on the 'join now' button when you are ready.



If you accepted the invitation, you may find that the email has disappeared. In this instance you can usually find the invite has slipped into the calendar attached to your email account. Check your calendar, if you see it on the calendar, double click the appointment to open the original email and the link should be in there.