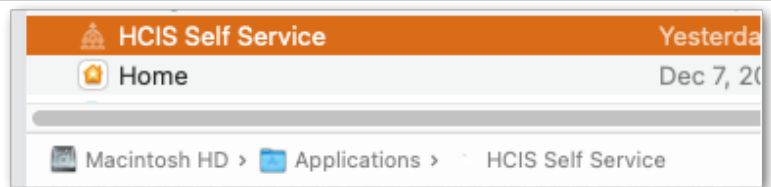


Microsoft Teams Installation for Mac

This guide will show you how to install Teams on your UI Health Care Mac and get signed in.

Installation

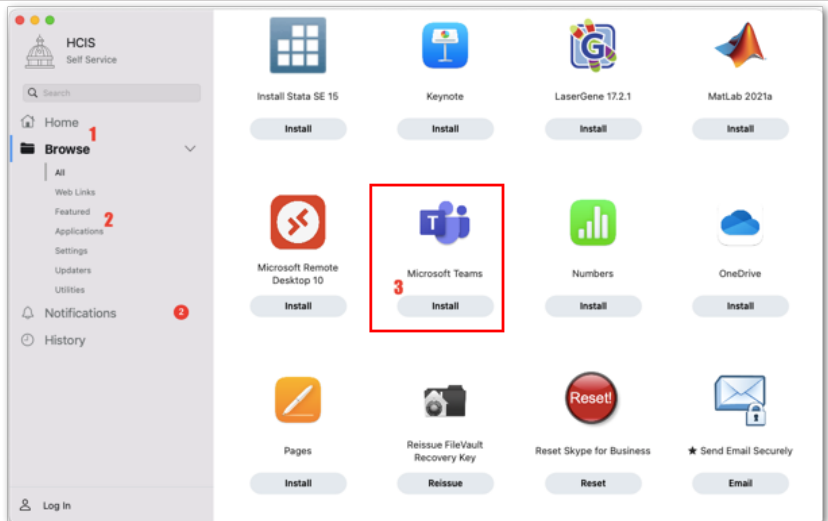
1. Navigate to the **HCIS Self Service** application (HSS) found in the **Applications** folder



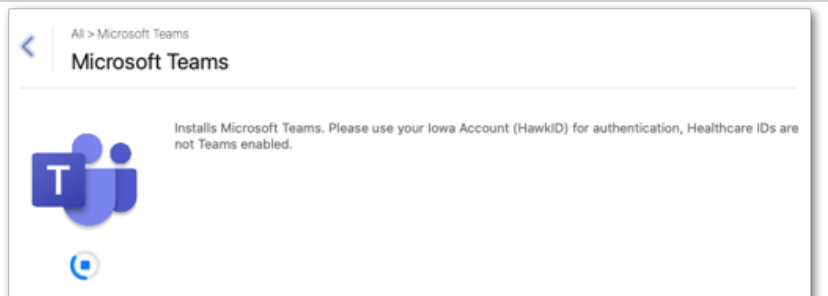
2. In HSS, click on **Browse**, then click **Applications** and find **Microsoft Teams***.

You can then click **Install** to begin installing this application.

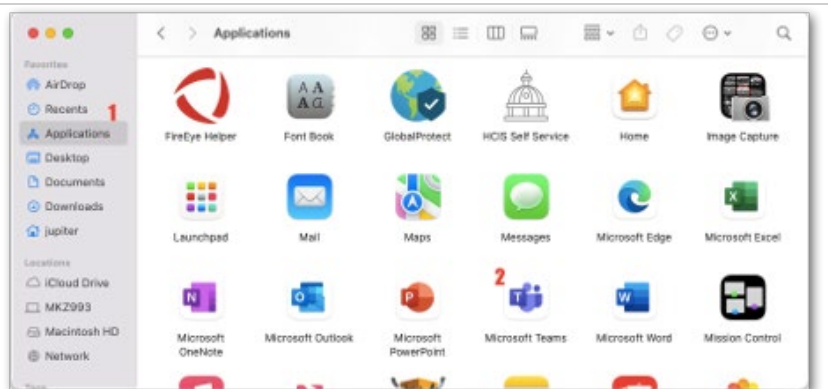
*Note: you can also search for **Teams** by clicking in the search field or click "All" and locate the program from there.



3. Wait for the installation to complete.



4. Once completed, go to the **Applications** folder and click on **Microsoft Teams** to launch the program.

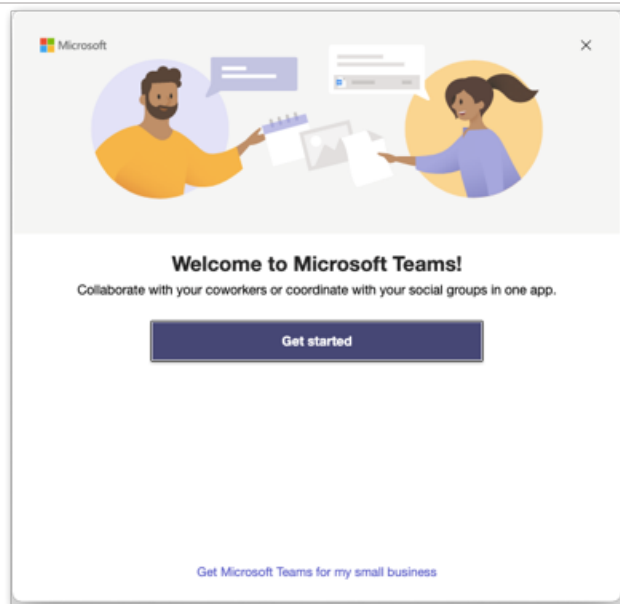


Teams is now installed. Continue below to get signed in.

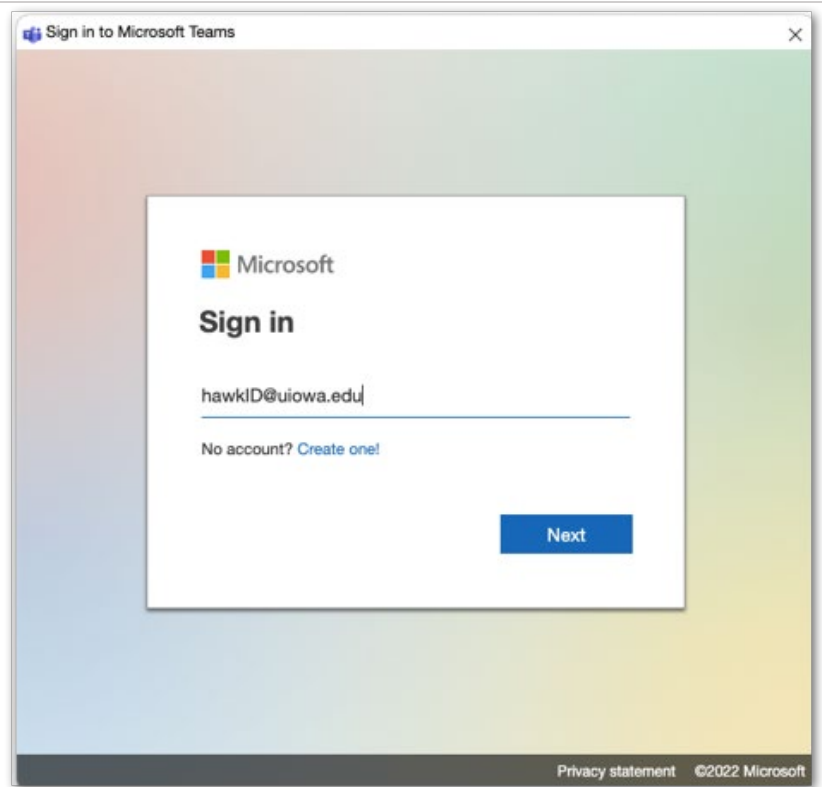
Logging into Microsoft Teams

Here's how to sign into Microsoft Teams with your UIHC account.

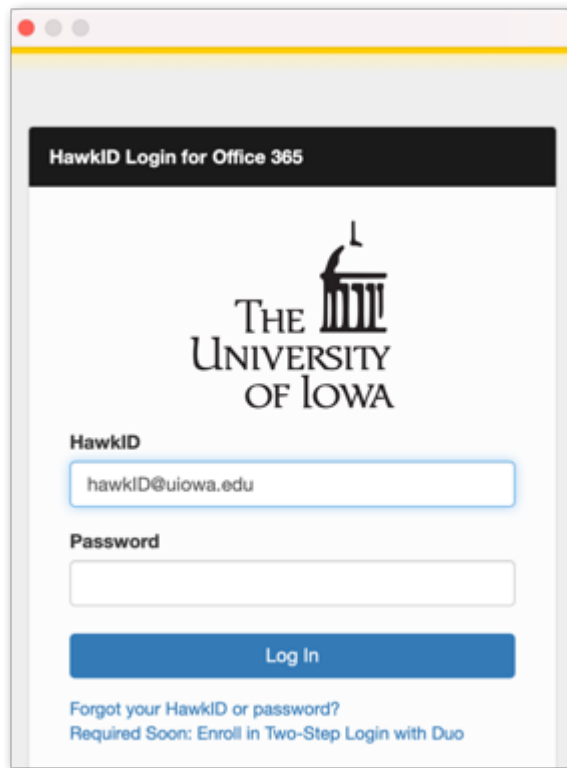
1. With Teams open, you should see this welcome screen. Click the purple **Get started** button to proceed.



2. Enter your sign-in address of your **HawkID@uiowa.edu** and click **Next**.

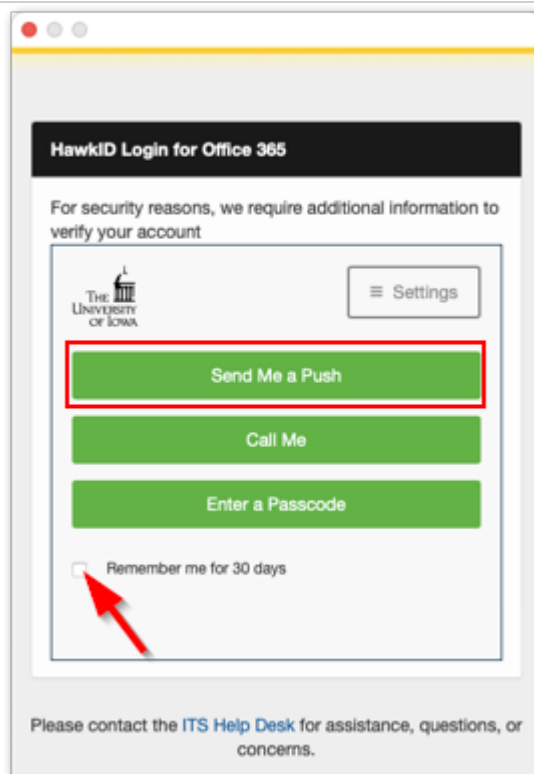


3. This will bring up a HawkID login screen. Continue signing in with the format **HawkID@uiowa.edu** in the HawkID field, followed by your **HawkID password**.



4. Complete the login by authenticating with **Duo**.

Tip: You can check the “Remember me for 30 days” box to prevent seeing this daily.



This completes the login to Teams. Please note that before you can use the microphone and camera in Teams, you will need to allow access. Continue below for instructions on how to do this.

Allowing Camera and Microphone Permissions in Teams

Here's how to allow Teams to use your camera and microphone.

1. Once signed in, click on the **top menu bar** for **Microsoft Teams**. Then click **Preferences**.

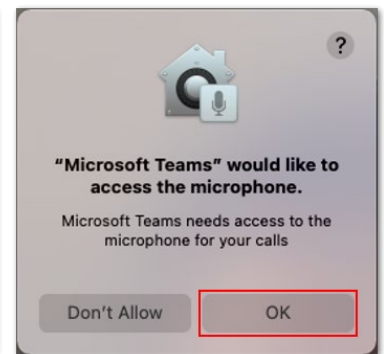
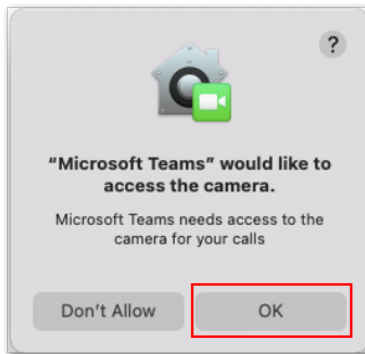
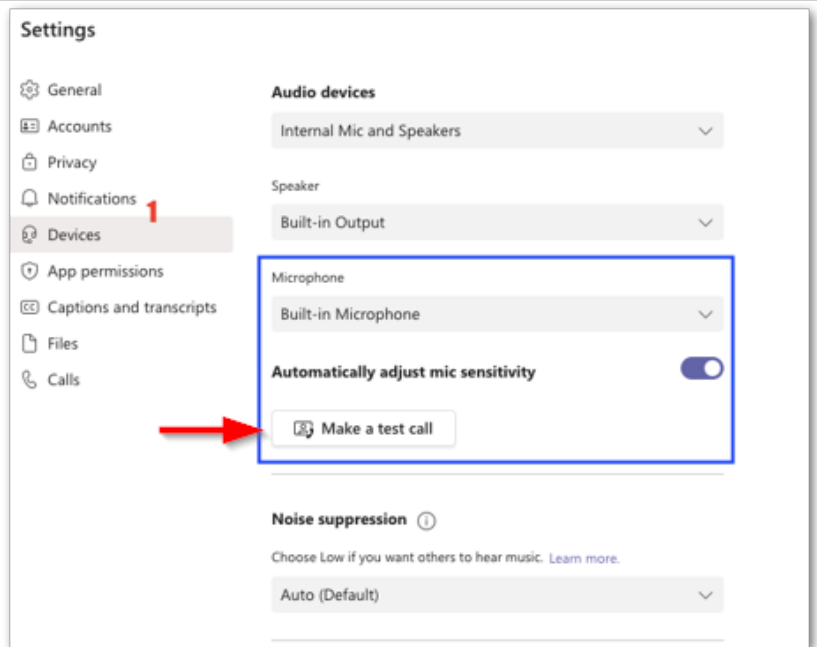


2. In the **Settings** menu, click on **Devices**.

When prompted to allow access to the camera, click **OK**.

Note: once allowed, it is the video preview in the Devices settings that triggered the camera permission.

3. Next, while still in the Devices tab, click on **Make a test call**. This will prompt the authorization to use the microphone. Click **OK** to allow.



Teams is now installed and ready for use.

Support

If you need further assistance, please contact the HCIS Help Desk by:

Phone:
319-356-0001

Email:
HelpDesk-HCIS@uiowa.edu

ESC:
<https://service.uiowa.edu/>