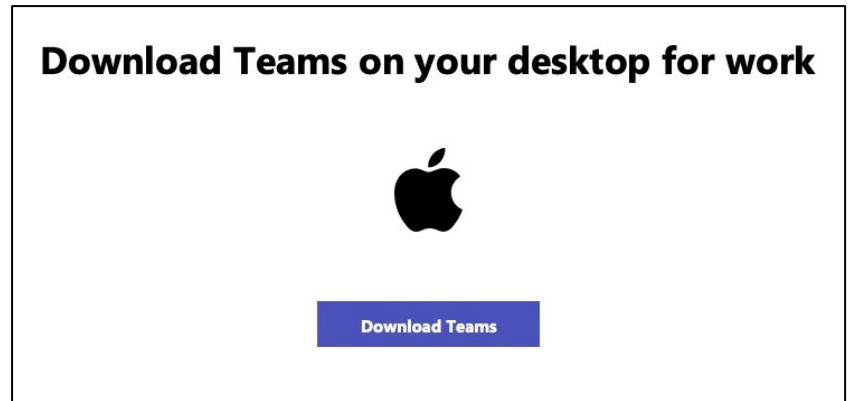


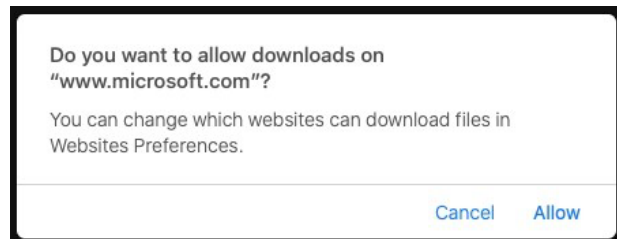
Teams for Mac

Installing Teams

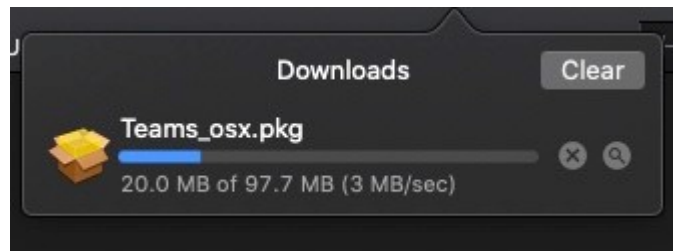
Please navigate to <https://www.microsoft.com/en-us/microsoft-teams/download-app> and click download for desktop. For Mac users you will need to scroll down till you see the apple icon as shown.



When you click download you will be sent to a new page as shown, please click allow. This will send a file to download within Safari.



Click the box as shown once downloaded to start the installer. Please follow the on-screen instructions from here. On completion, sign in with your Northgate High School credentials.



Uninstalling Teams

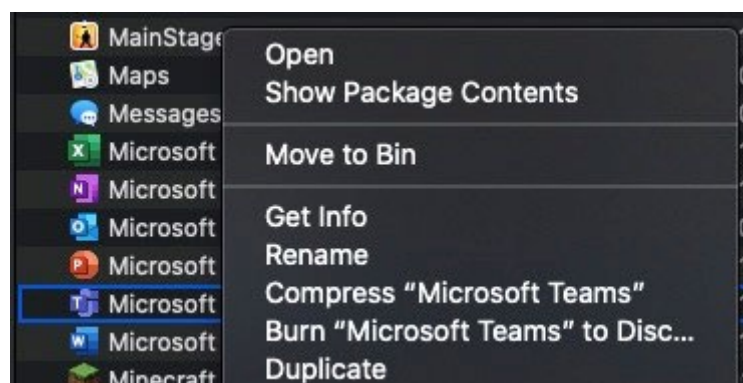
Mac

First please close teams fully by quitting or force quitting the program in the dock by right clicking the app.



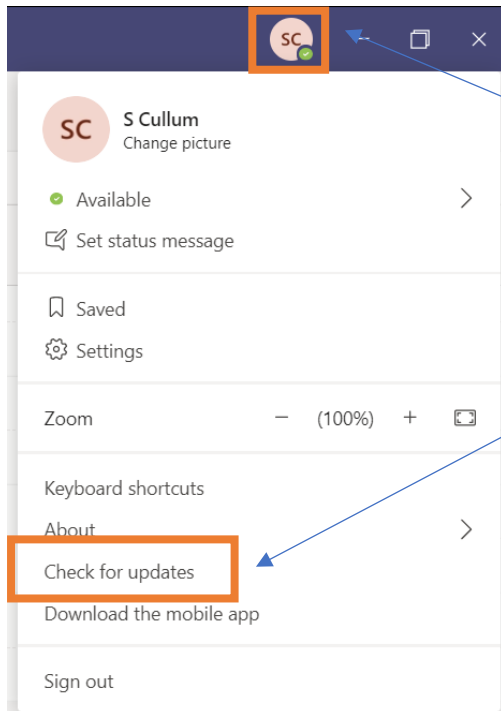
Then go to Finder, Applications and right click Microsoft Teams, then move to bin.

Once the App is in bin or "trash" please right click and empty bin or delete Teams



Updating Teams

Microsoft Teams automatically updates in the browser, occasionally the downloaded version needs to be updated. Here's how to manually check for updates.



To update the app on Windows PC or Mac first open Teams.

Click on your icon in the top righthand corner of teams, this will display as your profile picture if you have one set, if not your initials will be displayed. This will open your app/account settings.

Click check for updates, this will install any updates in the background as you continue to work.