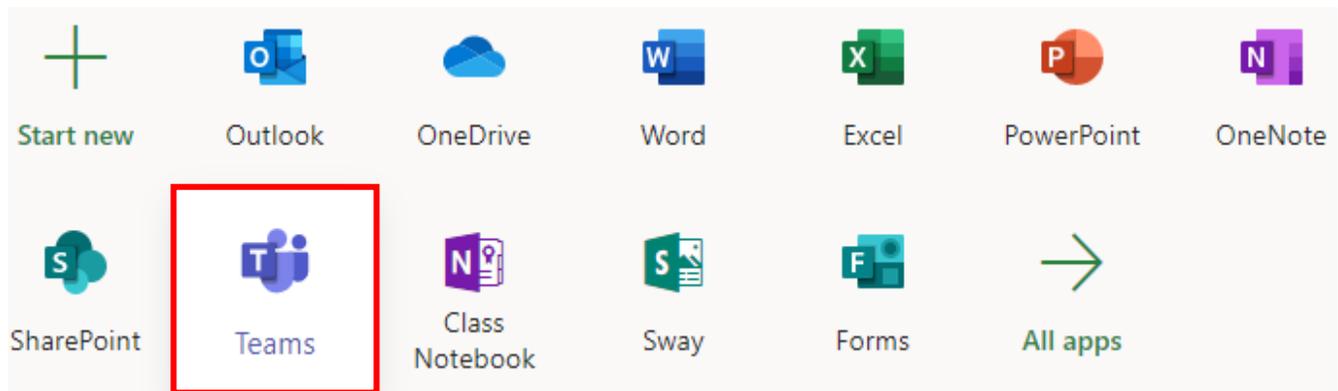


MICROSOFT TEAMS

How to Access through Web Browser

1. Access Minot State University's Microsoft Office <https://www.office.com/?auth=2>
2. Log-in with your Minot State University username@ndus.edu and password.
 - Students log-in by using username@ndus.edu.
 - i. Example for students: Microsoft log-in: username@ndus.edu
3. Click on **Microsoft Teams**



4. Option: Turn on Desktop Notification
5. Recommended: Download Microsoft Teams on your desktop

How to Access through APP

1. Search for Microsoft Teams App and download the App
2. Log-in with your Minot State University username@ndus.edu and password.
 - Students log-in by using username@ndus.edu.
 - i. Example for students: Microsoft log-in: username@ndus.edu

Mac Users using Teams

Mac users need to give Microsoft Teams additional permissions.

- Go to **System Preferences**
- Click on **Security & Privacy**
- Select **Microphone**
 - i. Allow Microsoft Teams to access you microphone
- Select **Screen Recording**
 - i. Allow Microsoft Teams to access you screen (this will allow you to share your screen)

Need Help?

If MS Teams is not appearing, you get a licensing error, or all other MS Teams issues, please email helpdesk@minotstateu.edu. or call 701-858-4444