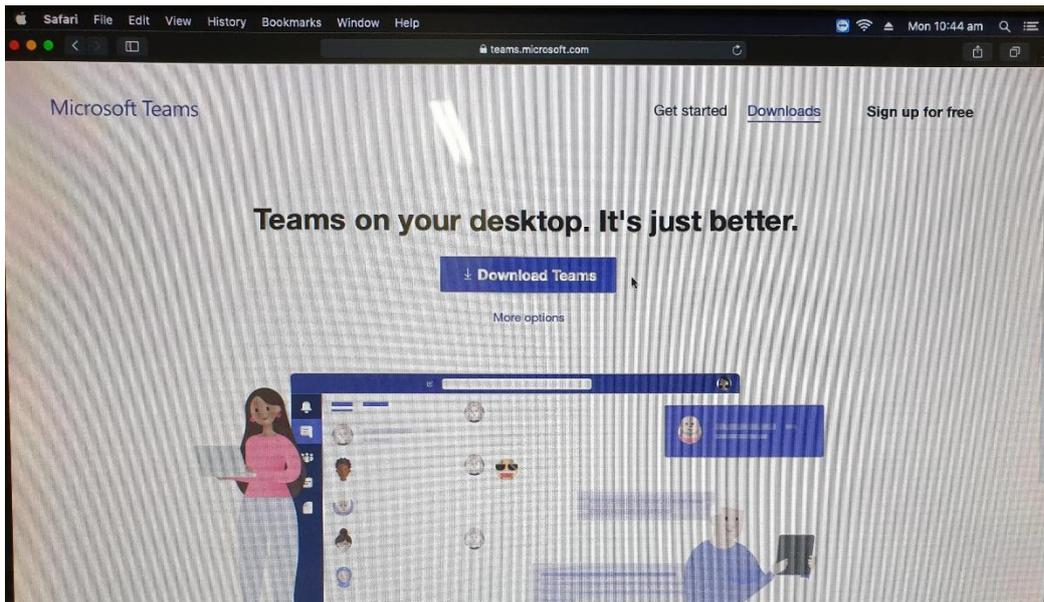




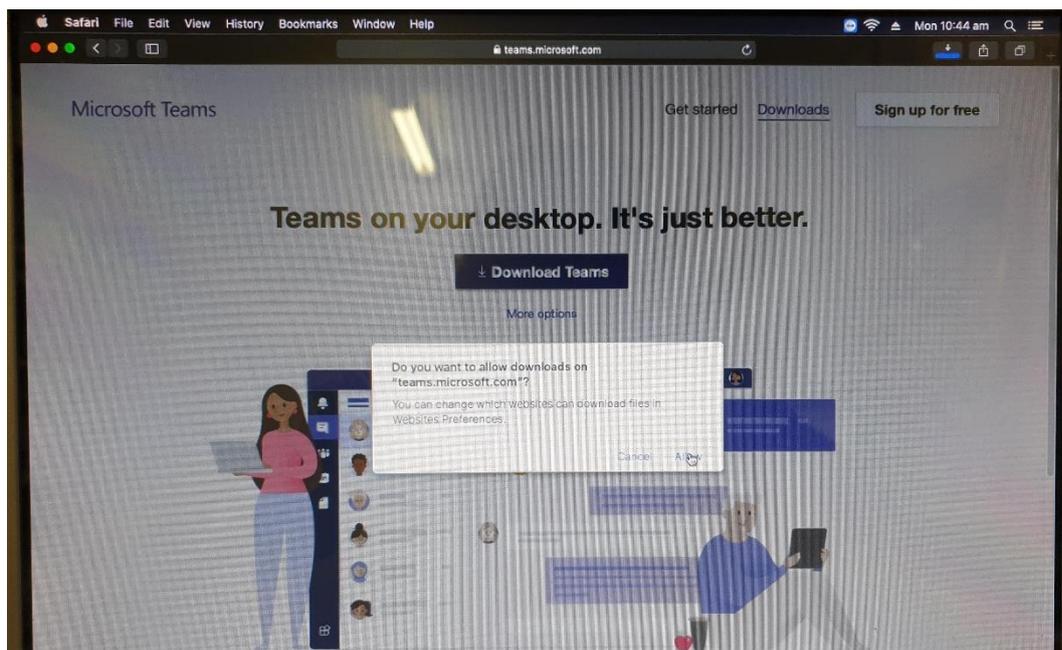
## COBRAM ANGLICAN GRAMMAR SCHOOL

### How to install Microsoft Teams and sign in on MacOS

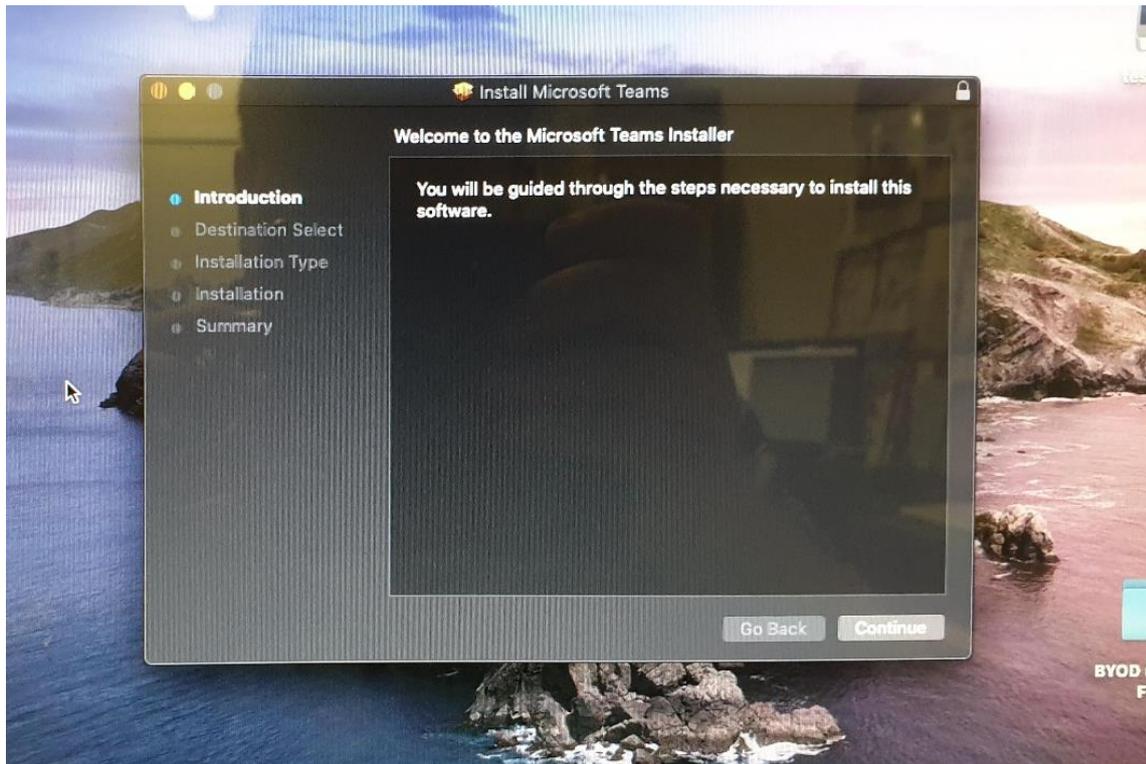
1. Open a web browser and enter the following web address in to the search bar:  
<https://teams.microsoft.com/downloads>
2. Then click on the 'Download Teams' button in the middle of the screen to download Microsoft Teams.



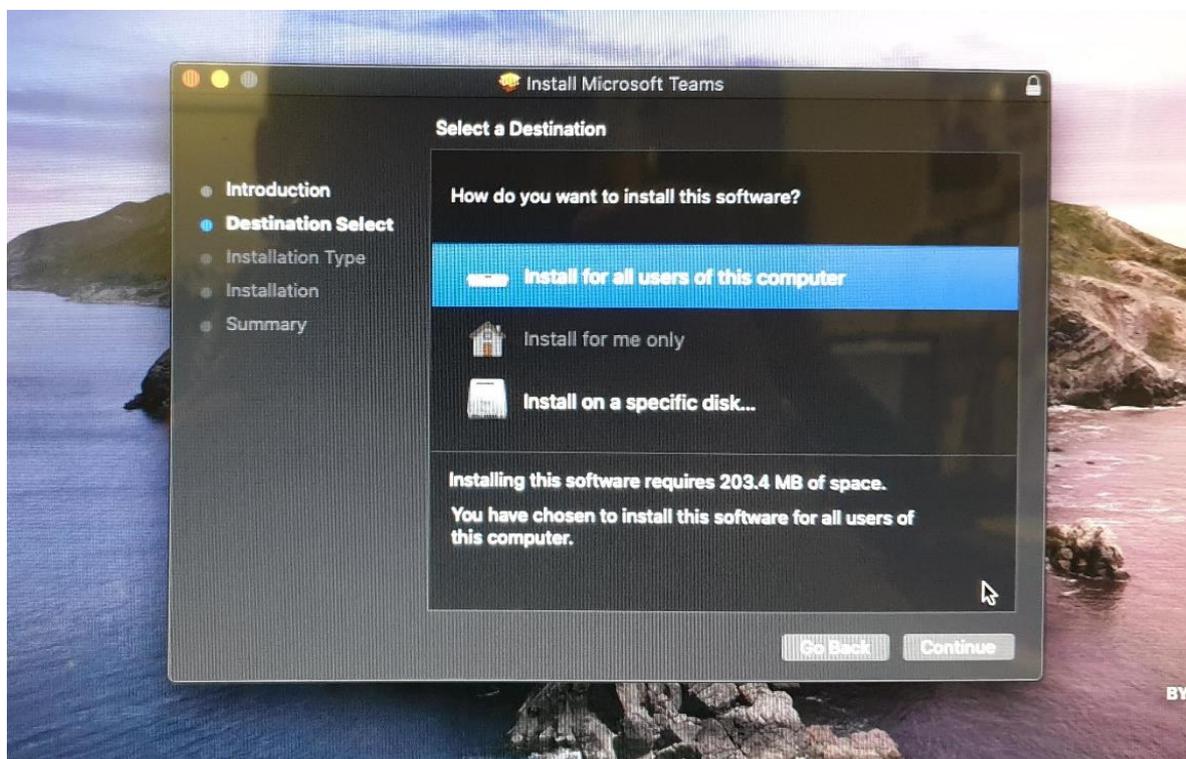
3. If a message that say 'Do you want to allow downloads on teams.microsoft.com?' click Allow.



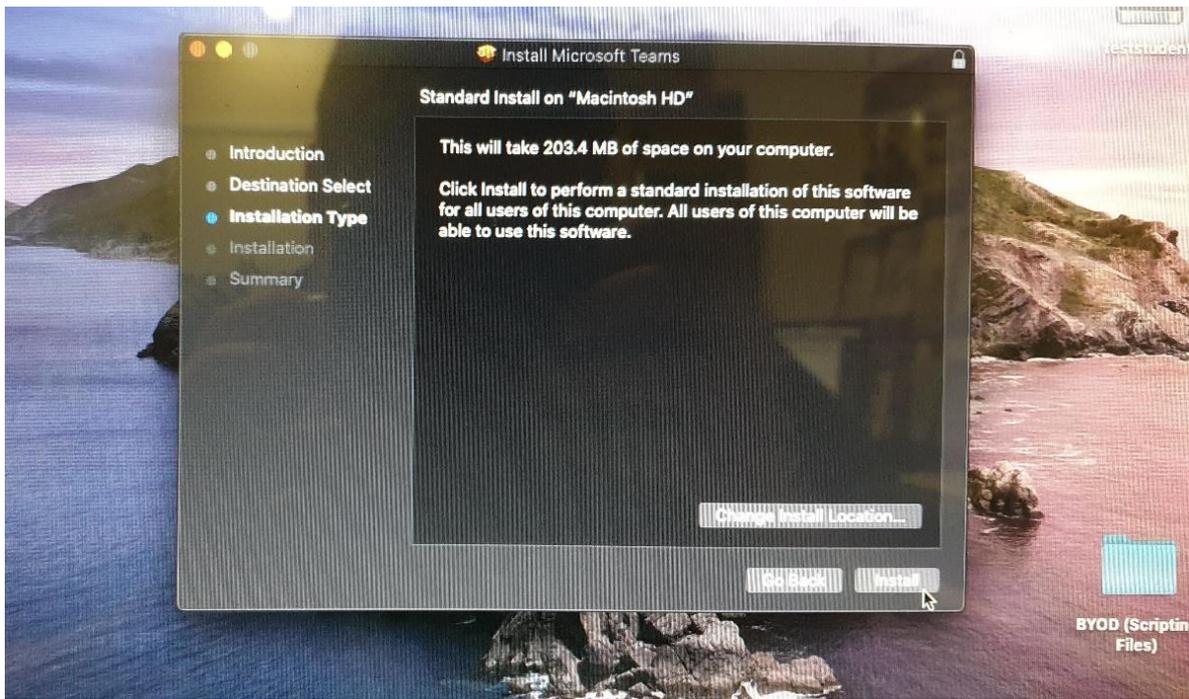
- Once the Microsoft Teams installer has finished downloading it should be saved in your downloads folder or on your desktop.
- Now click on the Installer, when this box to appear click Continue.



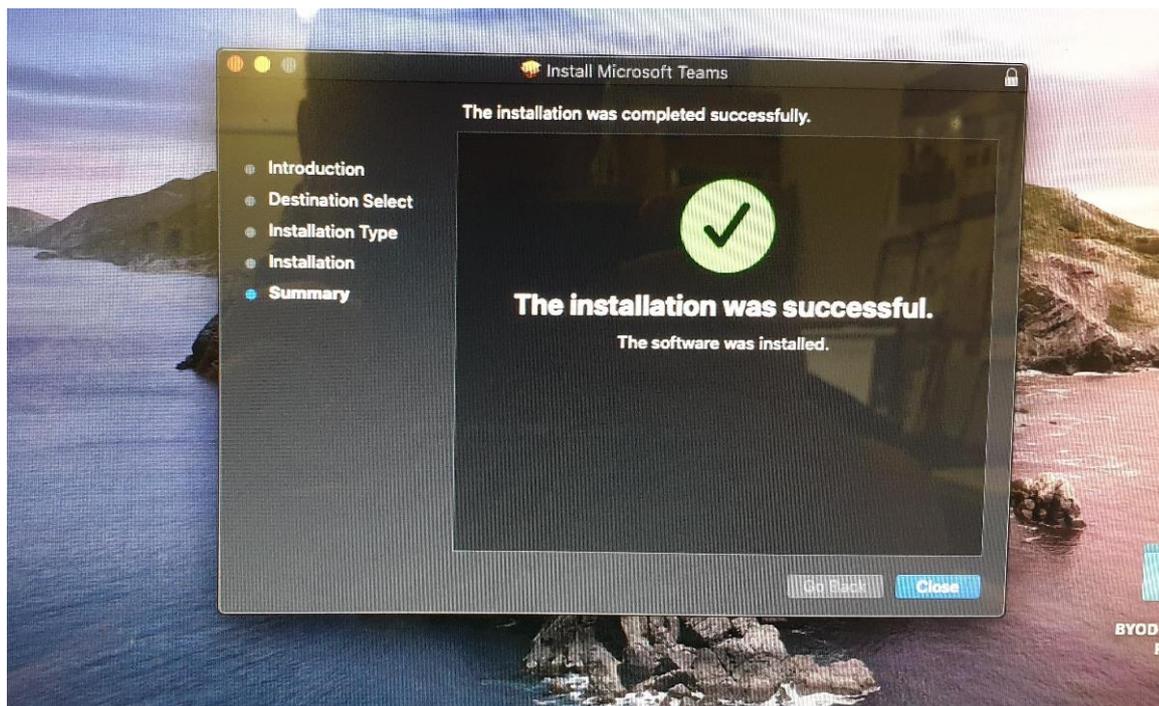
- Then select 'Install for all users on this computer' and click Continue again.



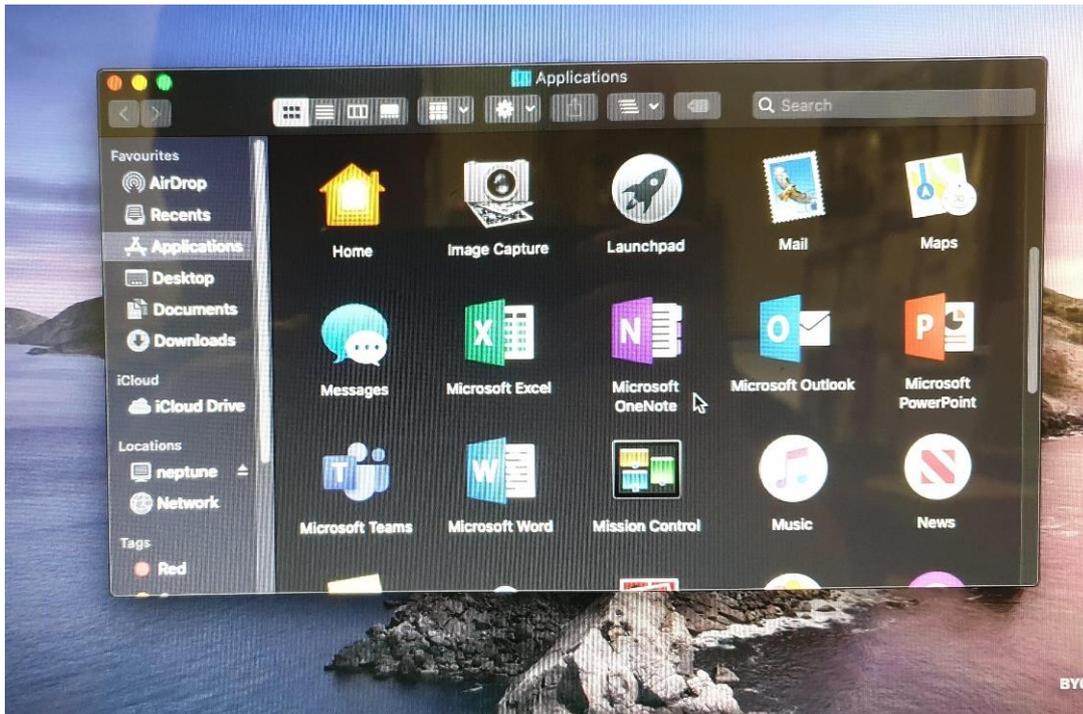
7. Then click Install.



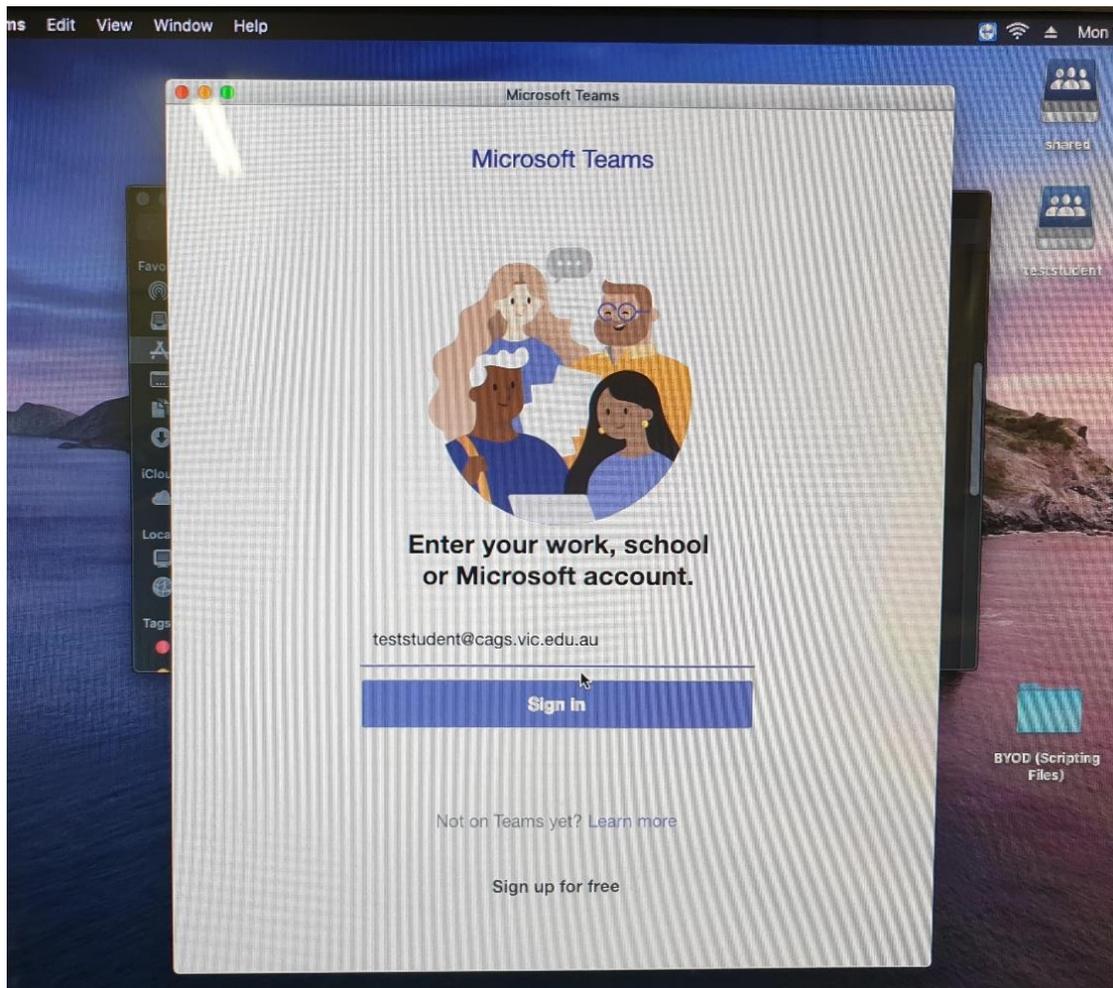
8. Once this screen appears click close.



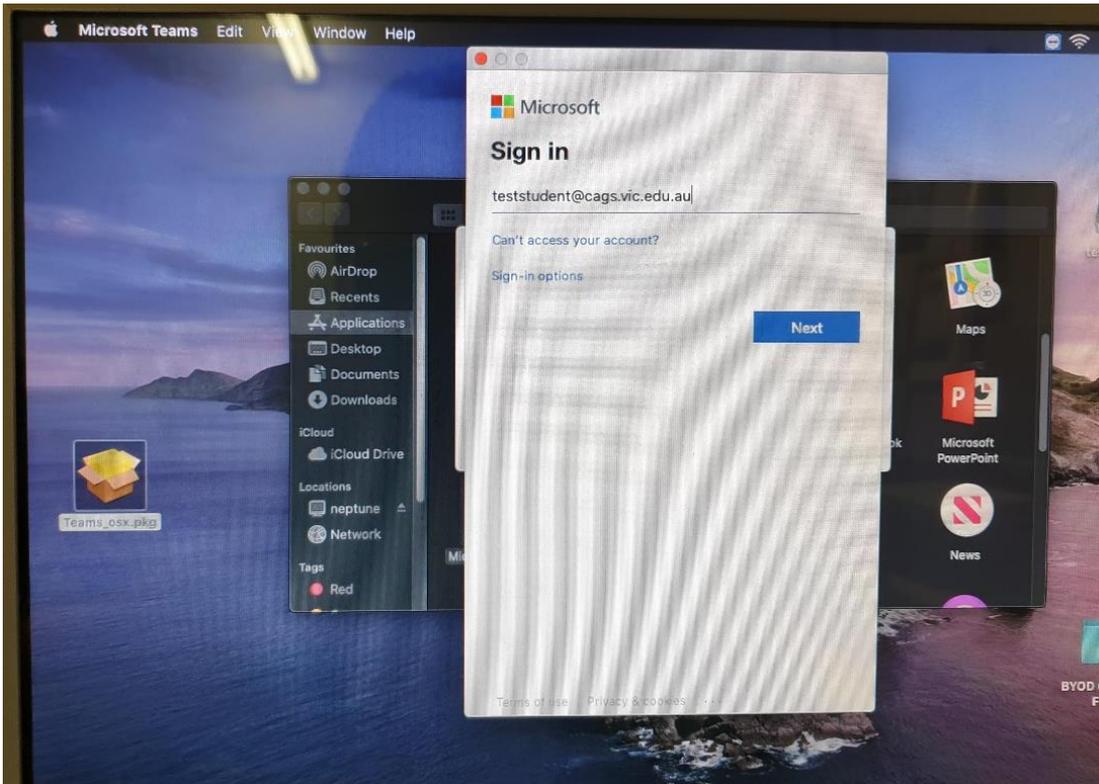
9. Now open your applications folder and locate Microsoft Teams, then click on it.



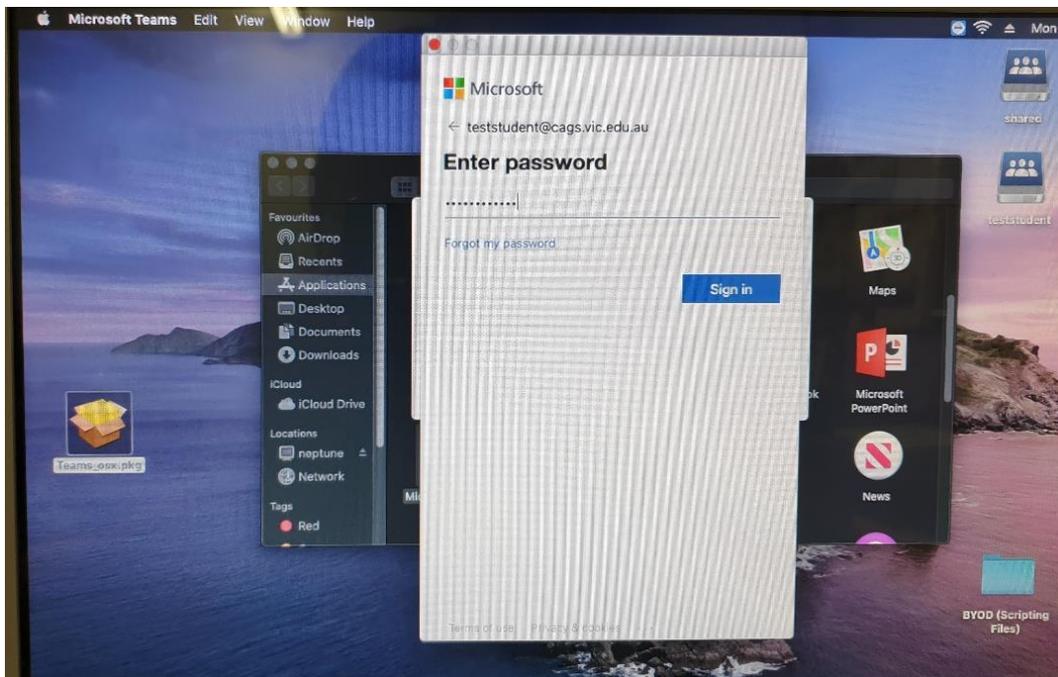
10. Then Enter your school email address (e.g. 'test.student@cags.vic.edu.au') and click Sign In.



11. Then once again, enter your school email address and click Next.



12. Then enter your school network/email password (the password you use to sign in to the school's computer or school email) and again click Sign in.



13. Wait a few moments for Microsoft Teams to sign you in. Once this screen appears your all done, Microsoft Teams is now installed and you have successfully signed in to it.

