

How to Install “Microsoft Teams” onto your Mac (once you are migrated)


To ensure “**Microsoft Teams**” and “**Office 365**” work together correctly on your Mac, you will need to:

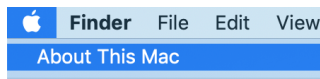
- Check that you are running a supported version of the **macOS** (Operating System)
- Check that the **Microsoft Teams.app** is installed
- Install the **Microsoft Teams.app** (if it is not installed)
- Check that your **Microsoft Office Suite** is capable of integration
- Activate the **Office 365 Subscription Licence** (if required)

To do all this, please perform the following steps:

Step 1: Check that your Mac is running the macOS supported by Office 365

To run **Microsoft Teams**, the minimum required version of macOS is **10.13.x** (also called *High Sierra*)

To find out what version of macOS is currently running on your Mac, click on the **Apple icon**  in the top left corner of the screen, and select the first entry: “**About This Mac**”

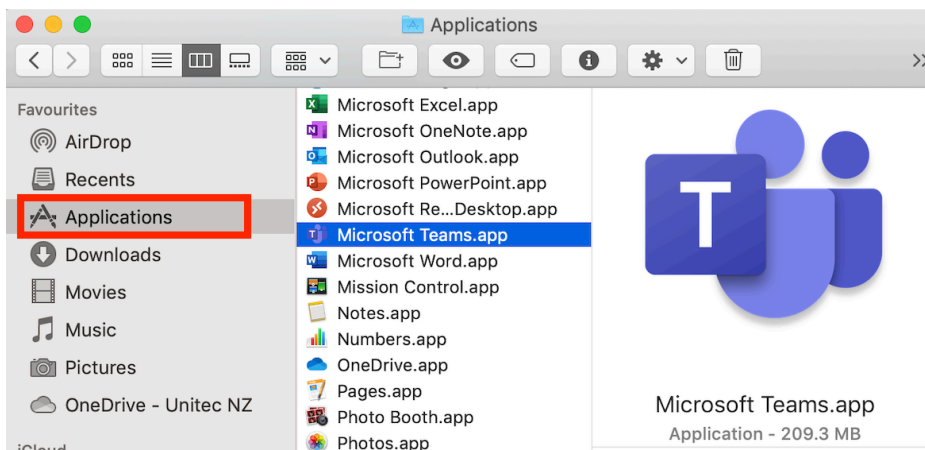


In the **Overview** tab of the window you will be able to identify which version of macOS you are running. If the macOS version (framed in **red**) is lower than **10.13**, please contact IT Support for upgrade options.



Step 2: Check that the “Microsoft Teams.app” is installed

In the **Finder**, navigate to your **Applications** Folder, and locate the “**Microsoft Teams**” application:



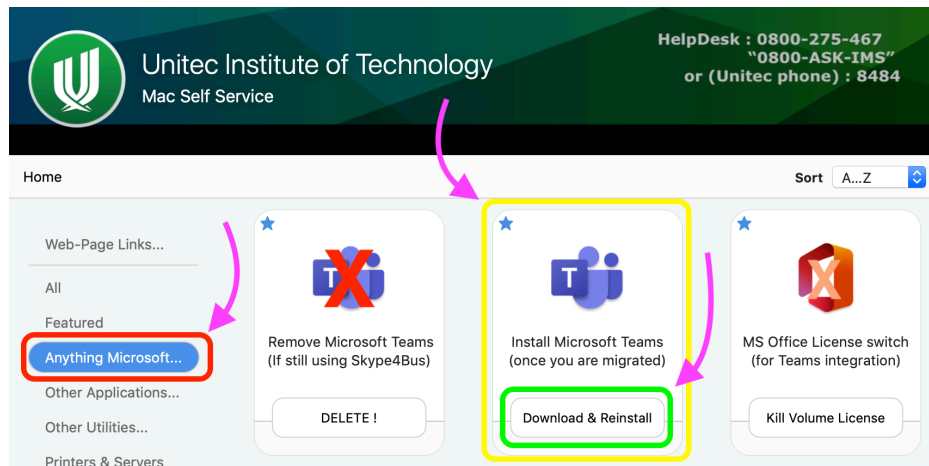
If the “**Microsoft Teams**” app is present, skip to “Step 4: Checking which Microsoft Office license is in use” ...

Step 3: Install the Microsoft Teams.app (if it is not present in your Applications Folder)

Note: *it is possible to install the Teams application even if you're not on campus (you just need to be connected to the internet).*



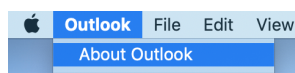
- In the **Dock** (usually at the bottom of your screen), click on the **Unitec Self Service** icon: (if the icon is not in your Dock – you can find the app in your Applications Folder)
- Select the **“Anything Microsoft...”** section on the left – under the “U” icon (framed in red)
- Click the **“Download & Install”** button (framed in green) on the **“Install Teams”** tile (framed in yellow) (if you previously uninstalled Teams before migration, the button will read “Download & Reinstall”)



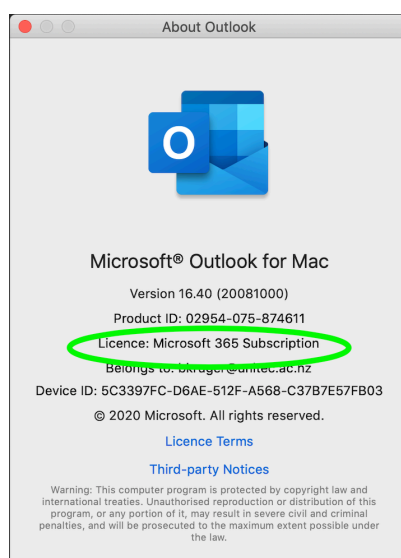
Once the application has downloaded and installed, you will be able to launch and use **Teams**, (provided you and your colleagues have all been migrated over to the Microsoft Teams platform). But for full Office 365 integration of your Calendar, Appointments and Contacts, you will need to:

Step 4: Check if your Microsoft Suite is using the Office 365 Subscription Licence Model

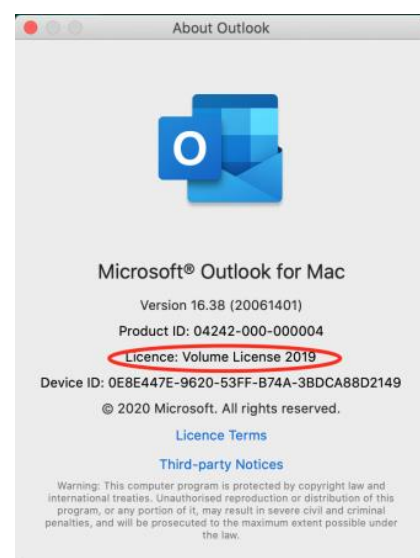
- Open the **Microsoft Outlook.app**
- Under the **Outlook Application Drop Down Menu** (next to the Apple menu), select **“About Outlook”**



If the **Licence** section says **“Microsoft 365 Subscription”** (shown below on the left), then you're good to go with full Office integration features; but if it says **“Volume Licence 2019”** (shown below on the right), you will need to kill your current licence and switch over to the **Subscription model** (Step 5)...



< Correct Incorrect >



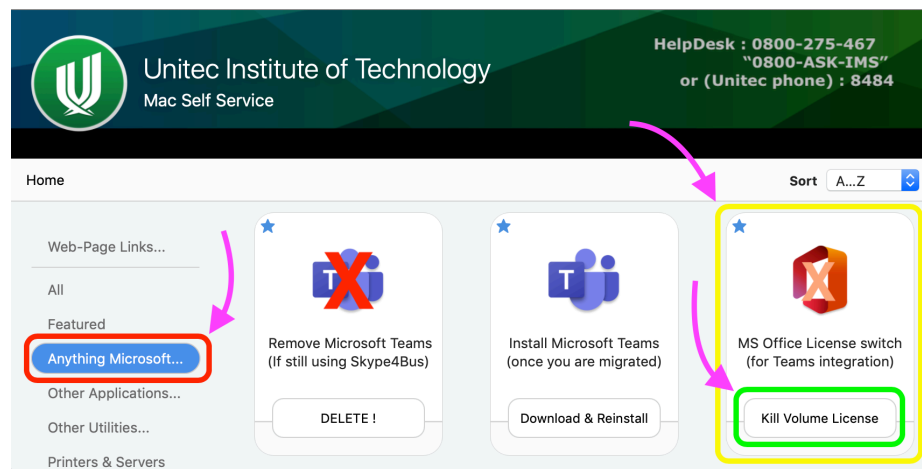
Step 5: Switch over to the Microsoft 365 Subscription Licence

Please Note: You cannot perform this operation unless you are **on campus** connected to the Unitec network. (Microsoft Teams will still function even if your Office Suite is using the Volume Licence model, but there will be no calendar or meeting scheduler functionality.)

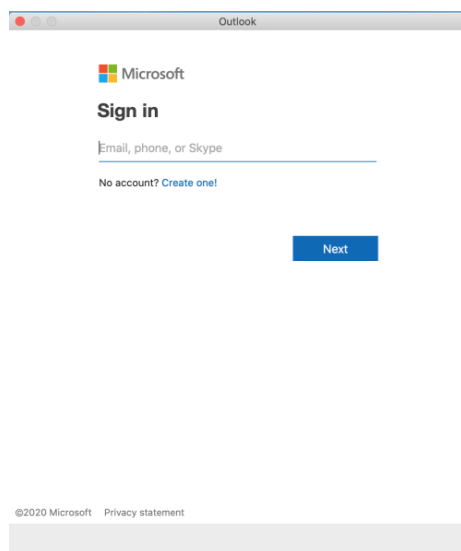
- Firstly, **SAVE** all your documents and **QUIT** out of your Microsoft Office applications (Outlook, Word etc.) You will need to **Restart your Mac** after the deactivation routine has executed.



- Click back on the **Unitec Self Service** icon in the **Dock** to launch the **Self Service**.app: (if the icon is not in your Dock – you can find the app in your Applications Folder)
- Again select the **“Anything Microsoft...”** section on the left – under the “U” icon (framed in red)
- This time head over to the **“Office License switch”** tile (framed below in yellow) and click the **“Kill Volume License”** button (framed in green) which will **deactivate MS Office**.



- Once your **Mac has Restarted**, log back in and **LAUNCH** any **Office application** (eg. Outlook)...
- You will then be presented with the **default Microsoft Sign in** dialogue window: (sign in with your **complete Unitec email address**: name@unitec.ac.nz)



- The next dialogue window will be the **standard Unitec sign on...**
- Enter your **Unitec Credentials** and **password** and you will now be using the **Subscription Office Versions**.
- Microsoft Teams** is now fully installed – and fully integrated with your Office applications.
- Enjoy!**