## How to enable the MS Teams add-in to Outlook on a Mac

Preparation

- Before the user starts this process, they must restart their Mac.
- Once restarted, ensure they are connected to the internet before proceeding.
- Note: VPN connection is not required.

Step 1 – Modify Outlook Account Login Info

a) Open Outlook

b) On the top menu bar, click *Outlook, Preferences*, then click the *Accounts* icon. Current account details are displayed
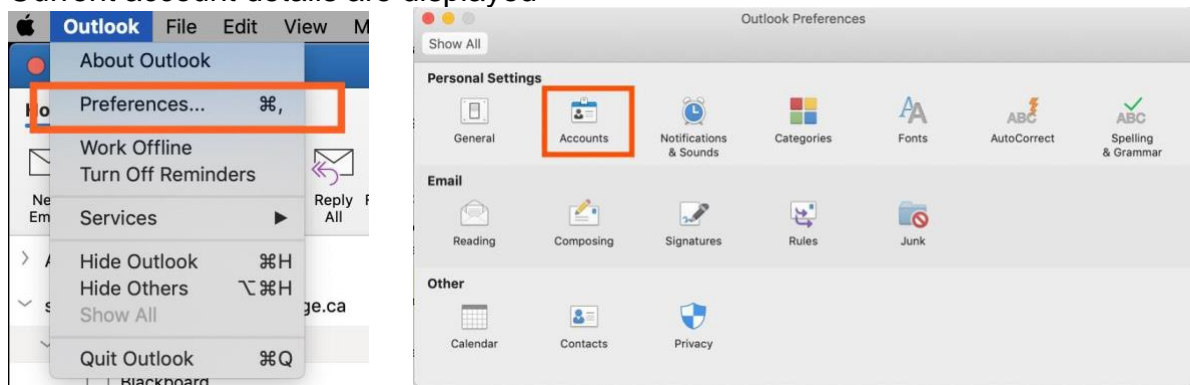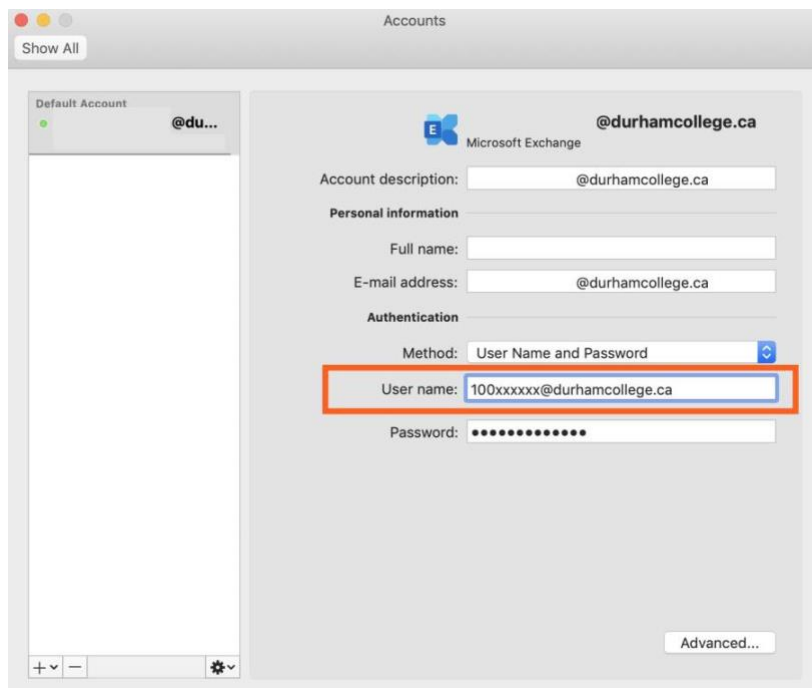

c) Change the User Name field to the user's account bannerid@durhamcollege.ca (example, 100123123@durhamcollege.ca) then close the Accounts window. Note: The user may get a pop-up asking to enter the password if the value in the User Name field was changed. If the username was already in this format just close the Accounts window.

d) The user will be prompted to enter their password again – enter the email password

Step 2 – Update Microsoft Office License Type to Office 365

a) Follow this link to download, then run the license removal tool from Microsoft – https://go.microsoft.com/fwlink/?linkid=849815
b) Follow the prompts to install the utility. The utility will ask to close Outlook during this process, click Close Application and Install when prompted. The user will also need to enter the password they use when logging into their Mac, when prompted during the install. Once the install completes, click **Close** and **Move to Trash** if prompted
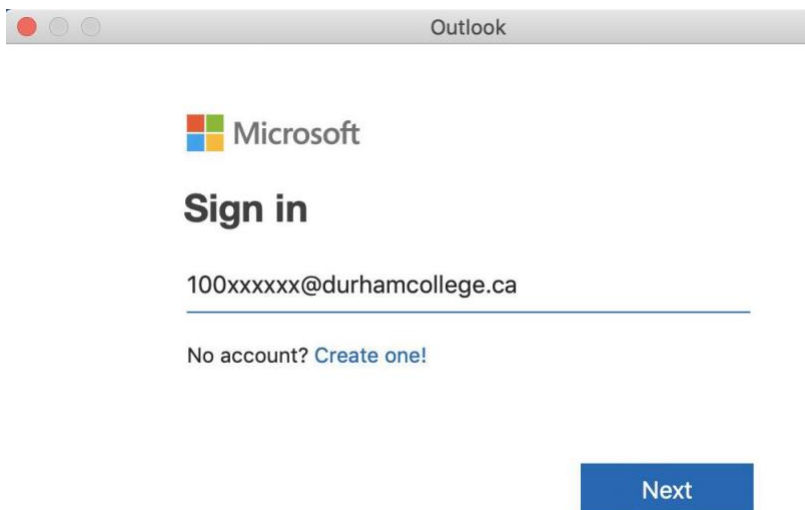
Step 3 – Install the Add-in

a) Open Outlook
b) An Outlook Sign in window appears. In the field, enter the bannerid@durhamcollege.ca (example, 100123123@durhamcollege.ca) then click **Next**
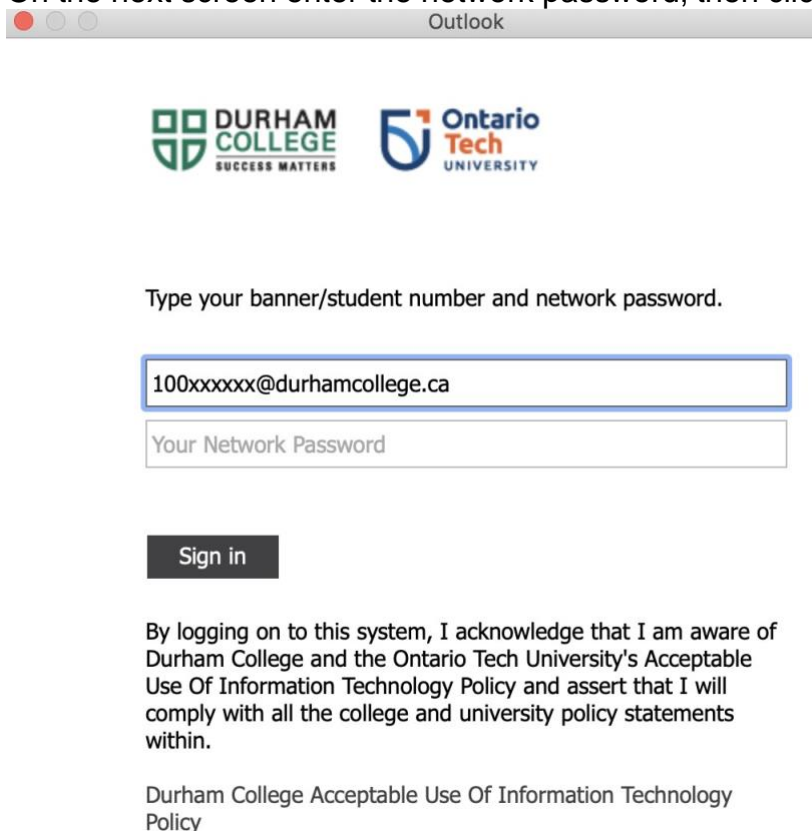
c) On the next screen enter the network password, then click the ***Sign in*** button

d) Outlook should activate automatically, once it does, click ***Start Using Outlook***

e) The user will be prompted to enter their password again – enter the email password

Step 4 – Restart the Computer

a) In Outlook, create a new meeting
b) The user should now see the Teams Meeting icon in the meeting creation window. Click this icon to create a Teams online meeting. Note: If the user had Skype for Business installed previously, the Skype meeting icon will appear next to the Teams icon