

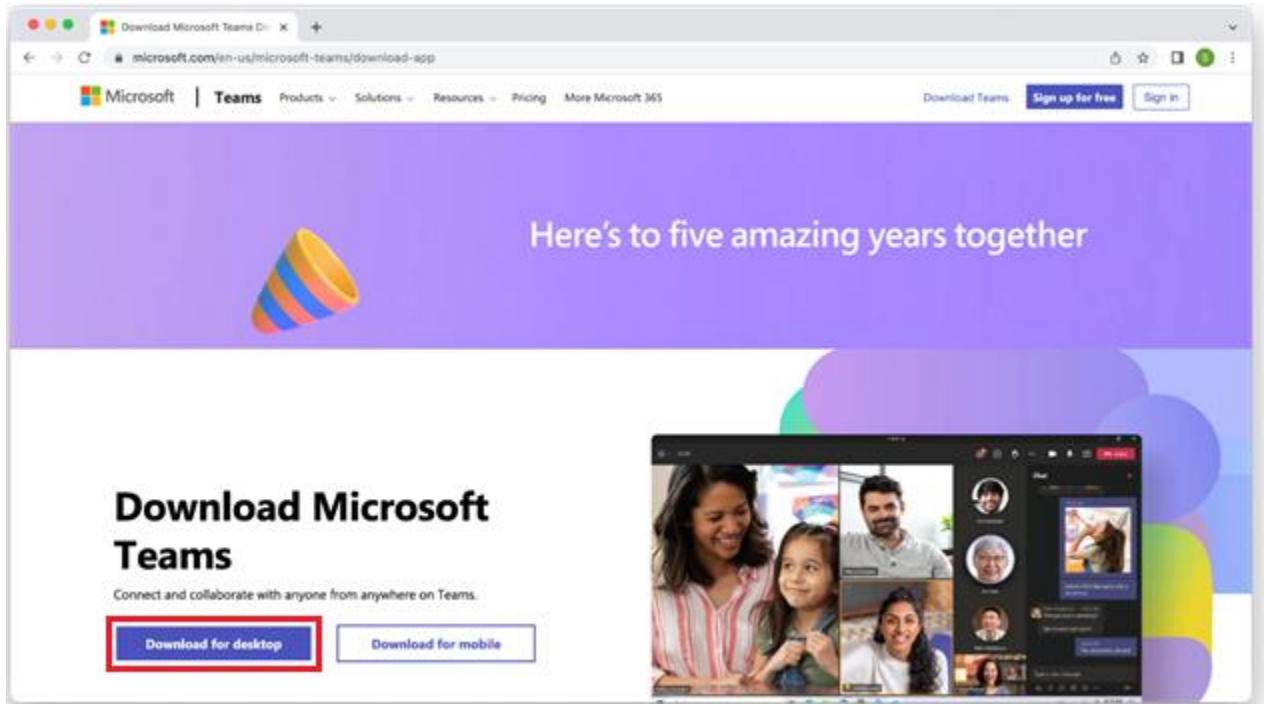
Microsoft Teams is the free app used for virtual court hearings and jury selection.

Installing Microsoft Teams on a Mac

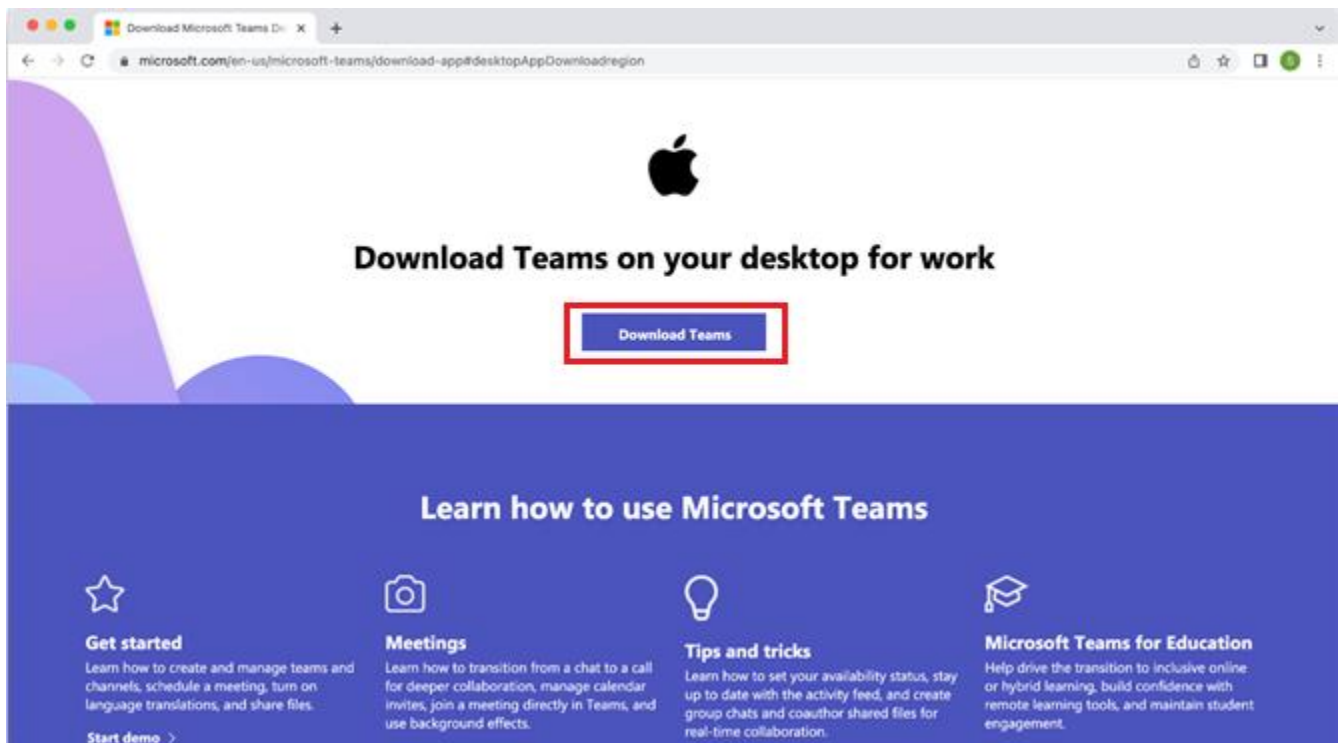
Follow the link below to download and install the Microsoft Teams app on your Mac

[Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app)

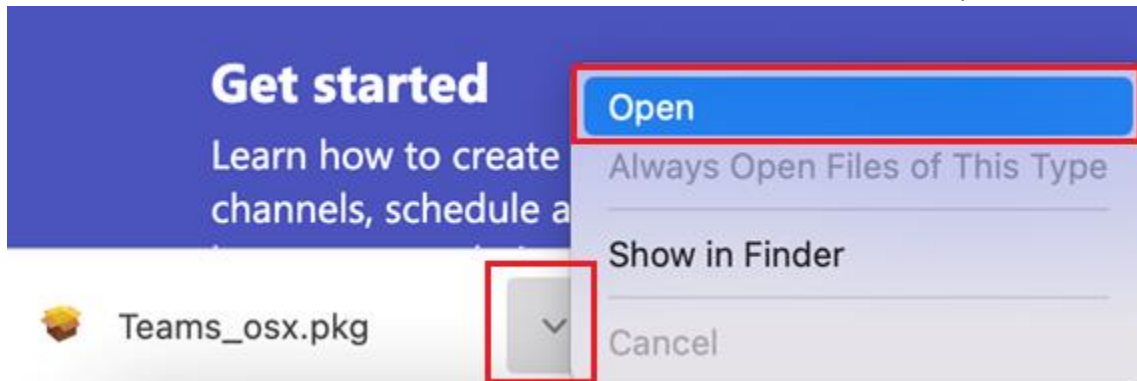
1. Click the “Download for desktop” button



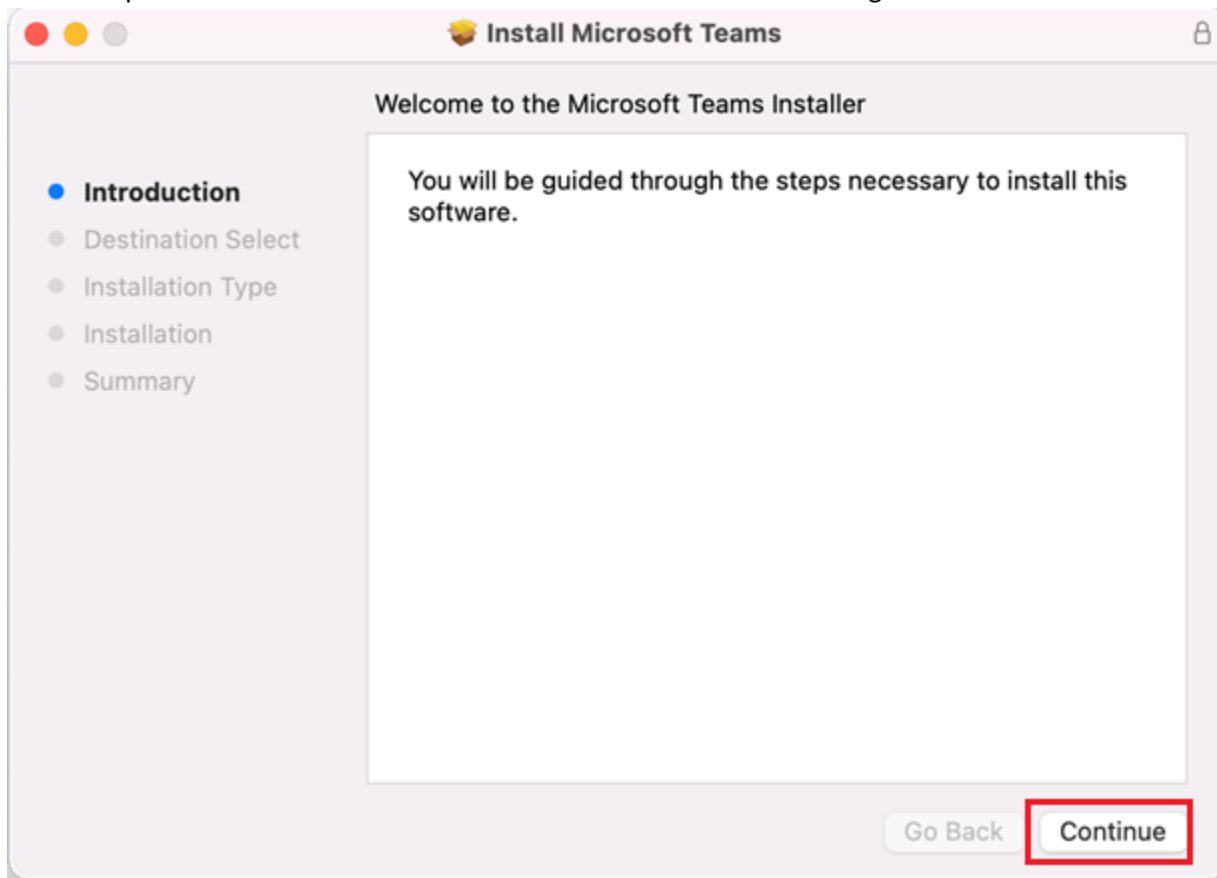
2. Click the “Download Teams” button



- Once the file has completed downloading, you will see the “Teams_osx.pkg” file at the bottom-left of your browser window. Click the down-arrow next to the filename and then select “Open”.



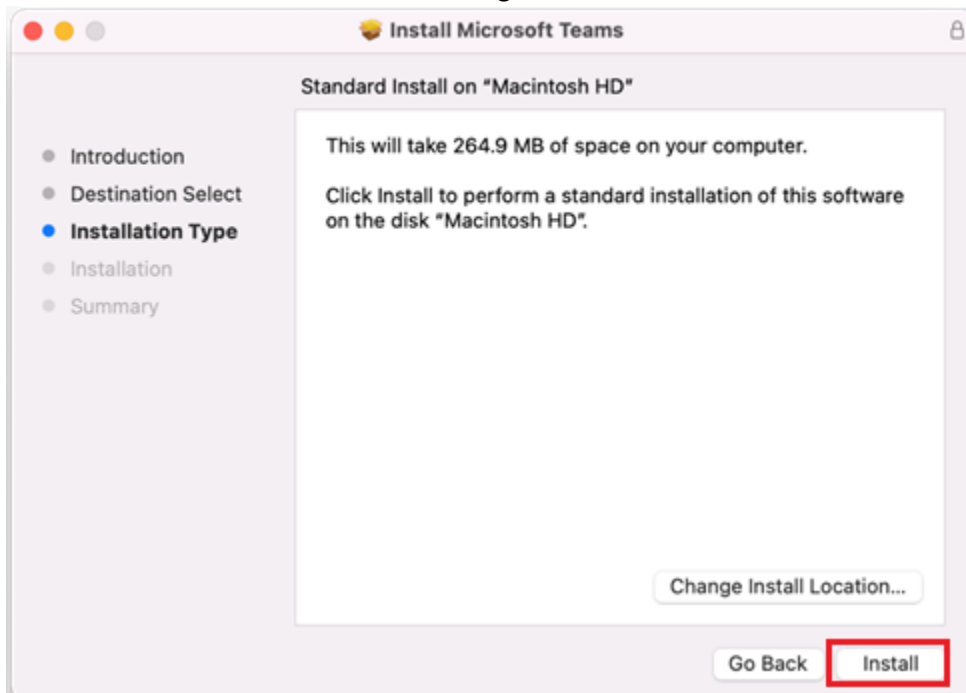
- This will open the installer. Click the “Continue” button at the bottom-right of the window.



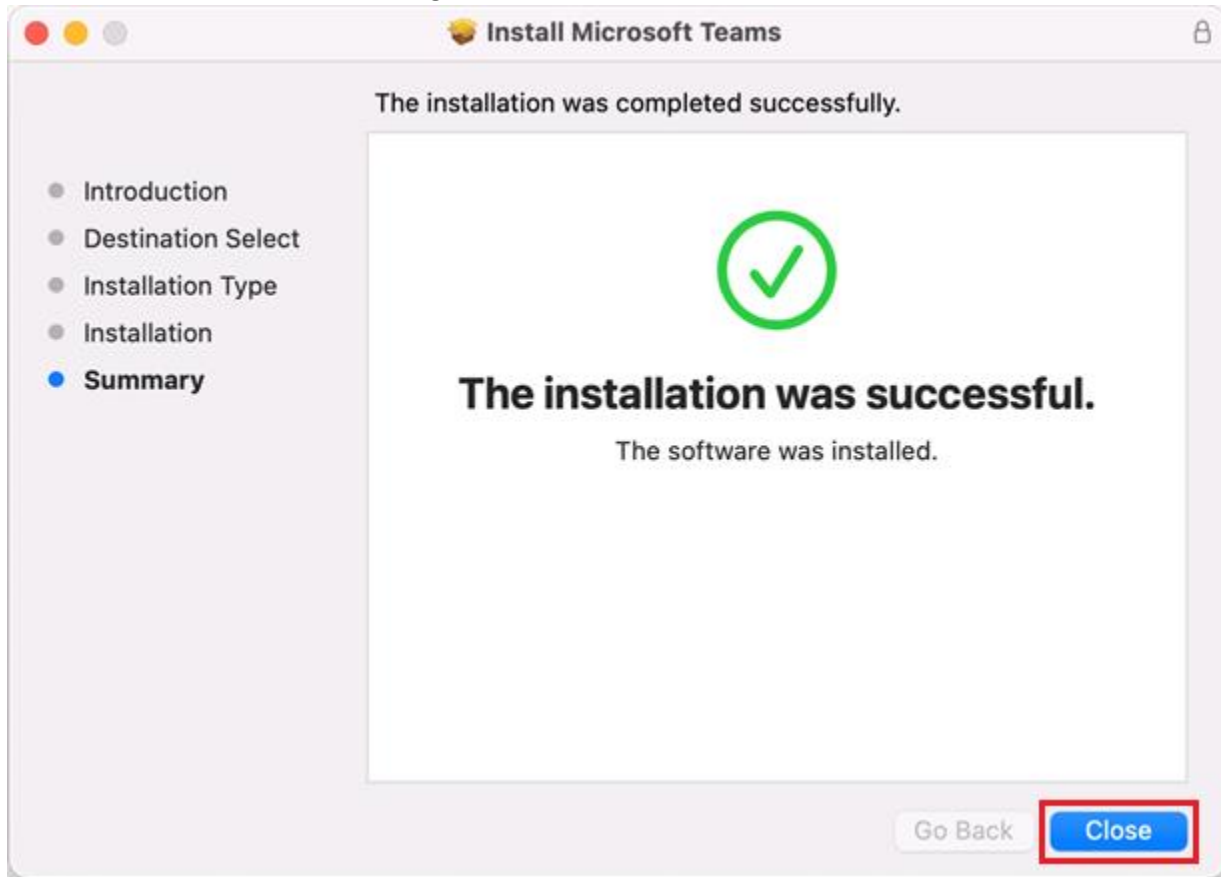
5. You will be required to use your fingerprint or click the “Use Password...” button to continue.



6. Click the “Install” button at the bottom-right of the window.

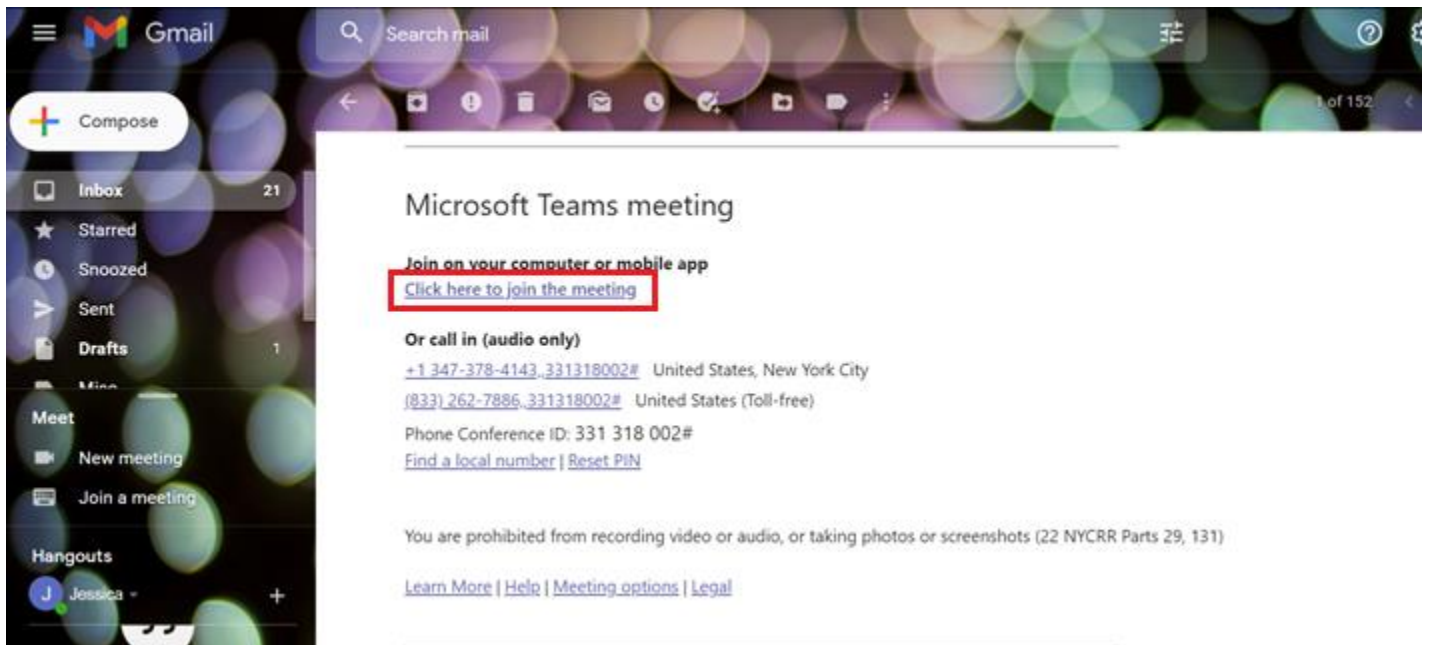


7. Once the installation has completed, you'll see a message indicating that you were successful, and you will click the "Close" button at the bottom-right of the window.

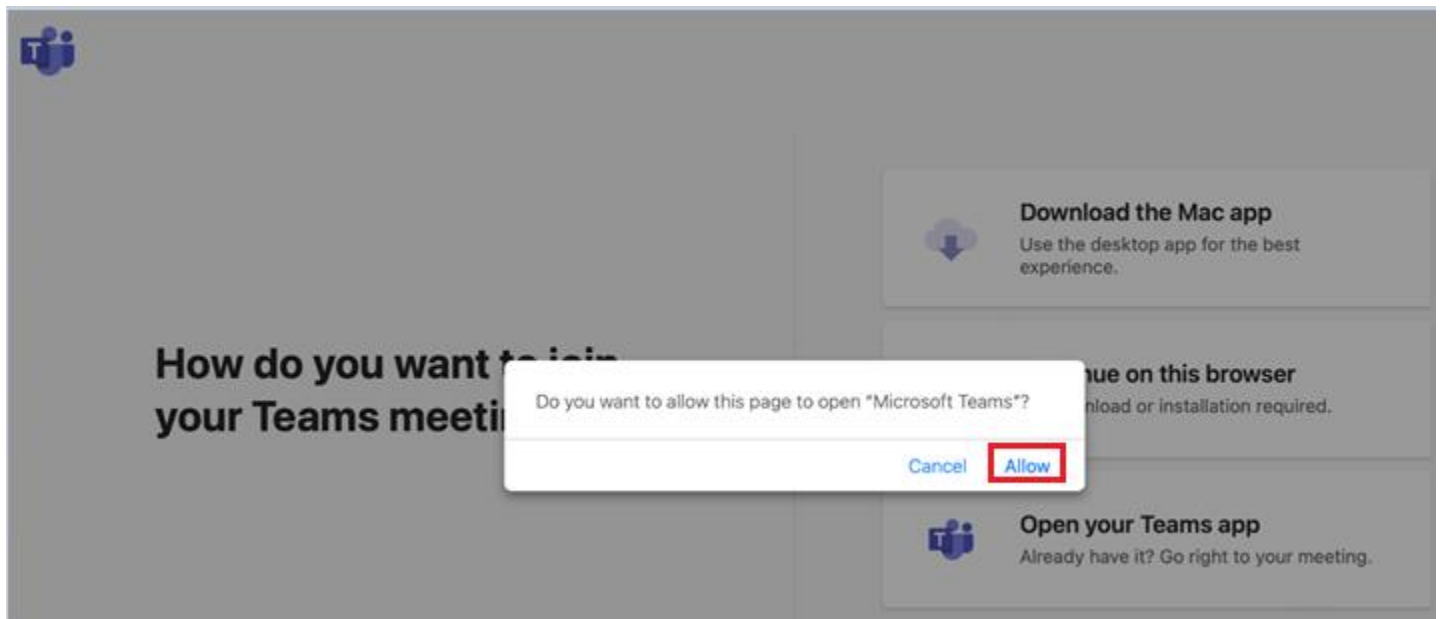


Joining a Microsoft Teams meeting using the desktop app on a Mac

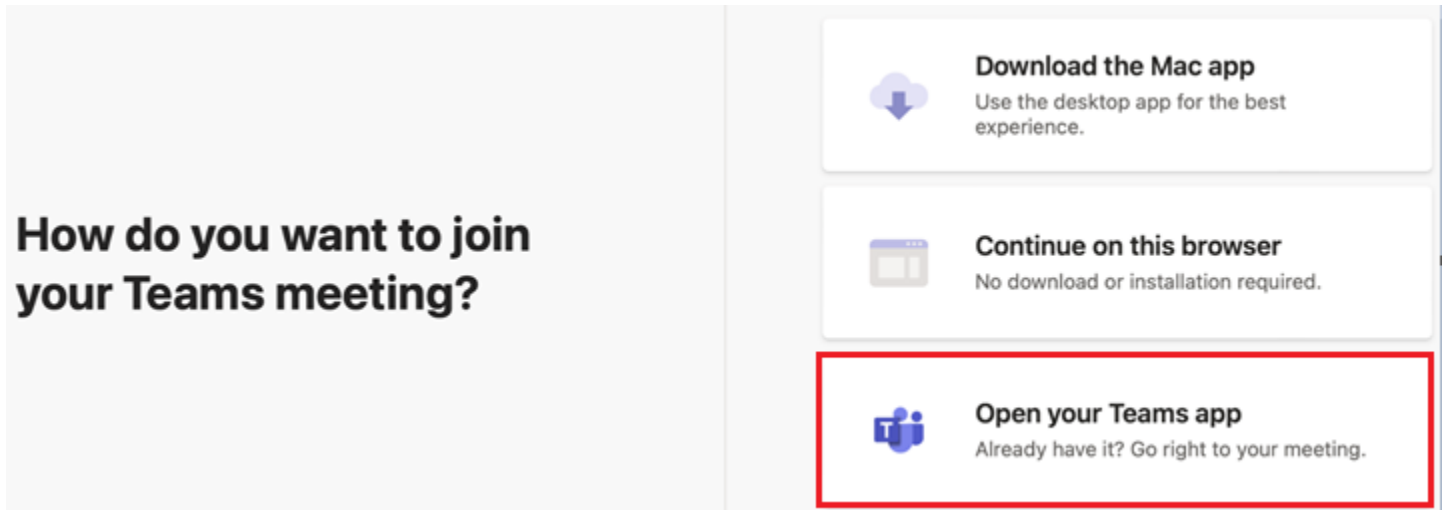
- 1) Open the email you received from the court and click on the “Click here to join the meeting” link.



- 2) On the next screen, click “Allow” to allow your browser to launch the Microsoft Teams app.



- 3) You will have three options on the next screen. Select the “Open your Teams app” option at the bottom.
NOTE: If you have previously joined a meeting on this device, this step may be skipped and the meeting will open directly in your Teams app



- 4) This will launch the Teams app. From this window, you will:
- Enter your name
 - Make sure your camera toggle switch is ON. If you do not see your video, click the toggle button next to the camera image.
 - Click the “Join now” button

