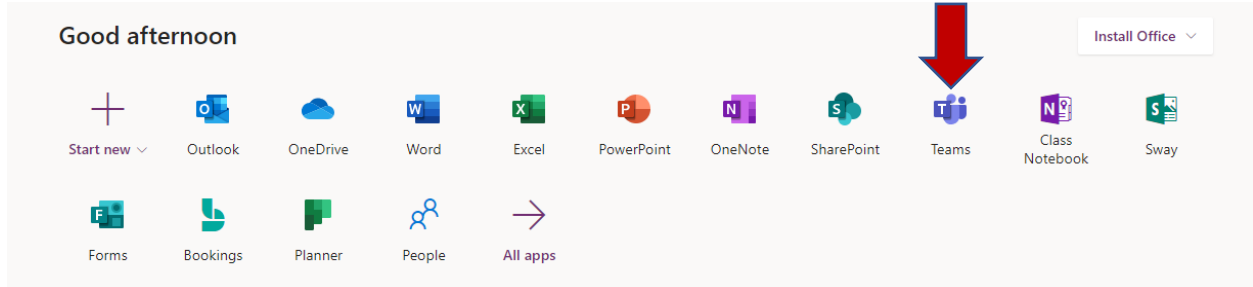
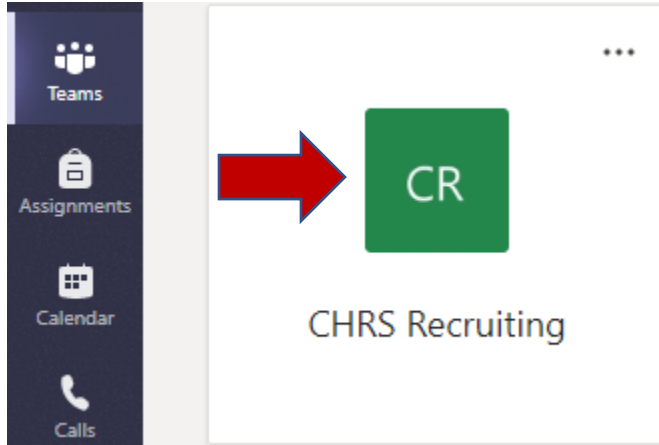


## Sync(Shortcut) Microsoft Team to Mac (Stan State Tagged Computer)

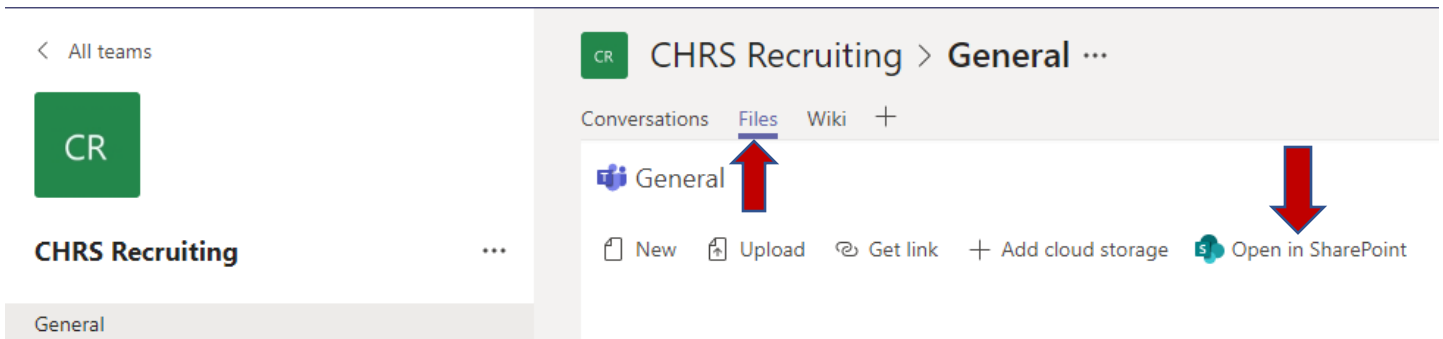
1. Log in to your Office 365 account at office.com and then select **“Teams”**



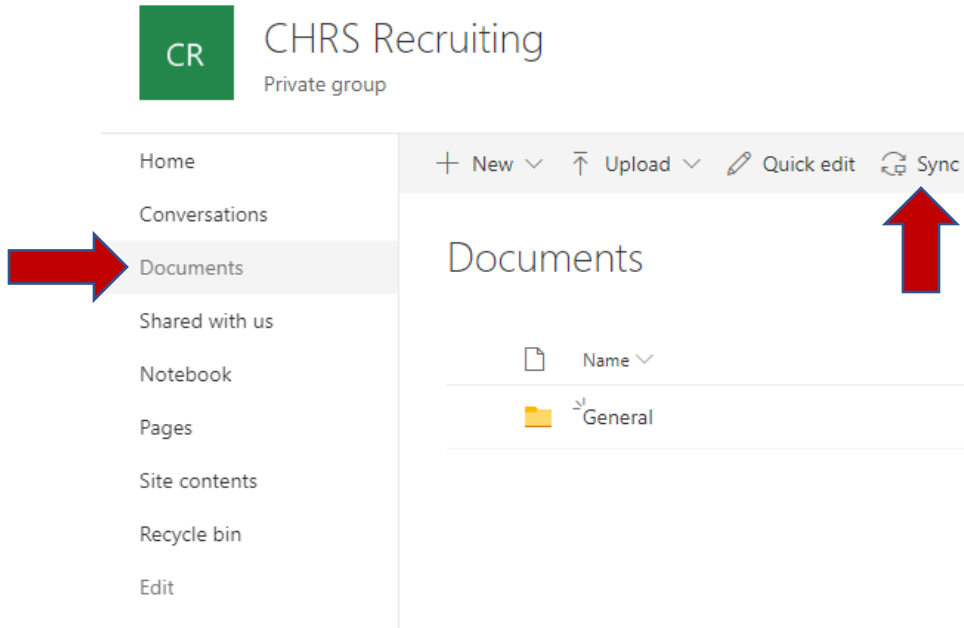
2. Click on your Team for ex. CHRS Recruiting



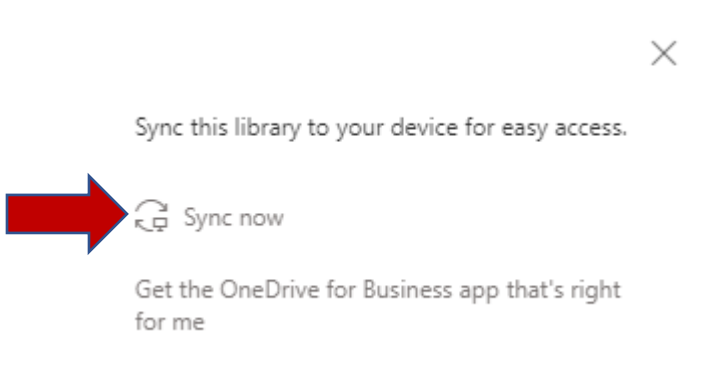
3. Select the “Files” tab 1<sup>st</sup> and then click “Open in SharePoint”



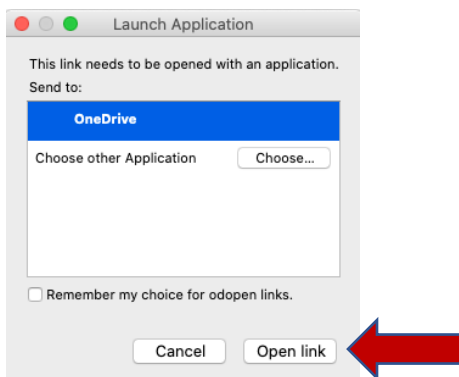
4. Click on Documents on the left and then Sync on the right



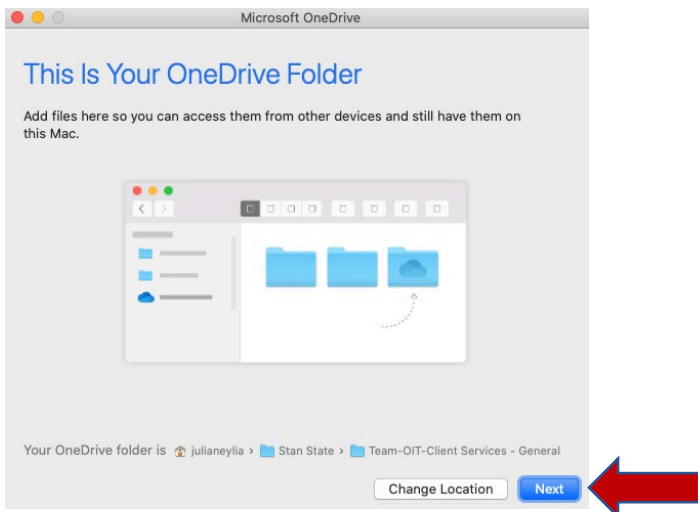
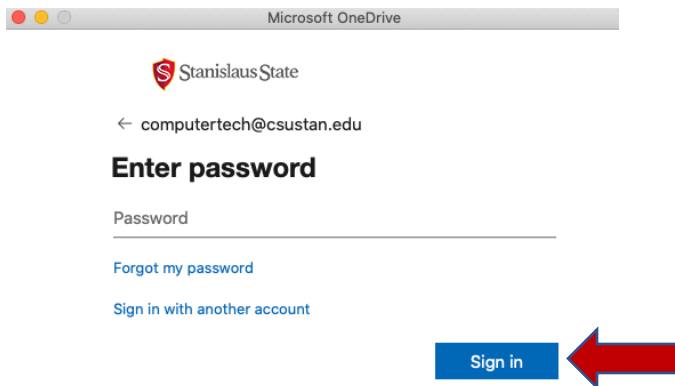
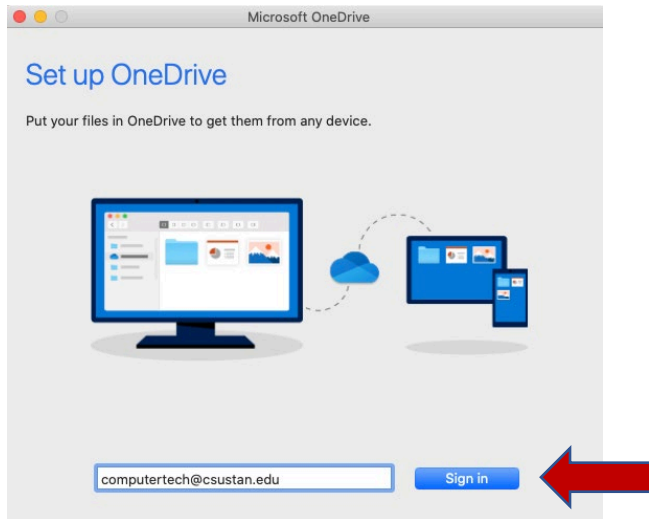
5. Click on "Sync now"

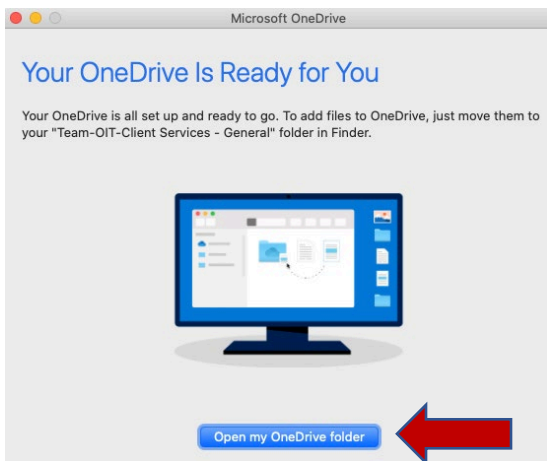
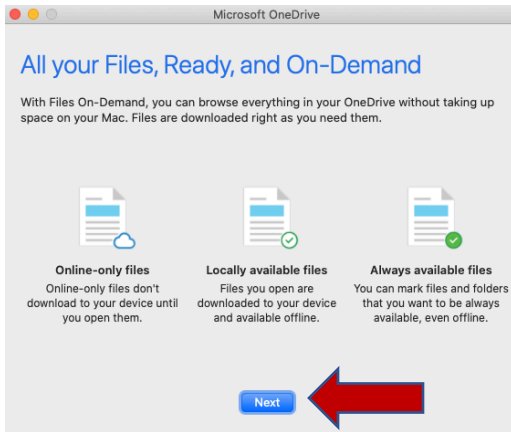


6. Select "Open link"



7. After clicking “Open link” a new window appears to login (Full Email/Password)





**Your Team should now be Synced with your Finder**

