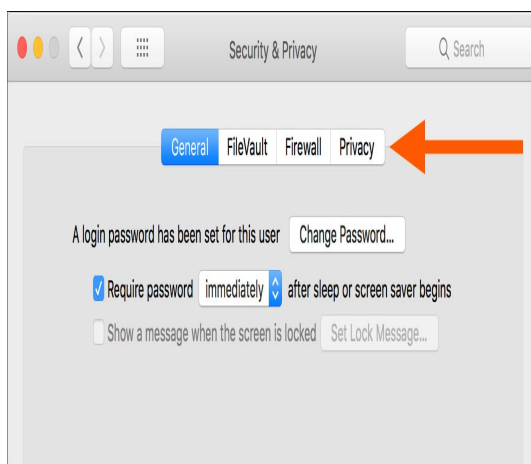# Instructions to share with teachers to allow Teams access to camera, microphone, and screen sharing
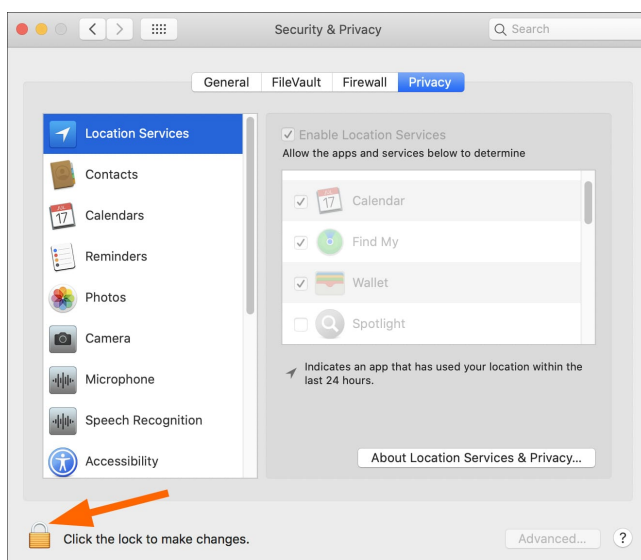
1. In the top-left corner of the Mac Desktop, click **Apple menu** then select **System Preferences**.
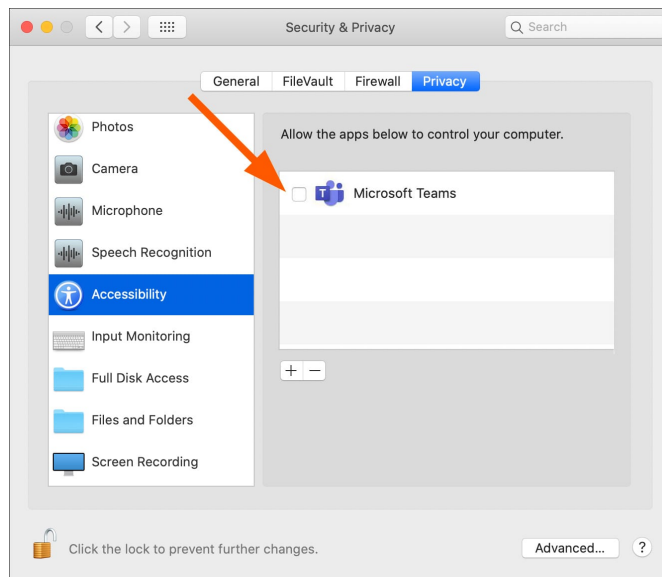2. The System Preferences window appears. Click the **Security & Privacy** icon.

3. The Security & Privacy window opens. Click the **Privacy tab.**
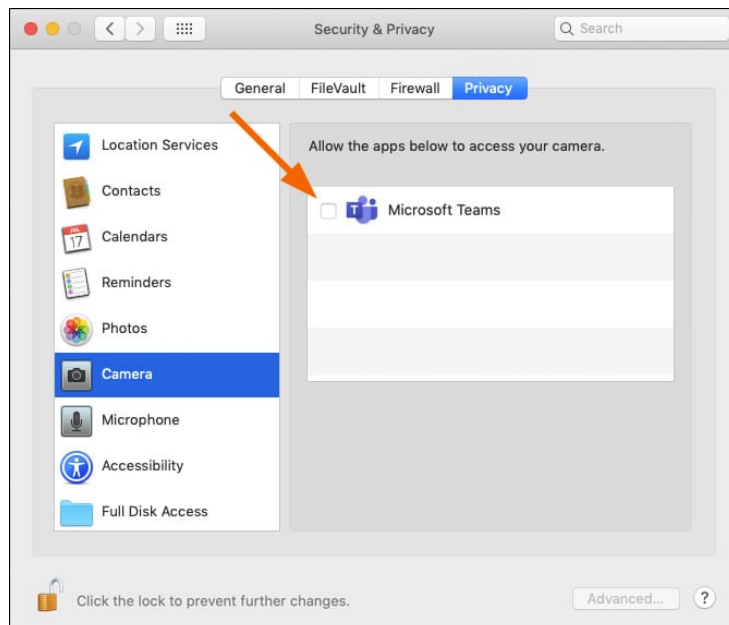

4. In the lower left of the window, click the **padlock icon** to make changes. Enter your Mac's administrator username and password.
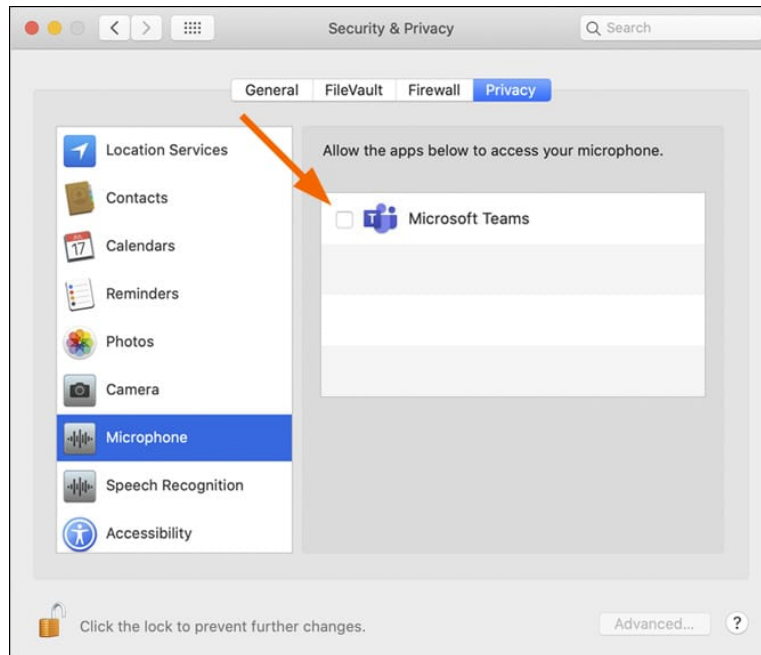
5. In the left column, click the **Accessibility** section. If Microsoft Teams is not listed on the right side, click the plus sign and add Microsoft Teams. Then check the **Microsoft Teams checkbox**.
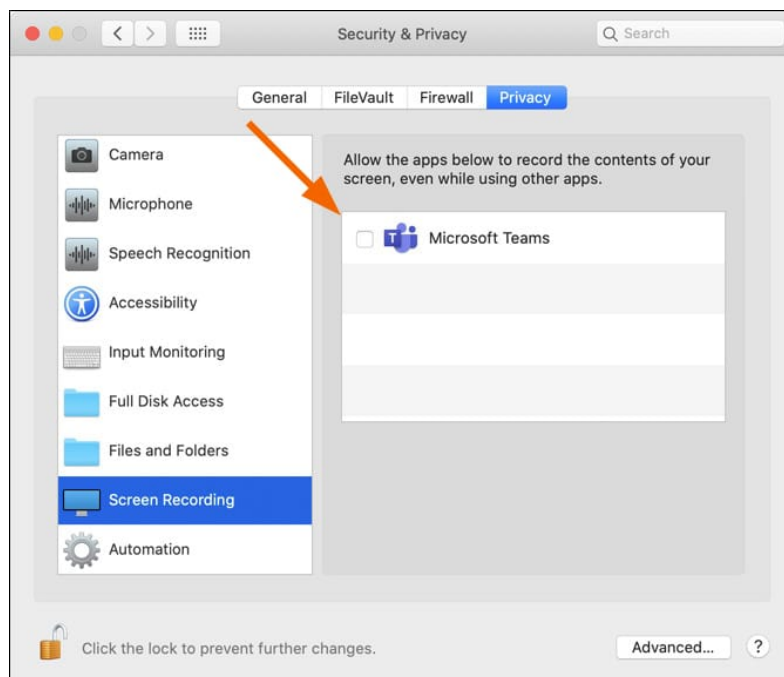

6. Click the **Camera** section. Check the **Microsoft Teams checkbox**.

7. Click the **Microphone** section. Check the **Microsoft Teams checkbox**.

8. Click the **Screen Recording** section. Check the Microsoft Teams checkbox.

9. Close the Security & Privacy window.
10. Quit Microsoft Teams and reopen Teams to enact these changes.