Getting MS Teams feature to work in Outlook for macOS

- It's important that the Outlook that is part of Office 2019 **Business Pro** is used. This is the version that is downloaded directly from the Office 365 website once you've logged in.
- **NOTE: The Outlook that is part of the Office 2019 Standard from our volume licensing site will not work**
- This may not be necessary – but if an existing Outlook is installed (the version that comes with Office 2019 Standard), delete the Outlook app itself from the Applications folder, before launching the new Office 2019 Business Pro installer
- Once Office 2019 Business Pro has been installed (including the new Outlook version), you'll have one of two paths to take.
    - If the user already had Outlook, and was using it, the existing Exchange account needs to be deleted. Once deleted, close Outlook and reopen.
    - If the user did not already have Outlook, or had it and never configured/used it, simply open the newly installed Outlook
- You'll be prompted to enter your email address
- The next window will prompt you to enter Exchange credentials – **DO NOT enter your credentials here. Instead, select "Not Exchange?" at the top right of the window (circled in red)**
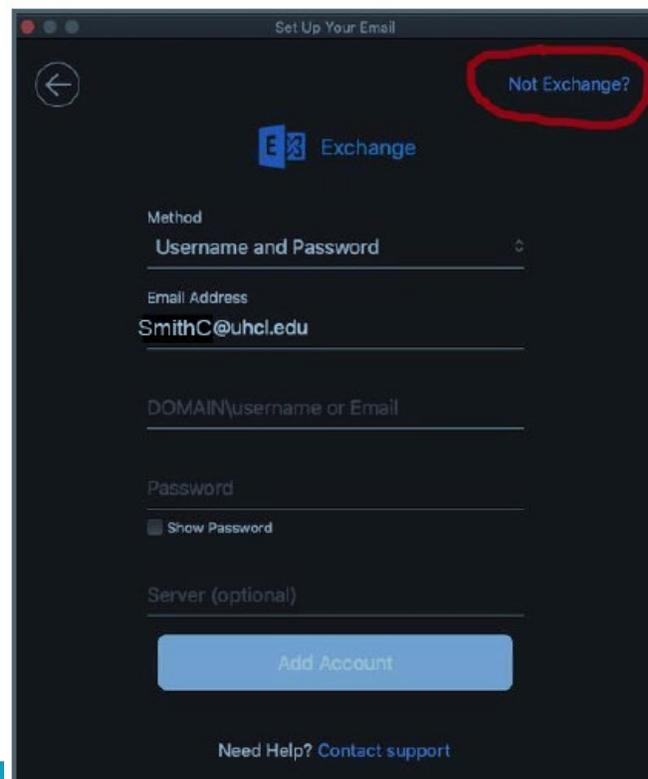
- From here, you'll be taken to a window that asks you to "Choose the provider for yourmail@uhcl.edu"
- Select "Office365" **(circled in red)**
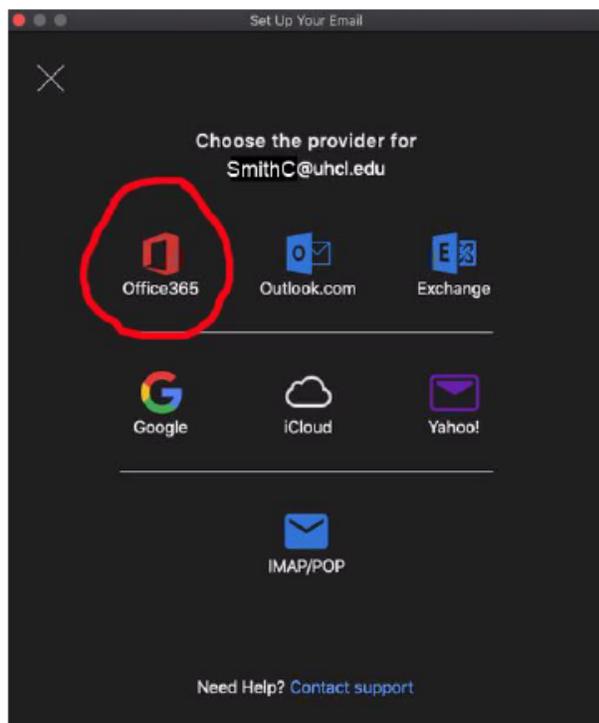
- From here, Outlook will be automatically configured without any need to enter anything (email server name, etc.) Once complete, you will see all your mail and folders
- Now when you go to your calendar, and select the "Meeting" button to create a new meeting, you will see the "Teams Meeting" button in the ribbon.