

Setting Audio and Video device access in MS Teams

Once MS Teams have been installed set the privacy access

1. Open System Preferences
2. Open Security & Privacy



General

FileVault

Firewall

Privacy



Location Services



Contacts



Calendars



Reminders



Photos



Camera



Microphone



Accessibility



Full Disk Access

Allow the apps below to access your camera.



Microsoft Remote Desktop



Microsoft Teams

3. Open Privacy Tab

4. Select Camera and confirm
Microsoft Teams is ticked to
allow access

General

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Reminders



Photos



Camera



Microphone



Accessibility

Allow the apps below to access your microphone.



Microsoft Remote Desktop



Microsoft Teams



Parallels Desktop



zoom.us

5. Select Microphone and confirm Microsoft Teams is ticked to allow access

SS

SS Sauls, Shaheem (Mr) (Su...
Change picture

Available, Out of Office

Out of office
I'm currently unavailable Please cor

Set status message

Saved

Settings

Zoom — (100%) +

Keyboard shortcuts

About

Check for updates

Download the mobile app

Sign out

The image shows the Microsoft Teams user profile menu. A red arrow points from the text '6. Open MS-Teams and click on your Name "Top Left" to open the setting panel' to the profile picture (SS) at the top left. Another red arrow points from the text '7. Click on settings to open it' to the 'Settings' option in the menu.

6. Open MS-Teams and click on your Name "Top Left" to open the setting panel

7. Click on settings to open it

Settings

- General
- Privacy
- Notifications
- Devices**
- Permissions
- Calls

Audio devices

Custom Setup

Internal Mic and Speakers

Microsoft LifeChat LX-3000

Microphone

Built-in Microphone

 Make a test call

Camera

FaceTime HD Camera

8. Select Devices and select appropriate device that you will be using