



Knowledge Tip

How to login MS Teams as Guest User

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1.Process for How to login MS Teams as a Guest User.....	Error!
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Bookmark not defined.

Review & Approval Record

Rev No	Date	Reason of Issue	Prepared By	Reviewed By	Approved By	Details of Amendments and revisions
1	10/10/2022	New	Pramod Kumar	Sumit Kumar	Rick Dadez	New Version - 1.0

Amendment Record / Control Sheet (ACS)

Rev No	Date	Reason of Issue	Prepared By	Reviewed By	Approved By	Details of Amendments and revisions

Document Approvers

Document approval is maintained in the repository and can be found at:

Title or Role	Approver Name
Document Owner	Amar Patil
Document Reviewer	Sumit Kumar
Document Approver	Rick Dadez

Document Review Plans

Necessary reviews and updates to this document are defined below:

- The document will be reviewed on Yearly basis, or as and when required
- As required to correct or enhance information content

How to Find the Latest Revision of this Document

The latest revision of this document may be obtained as follows: Shared Drive and Teams folder

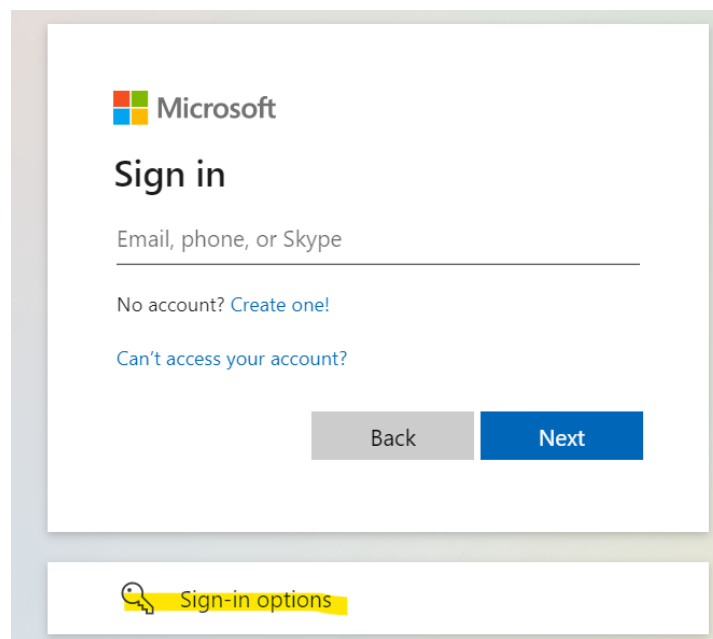
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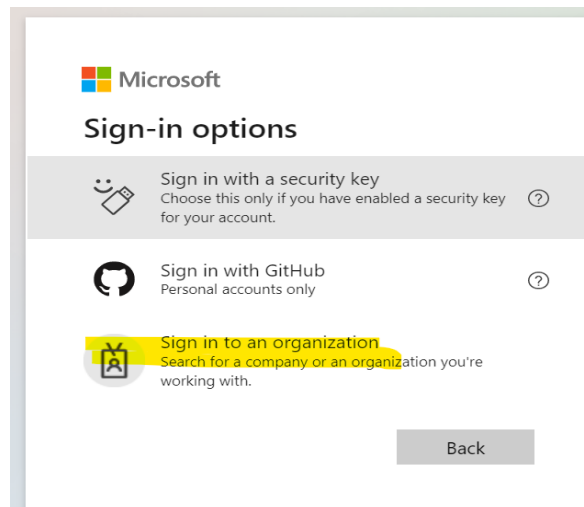


Process for How to login MS Teams as a Guest User.

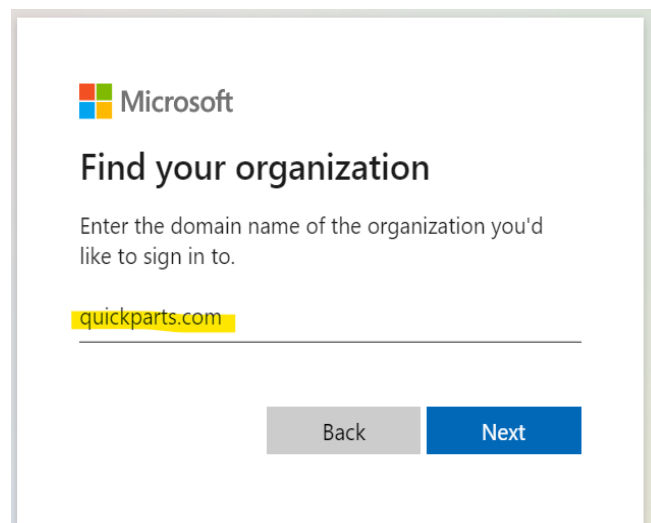
1. Open Teams and choose **“Sign-in Options”**



2. click **“Sign-in to an organization”**



3. type the **"Quickparts.com"** as domain



4. use **"external id"** which is added as a guest and click Next

The image shows a "Sign in" form for Quickparts. At the top is the Quickparts logo in green. Below it is the text "Sign in". A text input field contains the email address "pramodkumar@acldigital.com", which is highlighted in yellow. Below the input field is a link that says "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button. Below the form is a section with a key icon and the text "Sign-in options".


Quickparts

Sign in

pramodkumar@acldigital.com

[Can't access your account?](#)

Back Next

 Sign-in options

5. you will receive a code on external id, put here and click on **“sign in”**

This is a screenshot of the Quickparts sign-in interface. At the top is the Quickparts logo in green. Below it, the email address "pramodkumar@acldigital.com" is displayed with a back arrow to its left. The heading "Enter code" is in bold. Below the heading, a message states "We just sent a code to pramodkumar@acldigital.com". There is a text input field with the placeholder "Enter code". At the bottom right is a blue button labeled "Sign in".

Quickparts

← pramodkumar@acldigital.com

Enter code

We just sent a code to pramodkumar@acldigital.com

Enter code

Sign in


6. you will receive notification to approve in MS authenticator, **“Approve”**

This is a screenshot of the Quickparts "Approve sign in request" screen. At the top is the Quickparts logo in green. Below it is the email address "pramodkumar@acldigital.com". The heading "Approve sign in request" is in bold. Below the heading is a Microsoft Authenticator icon followed by the text "Open your Microsoft Authenticator app and approve the request to sign in." There are two links: "I can't use my Microsoft Authenticator app right now" and "More information", both in blue.

Quickparts

pramodkumar@acldigital.com

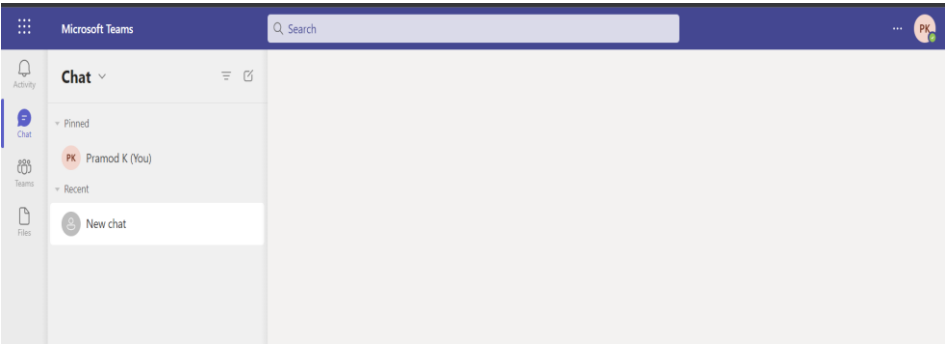
Approve sign in request

 Open your Microsoft Authenticator app and approve the request to sign in.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

7. you logged-in successfully as a Guest User.



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