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! 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

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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:

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- As required to correct or enhance information content

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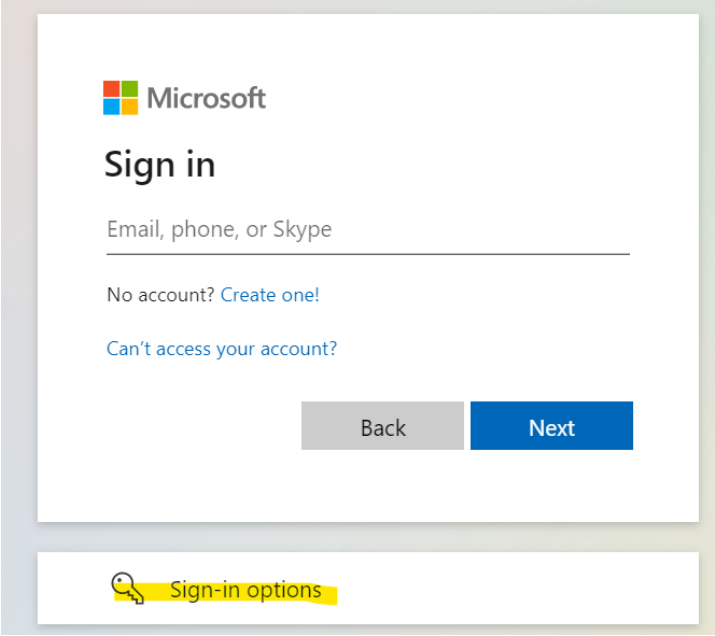
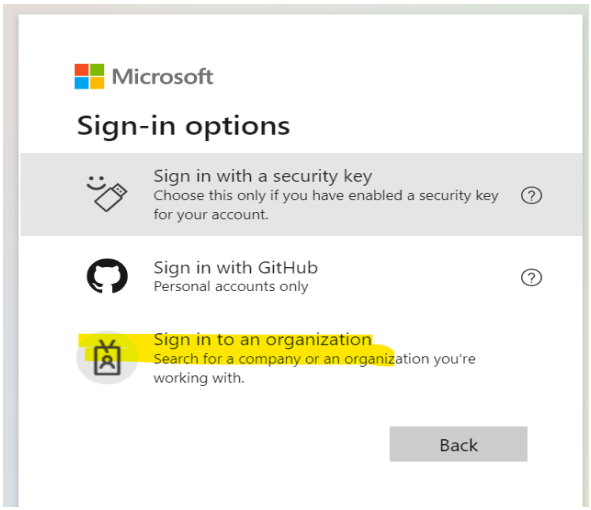
Process for How to login MS Teams as a Guest User.

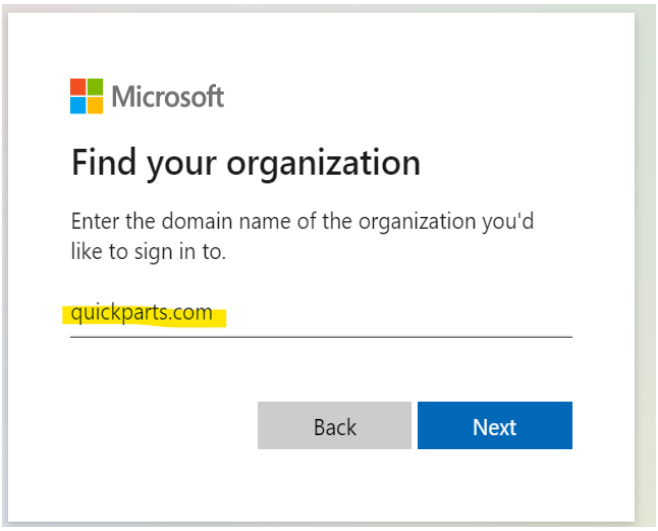
1. Open Teams and choose **“Sign-in Options”**



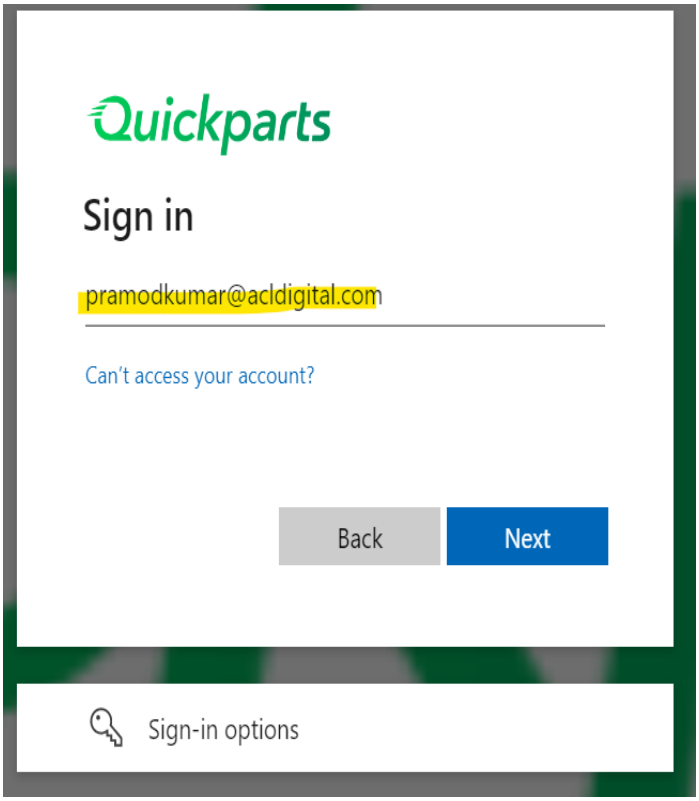
2. click **“Sign-in to an organization”**



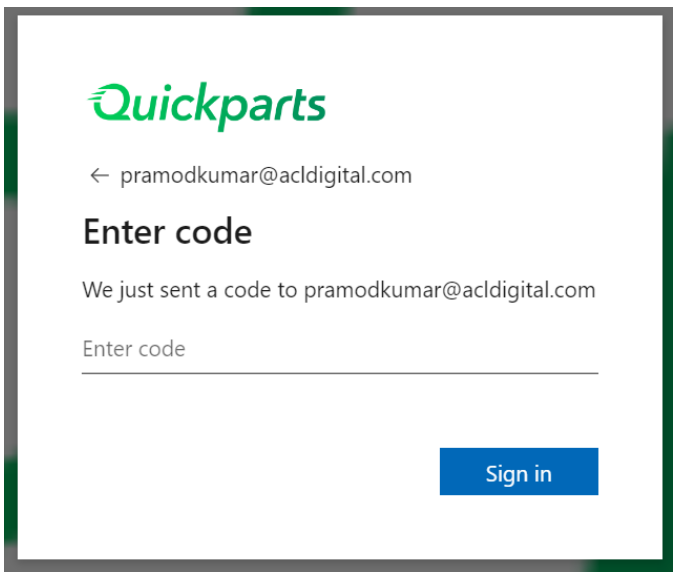
3. type the **“Quickparts.com”** as domain



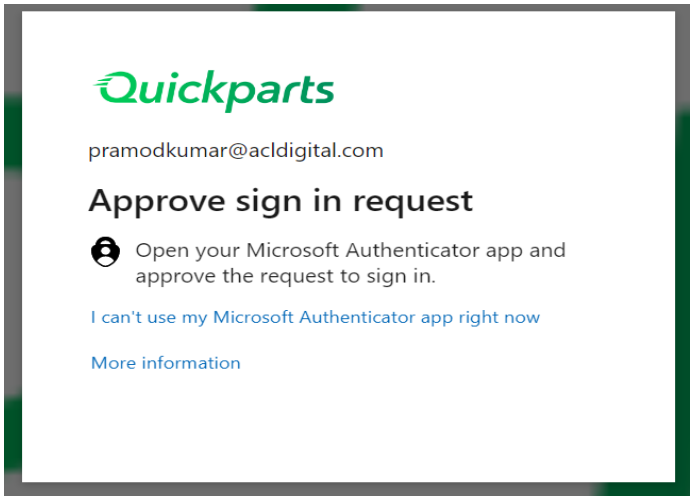
4. use **“external id”** which is added as a guest and click Next



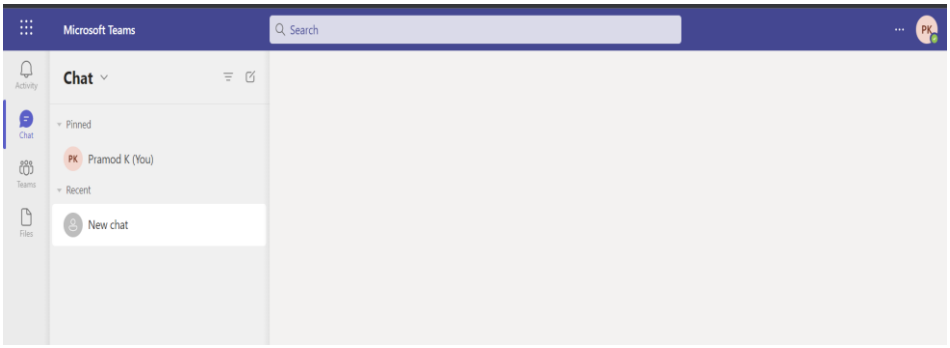
5. you will receive a code on external id, put here and click on **"sign in"**



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



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



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