

How to add an account into MS Teams

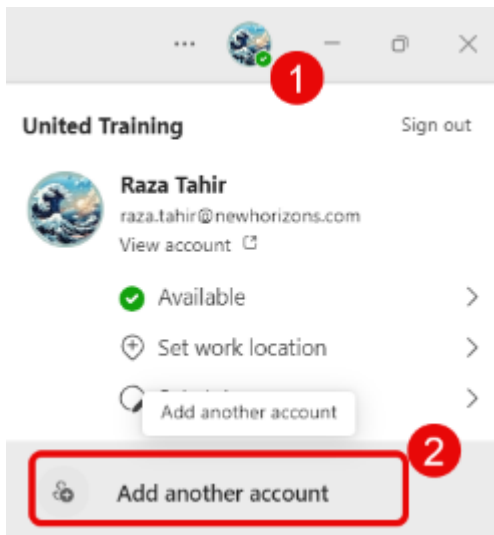
A quick guide on how to add a Teams account to the Teams Desktop App. Taken from [this Microsoft article](#)

Suppose I want to sign in with the following account:

Username: instructor@nhclass245.onmicrosoft.com
P@ssw0rd: P@ssw0rd

To add this account, I will open the Teams Desktop App and do the following:

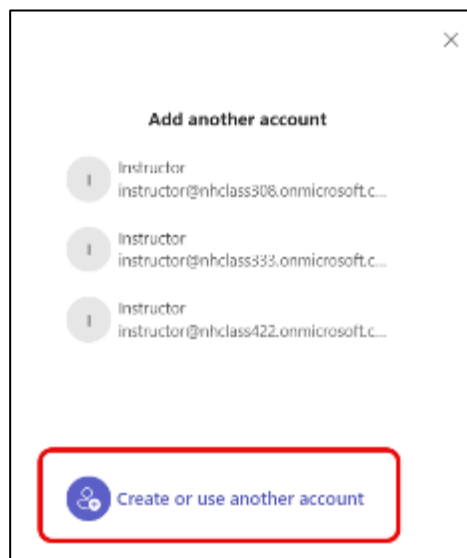
Step 1:



Tap **profile picture** or **More** ≡ button and then click “Add another account”

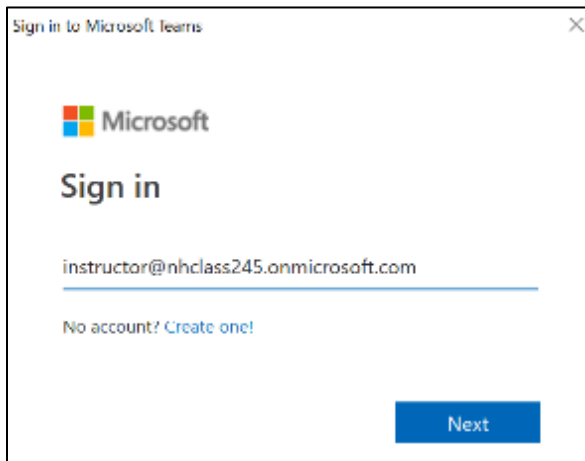
Step 2:

Click on “Create or use another account”



Step 3:

Type in your given username:



Sign in to Microsoft Teams

Microsoft

Sign in

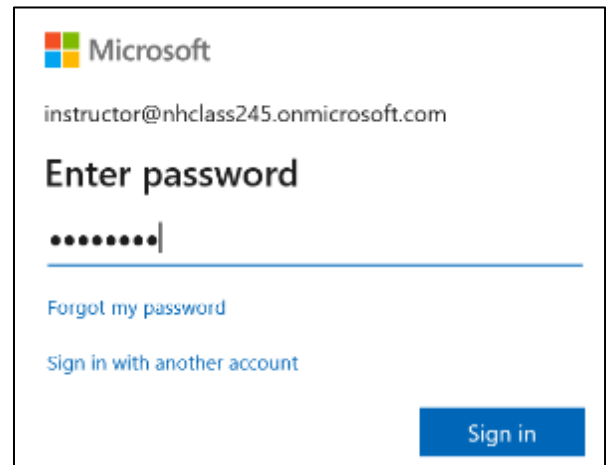
instructor@nhclass245.onmicrosoft.com

No account? [Create one!](#)

Next

Step 4:

Type in your password:



Microsoft

instructor@nhclass245.onmicrosoft.com

Enter password

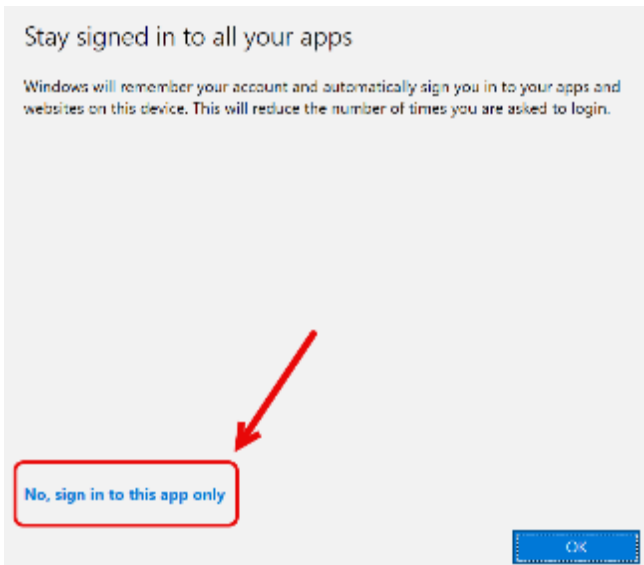
.....|

[Forgot my password](#)

[Sign in with another account](#)

Sign in

Step 5 (Optional):



Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

No, sign in to this app only

OK

Step 6:

You will be signed into your MS Teams account. If you click on your profile image, you'll see the different accounts, with the signed-in account listed at the top.

