**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](https://support.microsoft.com/en-us/office/add-another-account-within-microsoft-teams-free-8ada567f-909a-413f-8259-0d7d76d2f4b0)

Username: [instructor@nhclass245.onmicrosoft.com](mailto:instructor@nhclass245.onmicrosoft.com)  
P@ssw0rd: P@ssw0rd

Suppose I want to sign in with the following account:

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

***Step 1:***

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

***A screenshot of a computer

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Click on “Create or use another account”

***Step 3:***

Type in your given username:

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***Step 4:***

Type in your password:

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***Step 5 (Optional):***

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***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.

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