

Stage 3: Sign in to the Teams app with your NHSmail account

A Step-By-Step User Guide

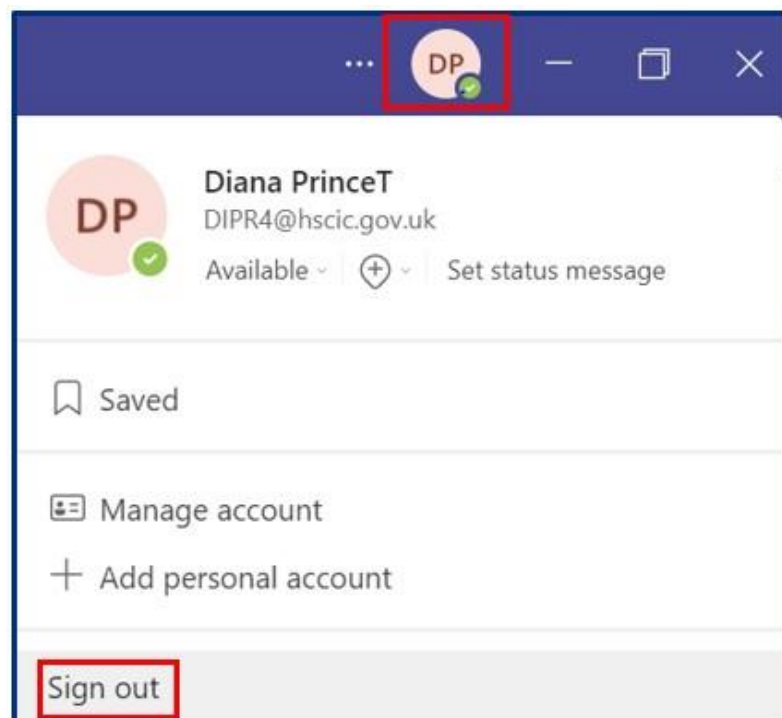


Introduction

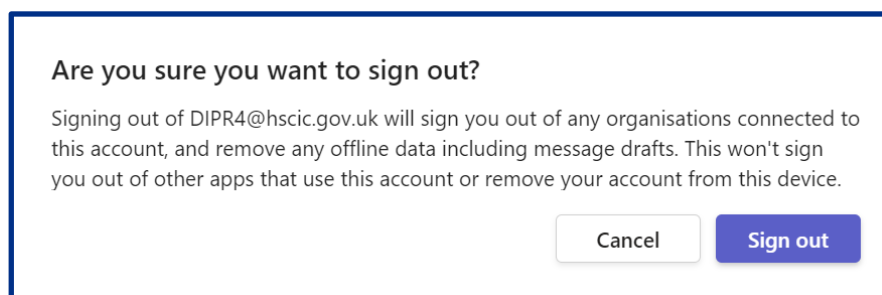
This guide provides you with the steps to sign in to the Microsoft Teams app on your device with your NHSmail account.

Step-By-Step guide

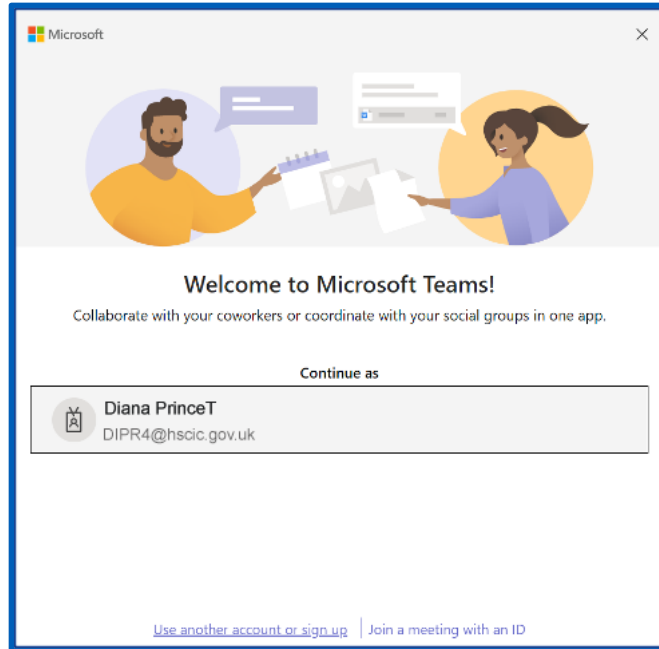
1. Open the Teams desktop app from your device. If it is not open, you can access it from the Start Menu on your PC.
2. If you are already signed in, navigate to the top right-hand corner of Teams and click on your account icon or profile picture. Click 'Sign out'.



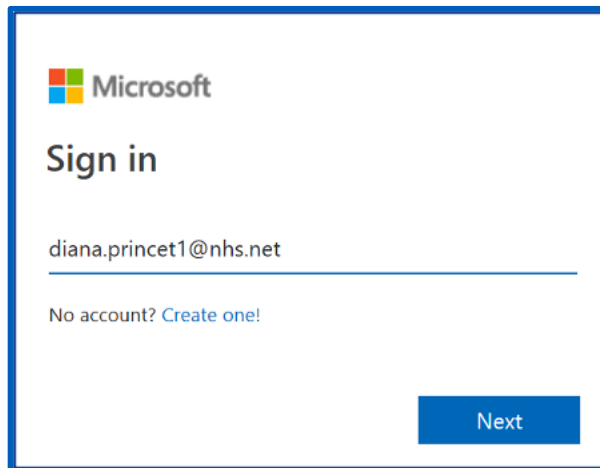
3. Click 'Sign out' again at the warning message.



4. At the 'Welcome to Microsoft Teams prompt, click 'Use another account or sign up'.

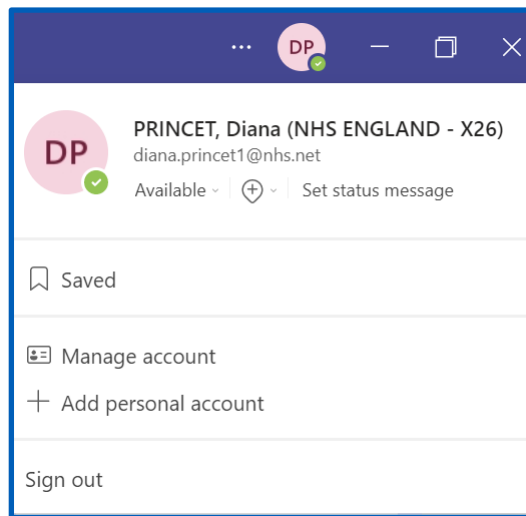


5. Enter your @nhs.net email address and click 'Next'.



6. **Please note:** you will need to approve an authentication prompt as part of the usual Multi-Factor Authentication (MFA) process.
7. You are now signed in MS Teams with your NHSmail account. You can click on your account icon or profile picture in the top right corner to confirm this.

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8. You have now successfully signed in to Microsoft Teams with your NHSmail account.