

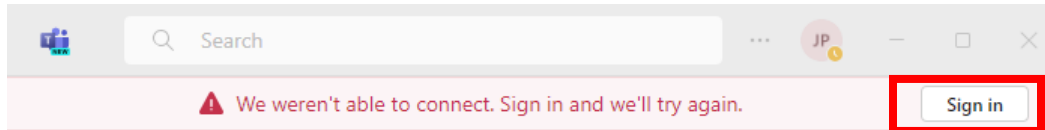
## Help With Microsoft Teams – Login issues

### Explanation:

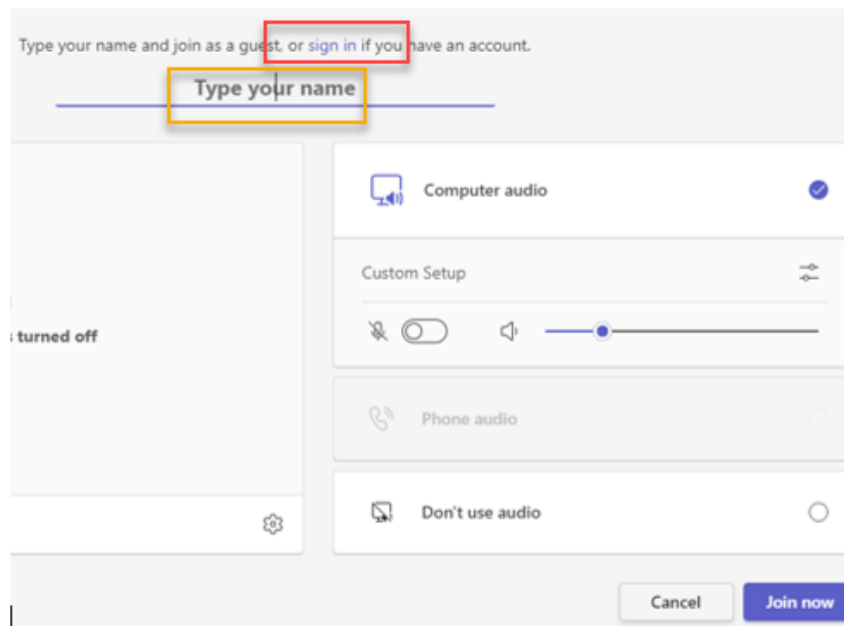
This document is designed to help resolve common Microsoft Teams login issues. Please connect to your meeting 5 minutes prior to the start time. If this document doesn't address your issue, please reach out to the IT Department for further assistance.

### Login issues:

1. Ensure that you're signed in to Teams. If a warning message, similar to the one in the screenshot below, appears, click the **Sign in** button and follow the provided steps to log in.

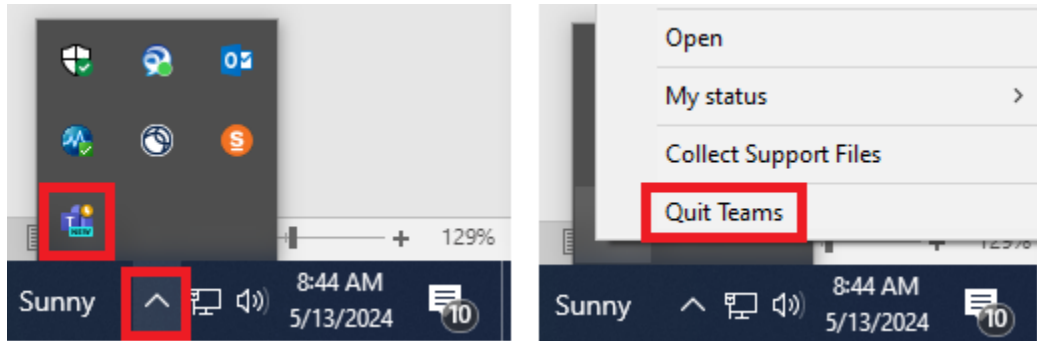


2. If you click a link to join a Microsoft Teams meeting and see a text box that says **Type your name** (as shown in the screenshot below), you have two options. You can either sign into the application or join the meeting as a guest.



**Note:** The host is required to sign in, while others can join the meeting by typing their names and clicking on the **Join now** button. If you join a meeting as a guest, someone in the meeting will have to admit you in the meeting.

3. If the Microsoft Teams application isn't working correctly, or if Teams loads but seems unresponsive, you should restart the application. To do this, Right-click the Teams icon in the system tray > Select **Quit Teams** > Then sign back into Teams



4. If you are experiencing issues with Multi-Factor Authentication (MFA), this could be more complex. Please contact IT for support.