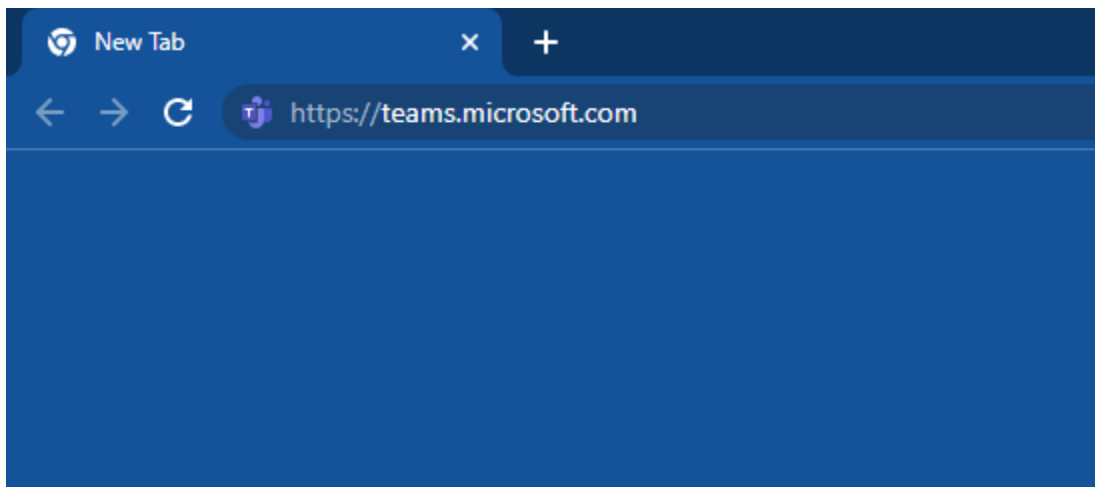


Microsoft Teams: Using up two Teams accounts on one device

For those who have another Teams account and you either can't logout of your account or you wish to keep your two Teams accounts open at the same time, using the browser version is a great option and we will show you how to install it on your desktop as a Progressive Web App. It will look and feel almost exactly like the full desktop app.

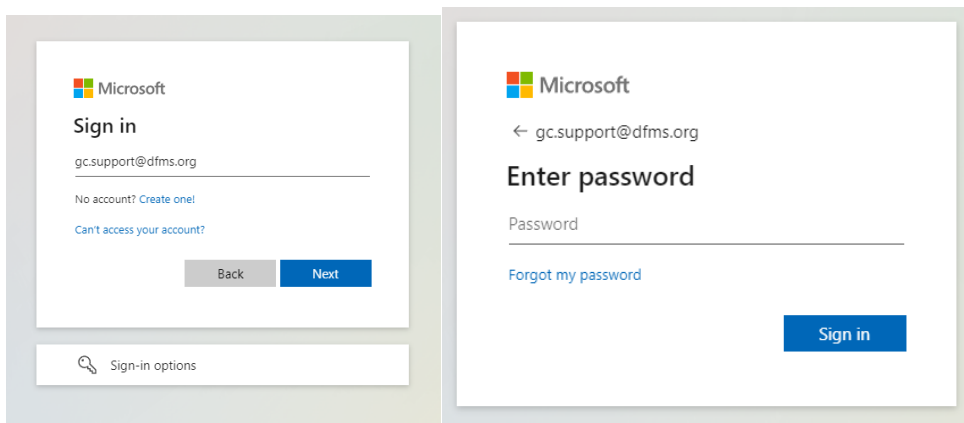
We strongly encourage you to use Chrome to access Teams, although it will work in Microsoft Edge as well. The instructions below are for use with Google Chrome access.

1. Go to <https://teams.microsoft.com>

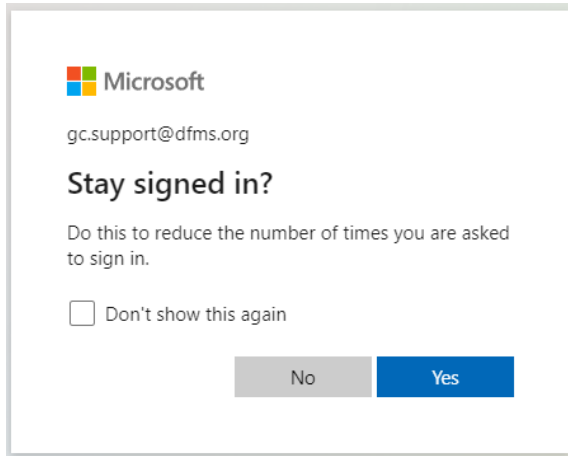


2. Enter in your username, click "Next". Then enter in your password and click "Sign in". If this is your first time logging in, you will then be prompted to create a new password.

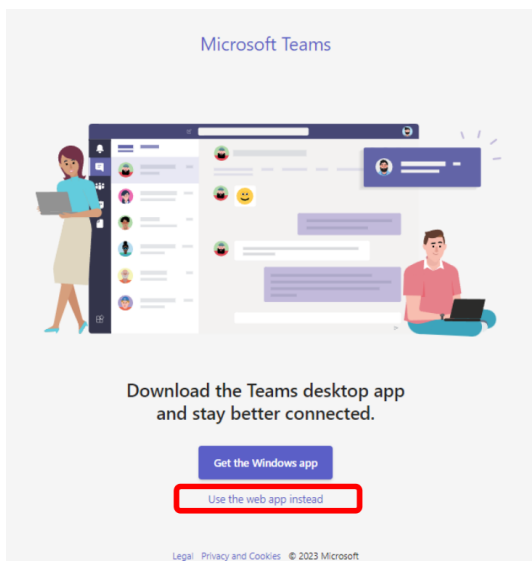
If you find that you are already logged into another Microsoft account, there will need to be an additional step. See 'Appendix A' below for instructions on that before proceeding.



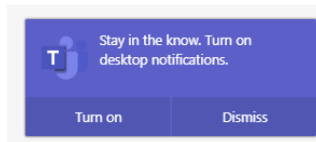
3. You may get a prompt to stay signed in. Unless this is a shared computer, we are recommending that you stay signed in.



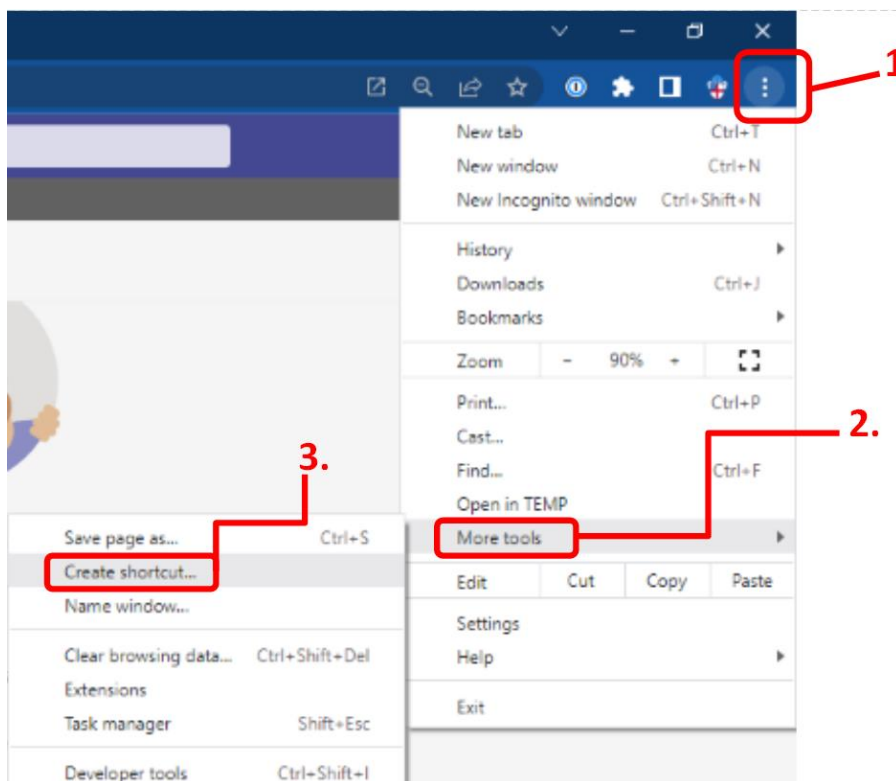
4. You may get a prompt encouraging you to use the desktop app. Click the "Use the web app button" underneath it instead.



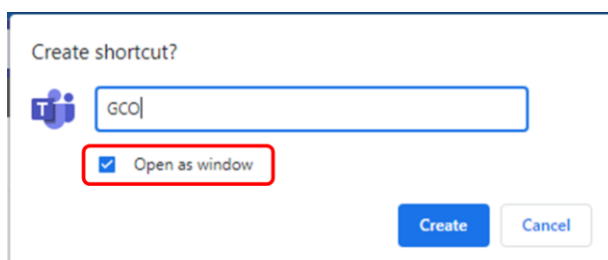
5. You should now be logged into your Teams account. You may get a prompt asking you if you wish to receive desktop notifications. This is entirely up to you if you want to see popup notifications on your screen as messages come in.



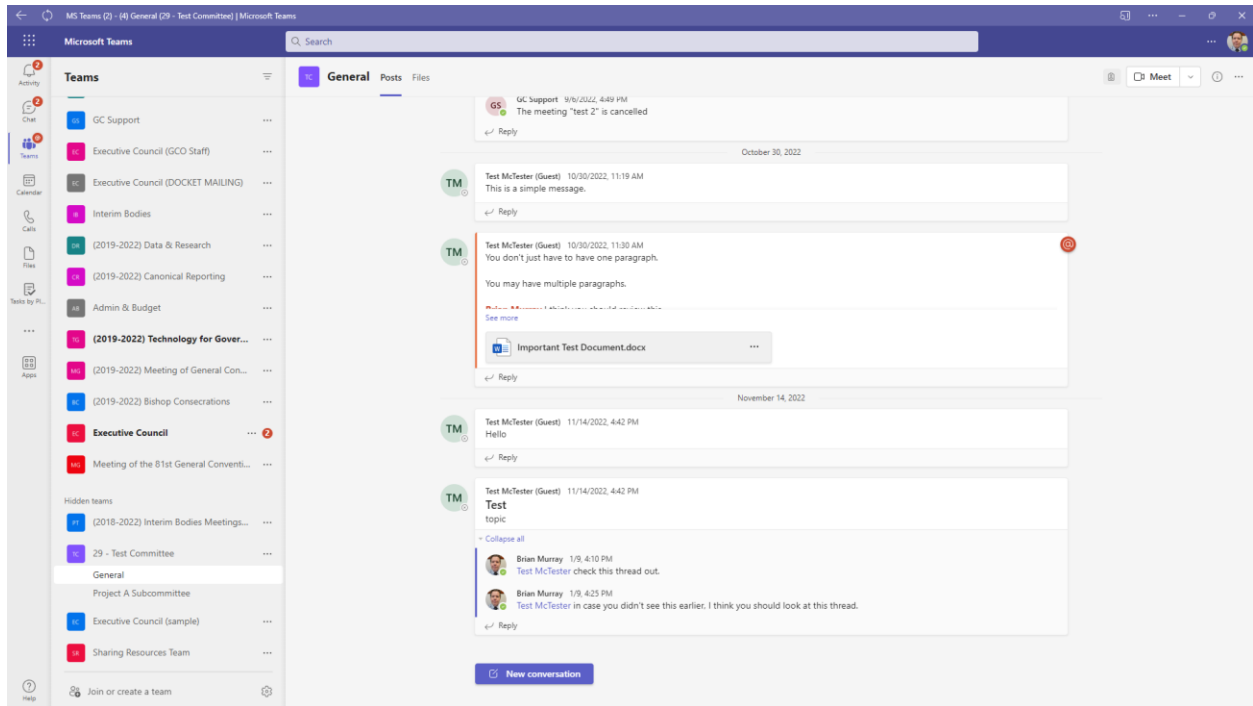
6. You will then click on the 3 vertical dots in the top-right corner of Chrome; click on "More tools"; and click on "Create shortcut".



7. You will then get a pop-up window. Change the name listed to GCO or something similar (it will likely have a long name in there). Make sure to check the box "Open as window".



8. The page will refresh and you will notice that it no longer has the URL bar or any of the other elements of the browser. This is the Progressive Web App version of Teams.



9. You will also note that in your Taskbar (or Dock for Mac users) that the Chrome browser icon will have been replaced by a Teams icon. So if you have the desktop app, you will see one for each account, and you will have two versions of Teams running simultaneously.

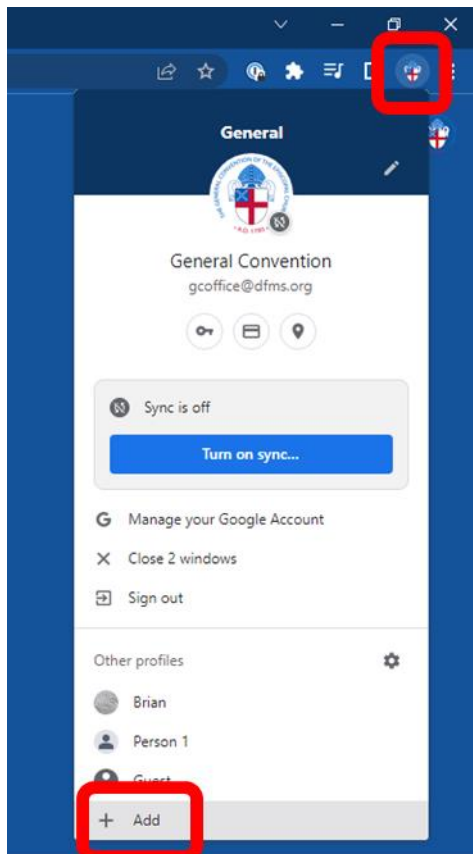
Next you want to make sure it stays in your Taskbar (Dock for Mac users). So do so, right click on the icon and select "Pin to taskbar". Mac users would use their secondary click (click with 2 fingers together or just press Control+Click) on the icon and select "Choose Options" → "Keep in dock". This will ensure that the app will stay in your Taskbar/Dock and you can access the app when you need it.



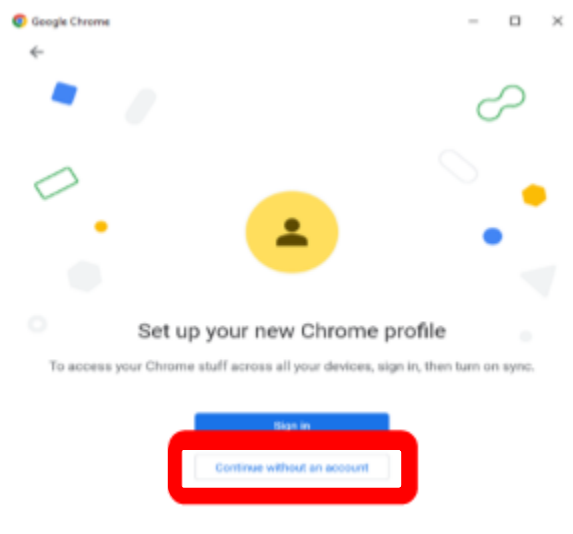
Appendix A.

For those users whose default profile is already connected to another Teams or Microsoft account, you may need to setup an alternate profile in Google Chrome. Note that you do not need to create another Google account in order to do this.

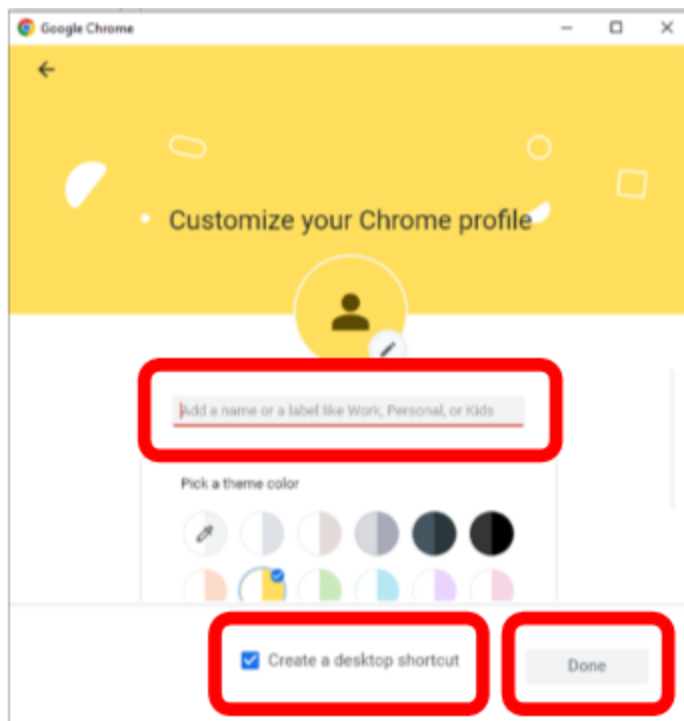
- A.** Click on the profile icon in the upper-right corner of Chrome. It will be a circle with an image or an avatar. Then click on "+ Add".



B. Then click “Continue without an account”.



C. You can name the profile DFMS, GCO or whatever you wish. You can de-select the “Create a desktop shortcut” button, as you will only be using this profile for Teams. Then click “Done”



D. You can name the profile DFMS, GCO or whatever you wish. Chrome will then open up a new window with this profile. This will act completely independent from your primary Chrome profile (almost as if you were using a different browser). At this point, go back to the instructions above and complete the process.