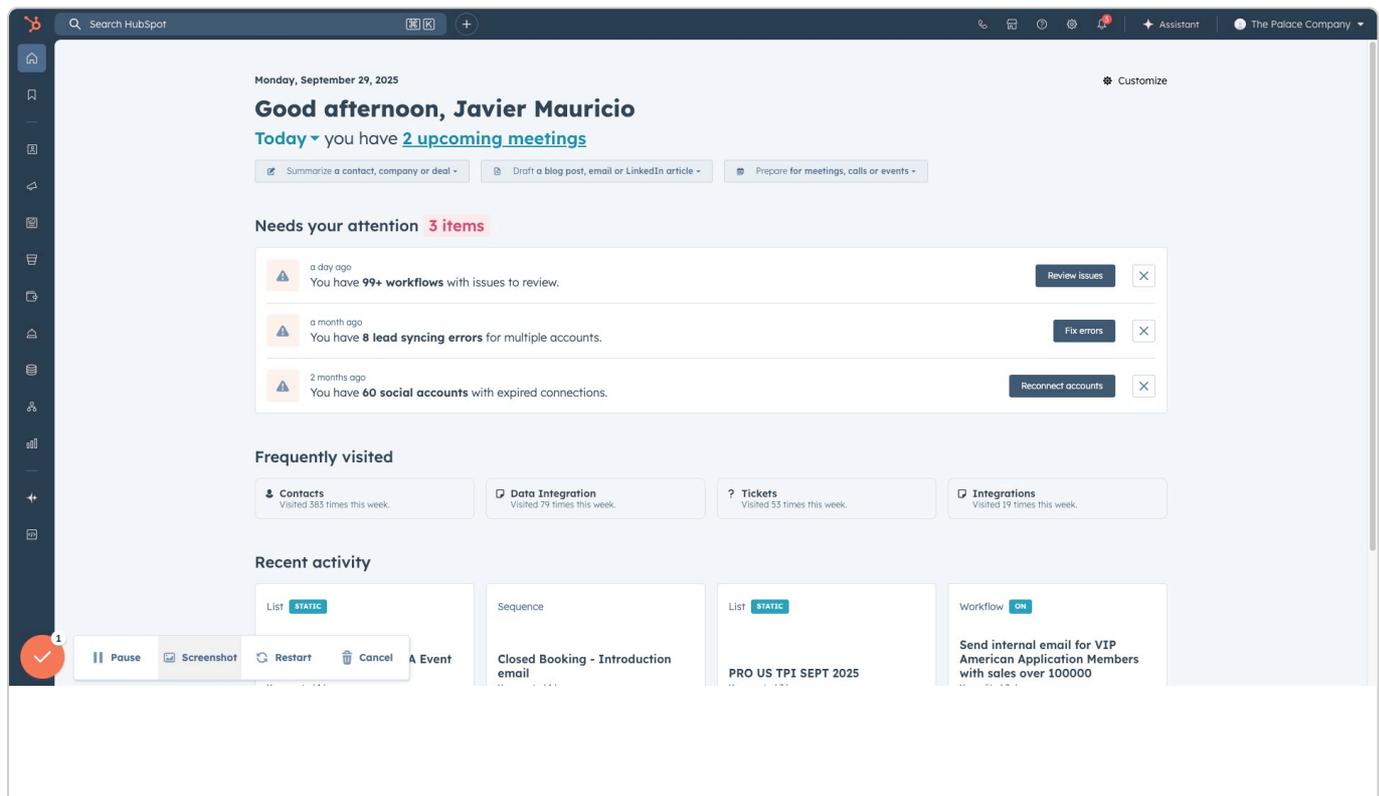# Guide - How to connect Microsoft Teams

Última actualización: 29 de sep. de 2025
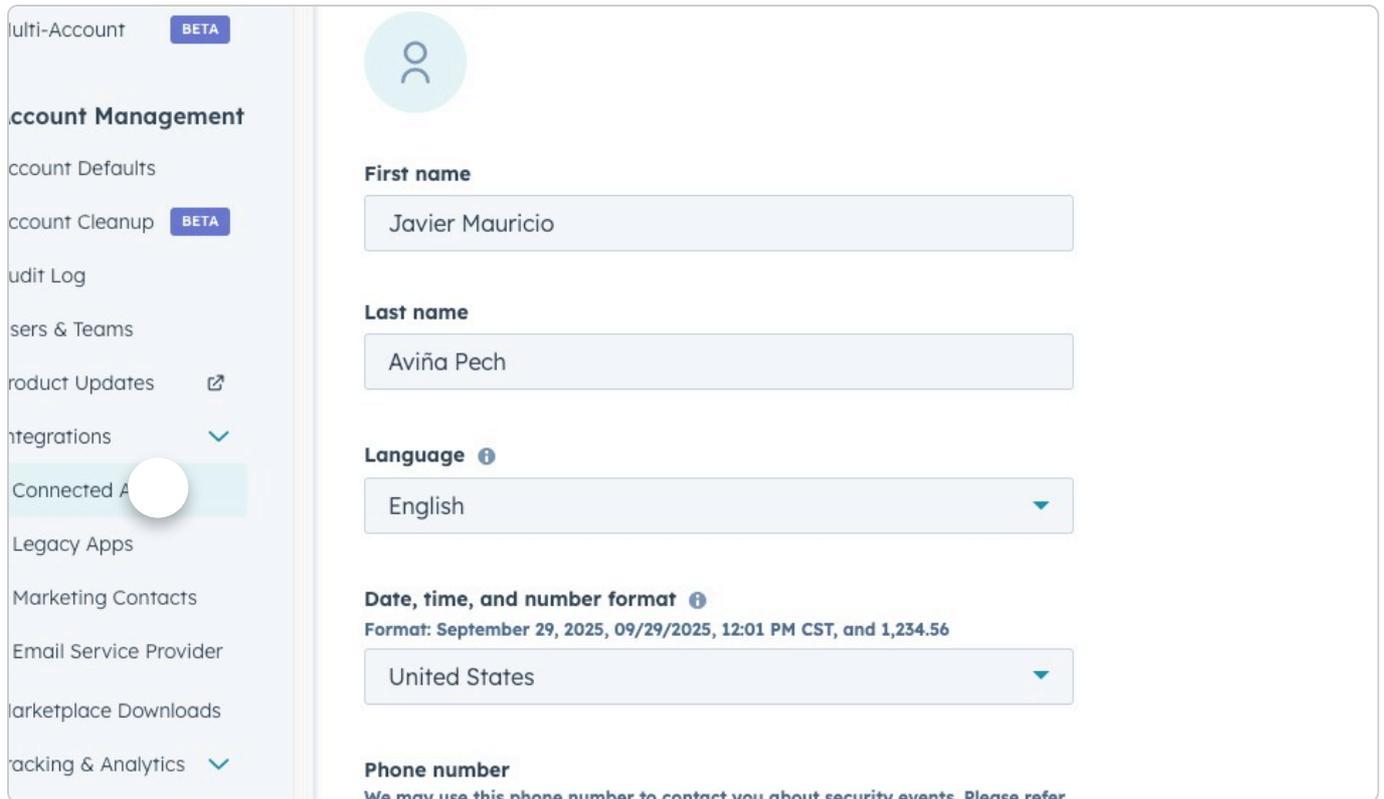
(1) Go to settings from the Global Home View

From the global home view, you need to make click on the gear icon which is located in the right upper corner next to the notifications icon(bell)
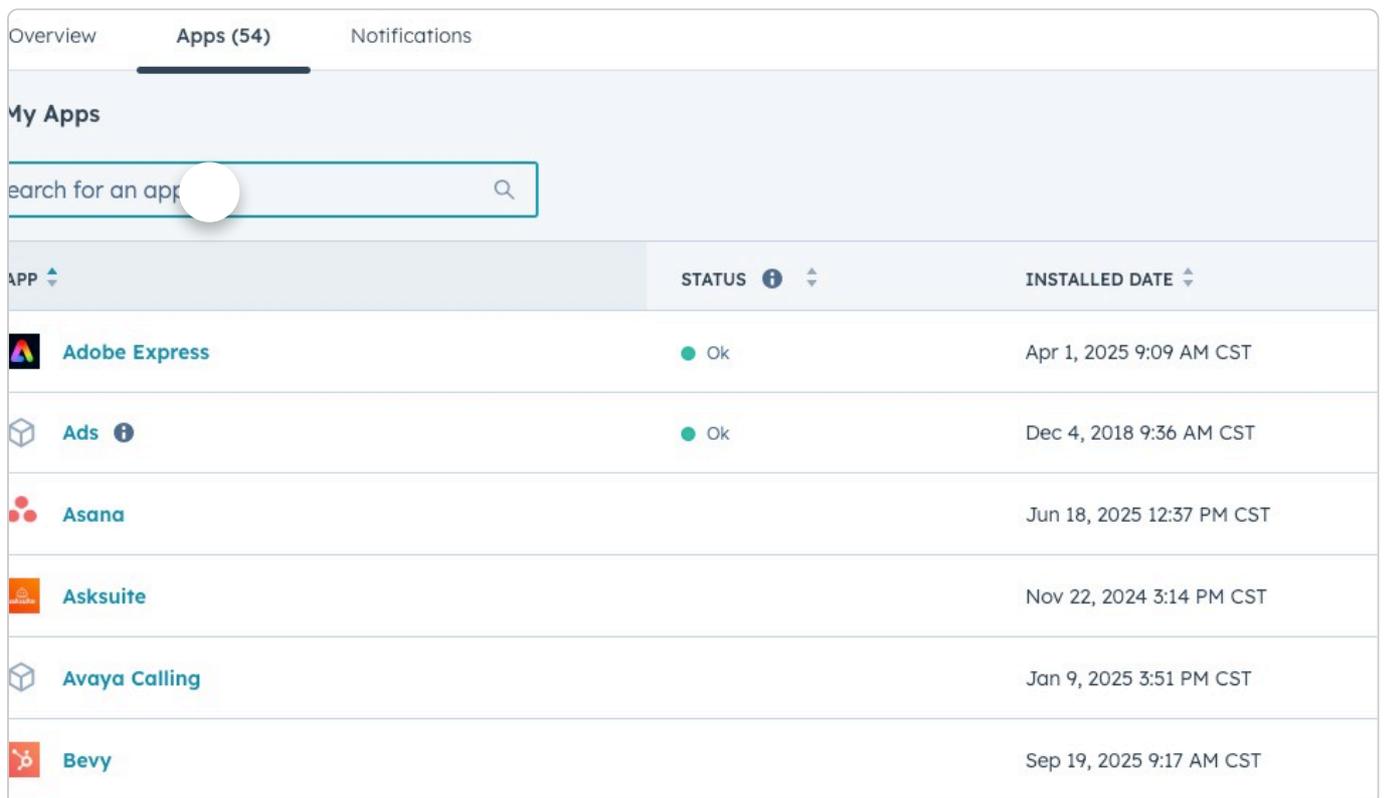
2 Click on Account Management

We need to select Connected Apps
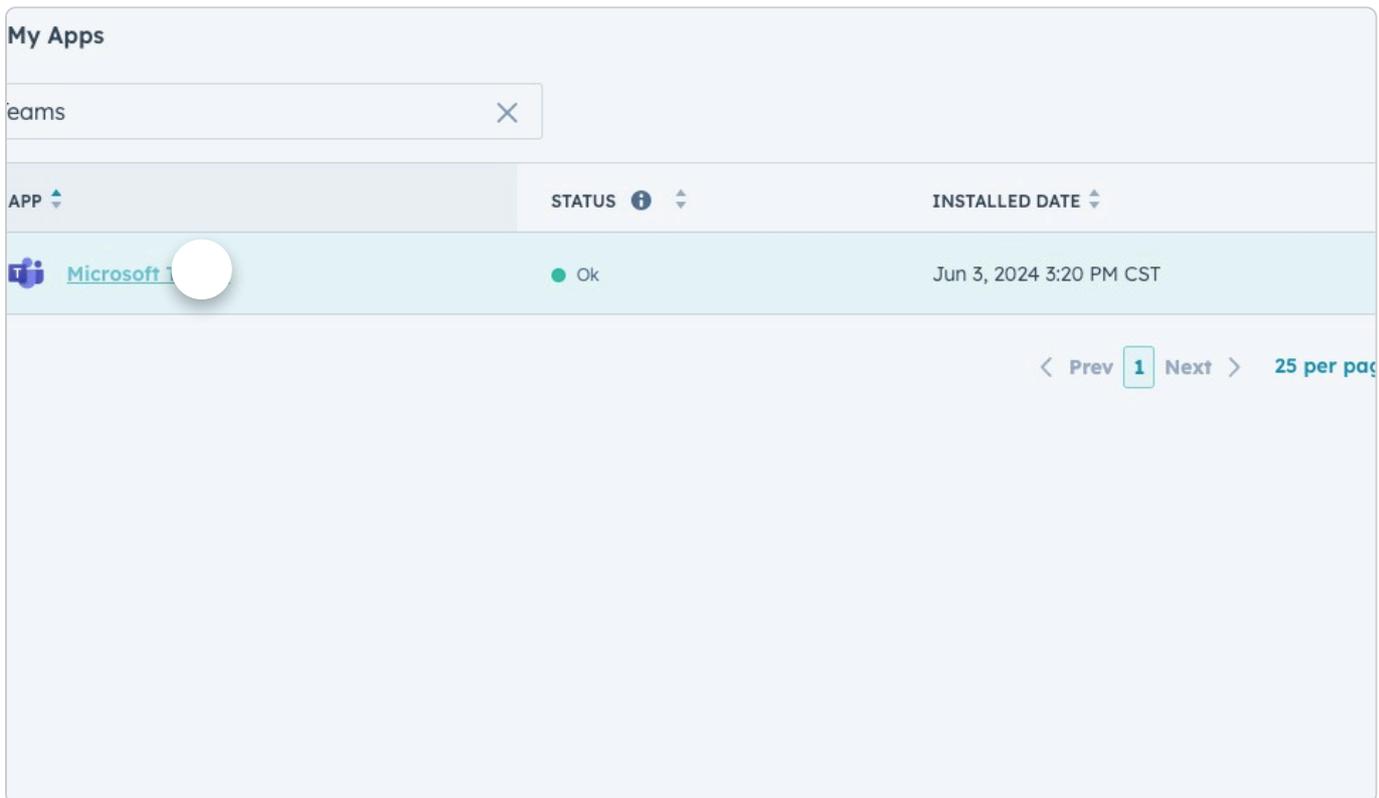

3 Click on the search bar
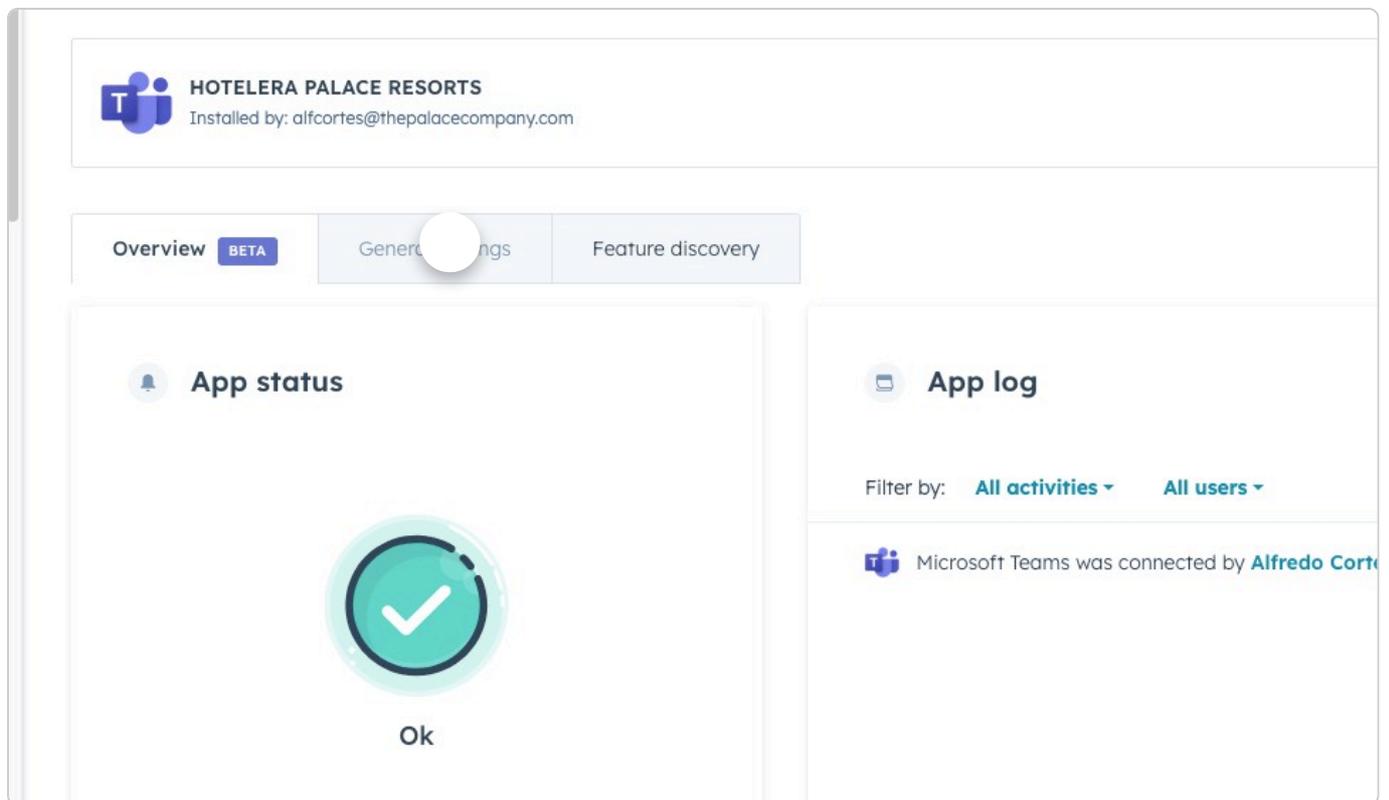
4 | Type Microsoft Teams

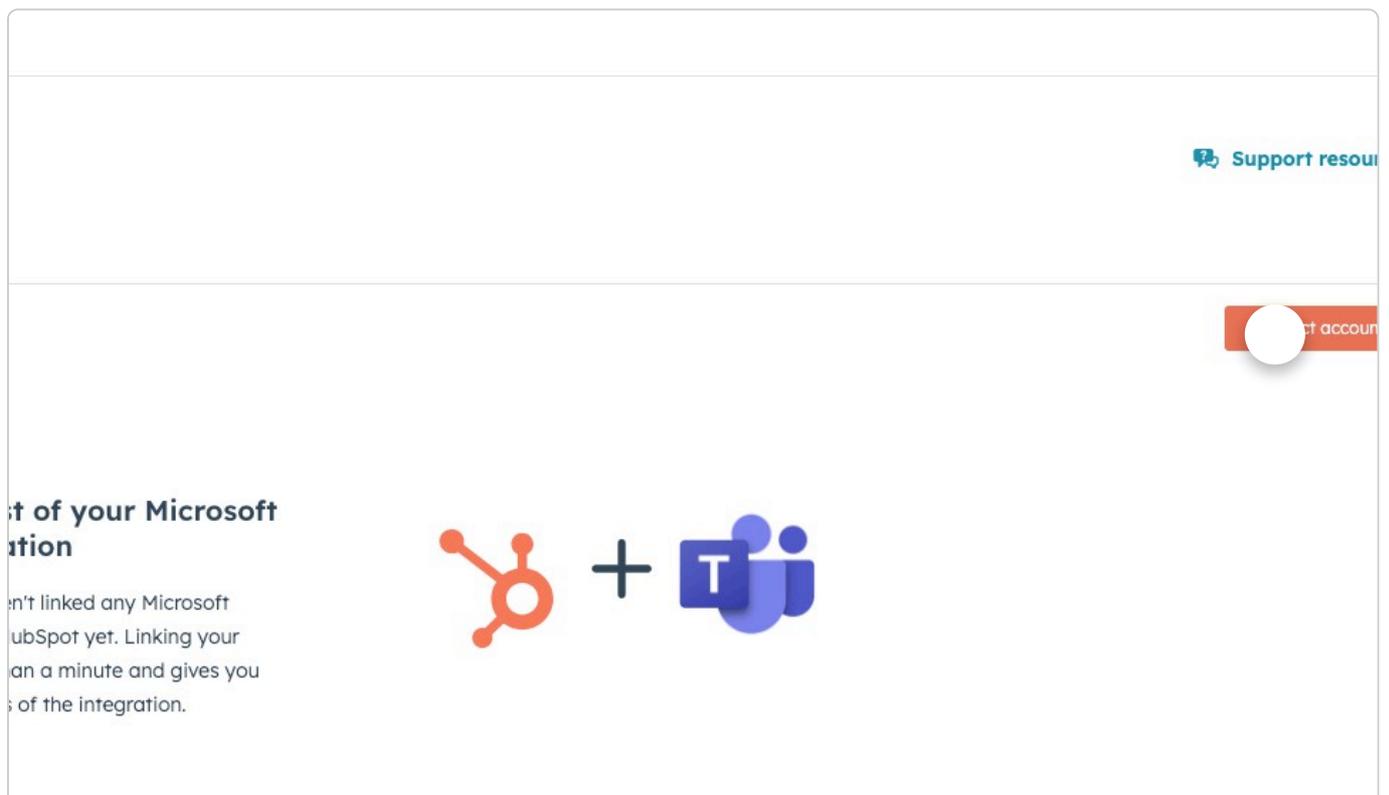## 5 | Click on Microsoft Teams

Click on General settings

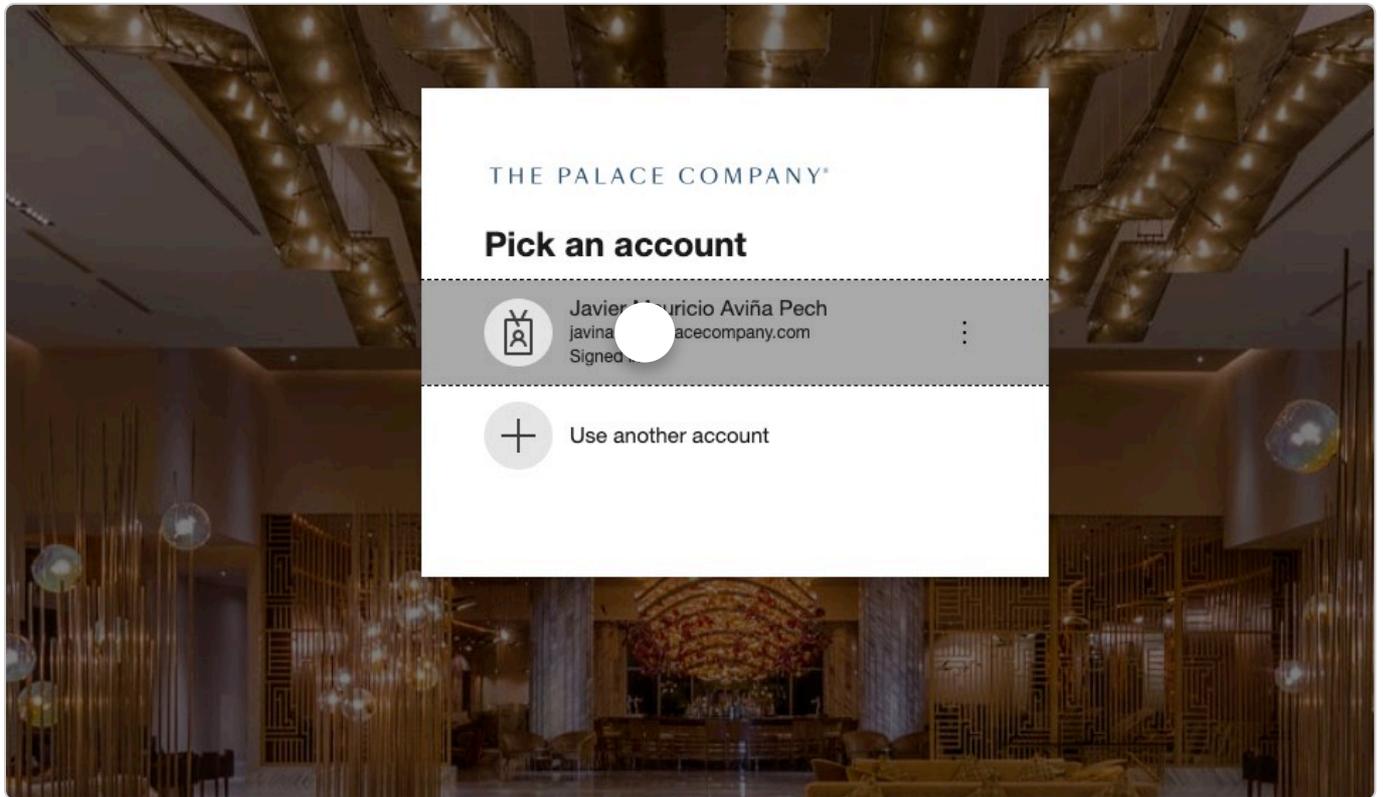**Click on Connect account**

Navigate to Sign in to your account

Click on Sign in with your work account.

Microsoft Teams Connected account

Here's how your view should appear when you succesfully connect your account.