

# Logging into Microsoft Teams

## Using Microsoft Teams With Your NIC Credentials

**Ensure you are logged into the Teams application using your NIC account.**

It's important to log in to Microsoft Teams using your North Island College account rather than a personal account (e.g., Gmail). Personal accounts will not have access to meeting chat or breakout rooms.

**Follow the steps below to log in to the Microsoft Teams app using your NIC account.**

1

First, make sure to install Microsoft Office 365 onto your device. Microsoft Office 365 is free for all NIC students; for more information see [Student Technical Services: Microsoft Office](#).

Free Microsoft Office | Learn How to Use Office | Outlook for Mobile | Frequently Asked Questions

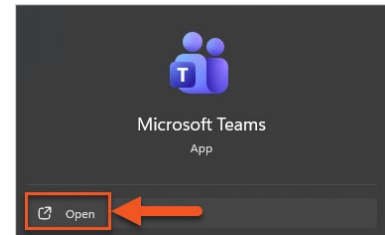
**Microsoft Office 365 - Free!**

As long as you're a student at NIC and this program continues, you'll be able to use Office software **for free** on compatible Devices - Windows/Mac/Mobile, Doesn't matter! This installation includes Word, Excel, PowerPoint, Outlook and more!

2

To launch Microsoft Teams, **open the app** and ensure you **log in using your NIC email and password**.

**\*\*NOTE:** if you have other Microsoft accounts, you may be automatically logged in to the wrong account by the Teams app or browser due to saved credentials or prior logins.



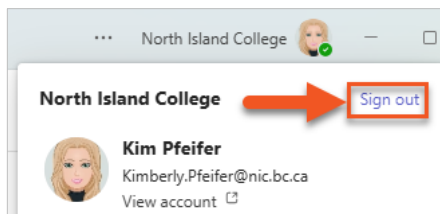
3

**Logged in to the wrong account?** Follow the steps below to sign out and sign back in to Teams.

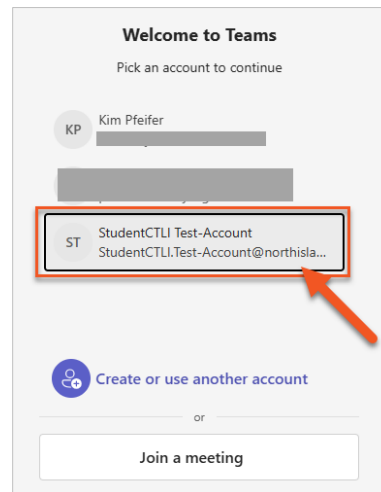
1. Leave the meeting and click on the **account manager** in the top right corner of the app.



2. Click **Sign out**.



3. **Re-launch** Teams and choose your **NIC account** when logging back in.



4. **Re-join** the meeting.



**Questions:** Please contact [Student Technical Services](#)