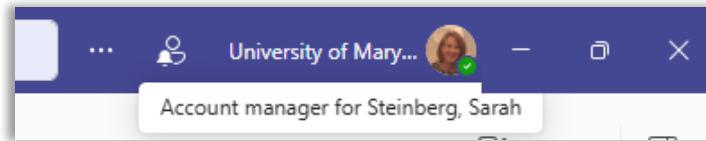


## Accessing a Team in Another Tenant

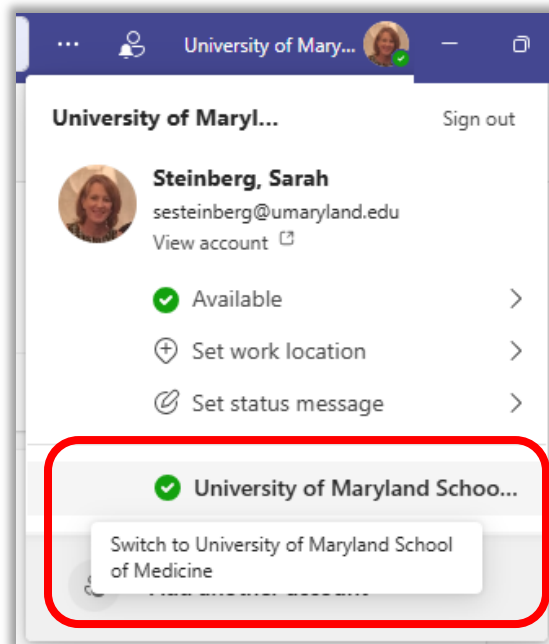
At UMB, there are multiple Microsoft tenants that users need to navigate between to access teams housed in different tenants. Specifically, there are the University tenant and the School of Medicine (SOM) tenant. This setup requires users to switch tenants within Microsoft Teams to collaborate with different groups effectively.

### Accessing the Account Manager

In the Teams toolbar, the present tenant and user avatar appears to the right:



Click anywhere in this area to open the Account manager:



If you are a member of a Team in another tenant, such as SOM, the tenant will be listed as shown above. Click on the tenant name and you will be able to access any Teams you are a member of.

*Permissions Note:* When added to a Team in another tenant, you are actually a “Guest”. Guests in a tenant will not have the same level of access as you have in your primary tenant so the look and feel may be slightly different.