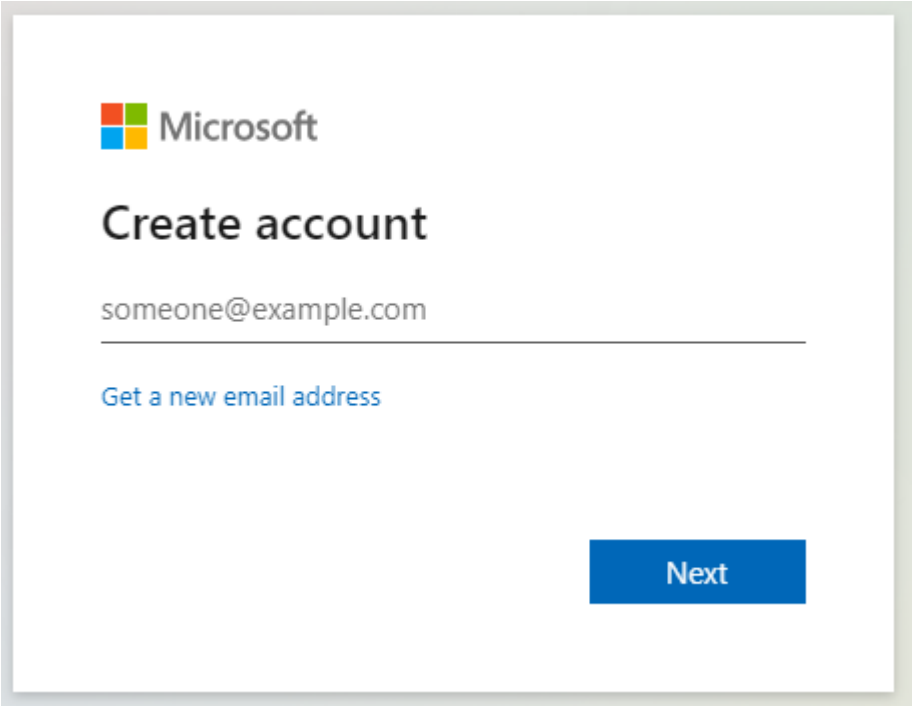
IT Services

Joining SW-IFT teams with a guest account

This document guide will apply to you if you have received a guest invite email for a SWIFT team and wish to access that team. If you do not already have a Microsoft account, you will need to create a Microsoft guest account (if you do, you can jump to the next step).

Creating a Microsoft Guest account

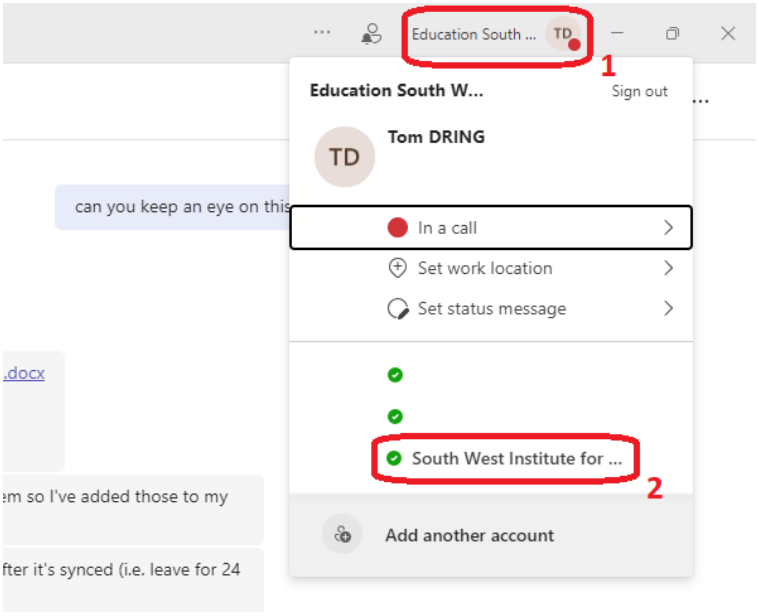
- Go to Sign up
- You can create a new Microsoft address by choosing "Get a new email address" or use an existing non-Microsoft address by choosing "Use your email instead" when you sign up (the latter is the default option)



- Complete the steps on the page to create the new account

Joining a Team with as a Guest

- Once you have clicked the button in the invite email sent to the email address you are using as a guest, open Microsoft Teams (either the web version (Microsoft Teams) or the desktop app)
- Login using the email address that received the invite email
- Click on your account icon in the top right



- Select "South West Institute for Teaching"
- You will now have access to the Teams you have been invited to