

CROSS-SERVICE MS TEAMS COLLABORATION



For **Air Force** users, the MS Teams app installed on your computer is your best option for accessing **Air Force** MS Teams channels. Or, simply switch **Army** for **Air Force** in that statement and the same is true. But what if you need to access both **Air Force** AND **Army** MS Teams channels?

Did you know you can also access MS Teams from your web browser and the app at the same time? Well, you can! As an added benefit, your **Air Force** AND your **Army** Teams environments can be open at the same time. No, you can't just move files and content between them, but you can have both open and collaborate in both at the same time. Your cross-service Teams access will be as a "Guest" but that won't keep you from collaborating, posting and editing documents, etc. The only thing you won't have is full MS Outlook integration for meetings that you may be used to.

For example, it's recommended that **Air Force** users trying to access NGB/DEI's "National Guard Diversity, Equity and Inclusion Toolkit" (or simply DEI toolkit), which is hosted on the **Army** MS Teams environment, navigate to the channel via their web browser *instead of* the MS Teams app. The steps below outline the process. It might take some convincing the first time, but fret not – we'll get there.

*Note: While the following steps outline how **Air Force** users can access a specific **Army**-hosted MS Teams channel via their web browser, the steps are essentially the same for all cross-service MS Teams access.*

1. Right-click and copy this link: [National Guard Diversity, Equity and Inclusion Toolkit](#)
2. Paste the link into your web browser (while results may vary, Google Chrome generally works best)
3. Do you see the DEI toolkit listed in the Teams list? If so, HOORAY! It worked and you're almost done! Select the 'General' channel of the team and skip to step 9 below.
4. Or do you see the same **Air Force** Teams you always see in the MS Teams app? That just means you have some additional steps to take but we'll get you there.
5. Look in the upper, right-hand corner of your window for your "icon." Does it say "United States **Air Force**?" Probably so. Click on it and you'll get a drop-down menu (see Figure 1).
6. Click the 'Accounts & orgs' option for another drop-down menu (see Figure 2) with, hopefully, two options: 'United States **Air Force**' and 'United States **Army** (Guest)'
7. Yes? That's good, click on the 'United States **Army** (Guest)' option. This will switch you to your **Army** (Guest) account and, hopefully again, you will see the DEI toolkit listed in your Teams list. If you do, select the 'General' channel of the team and skip to step 9 below.
8. If you don't see the '...**Army** (Guest)' option, stop and email us at ORG INBOX. This is likely your first '...**Army** (Guest)' Team and we need to send you an invitation to join the team.
9. Once you see the DEI toolkit in your available Teams list, you're good to go but HOLD ON for just a second. Before you do anything else, save a bookmark to this location. Next time you want to access the DEI toolkit, use that bookmark and it should take you right in without jumping through all the hoops.
10. Now, join in and start collaborating with DEI professionals from across the National Guard!

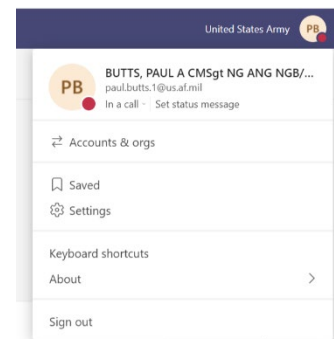


Figure 1

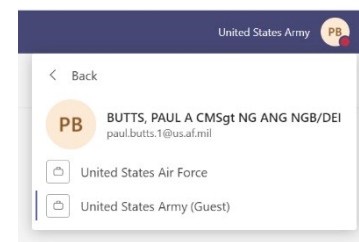


Figure 2

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General Notes & Tips:

1. Attending meetings on cross-service-hosted Teams channels can be done either via the web platform *OR* the app. Copy/paste the meeting link into your web browser and you're presented with the option to open the MS Teams application or to join via the web browser. Either will work, of course, but launching via the app gives you a better experience. And don't worry, it won't interrupt your **Air Force** login on the MS Teams app.
2. Your web browser may keep defaulting to your **Air Force** account. No problem, switch it and you should be good to go. It may prompt you to log out and log back in periodically. This is sometimes necessary to "kick start" it and take you to the '...**Army** (Guest)' account. It might do it more than once. This happens sometimes after the computer has been off network/VPN for a few days.