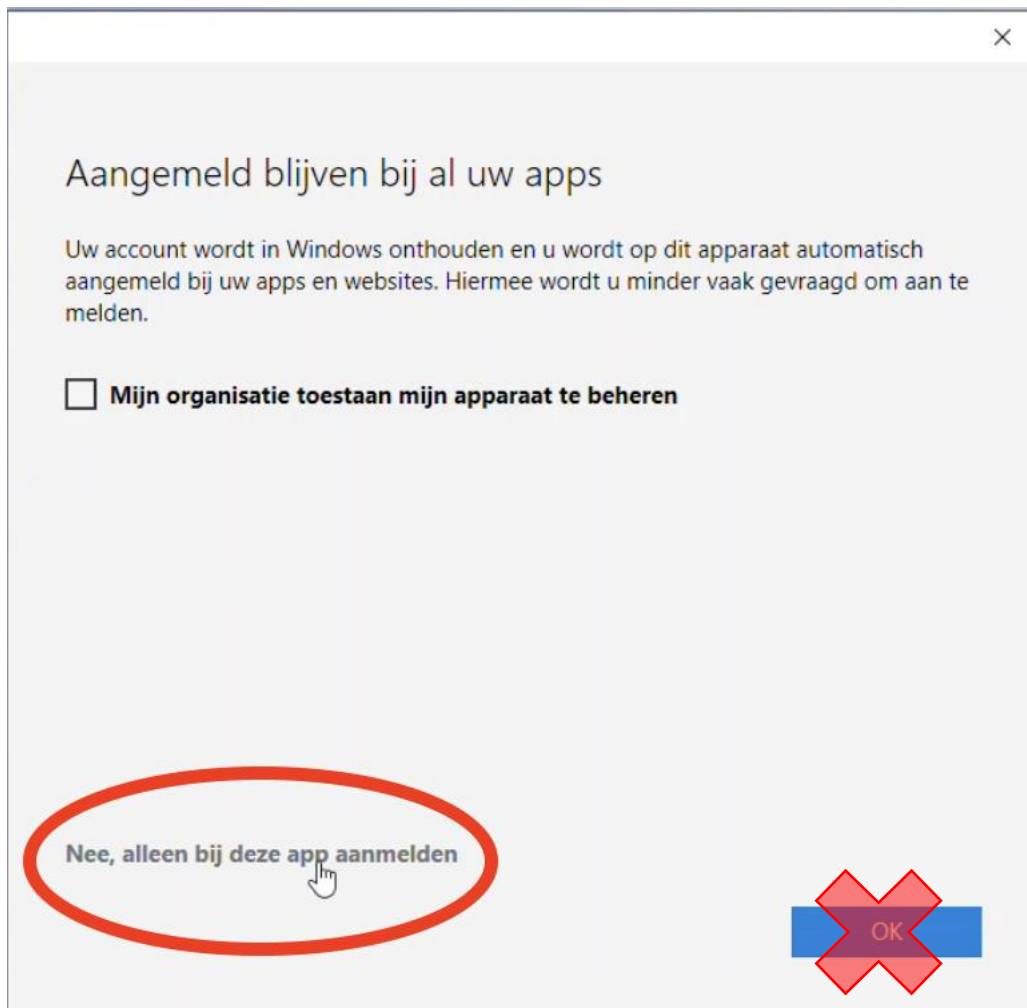


Want to use MS Teams on the PC in your lecture room? Make sure no log in information remains visible after you leave!

When starting up MS Teams on the teacher's computer in a lecture room you will see the pop-up below asking you whether you want to sign in to all Microsoft apps.

- Always select **Nee alleen bij deze app aanmelden** (No, only sign in to this app) instead of the OK-button! •

If you do not do so other teachers coming to class after you might have access to information in all your Office apps, such as MS Teams and OneDrive.



How to properly log out if you clicked OK by accident?

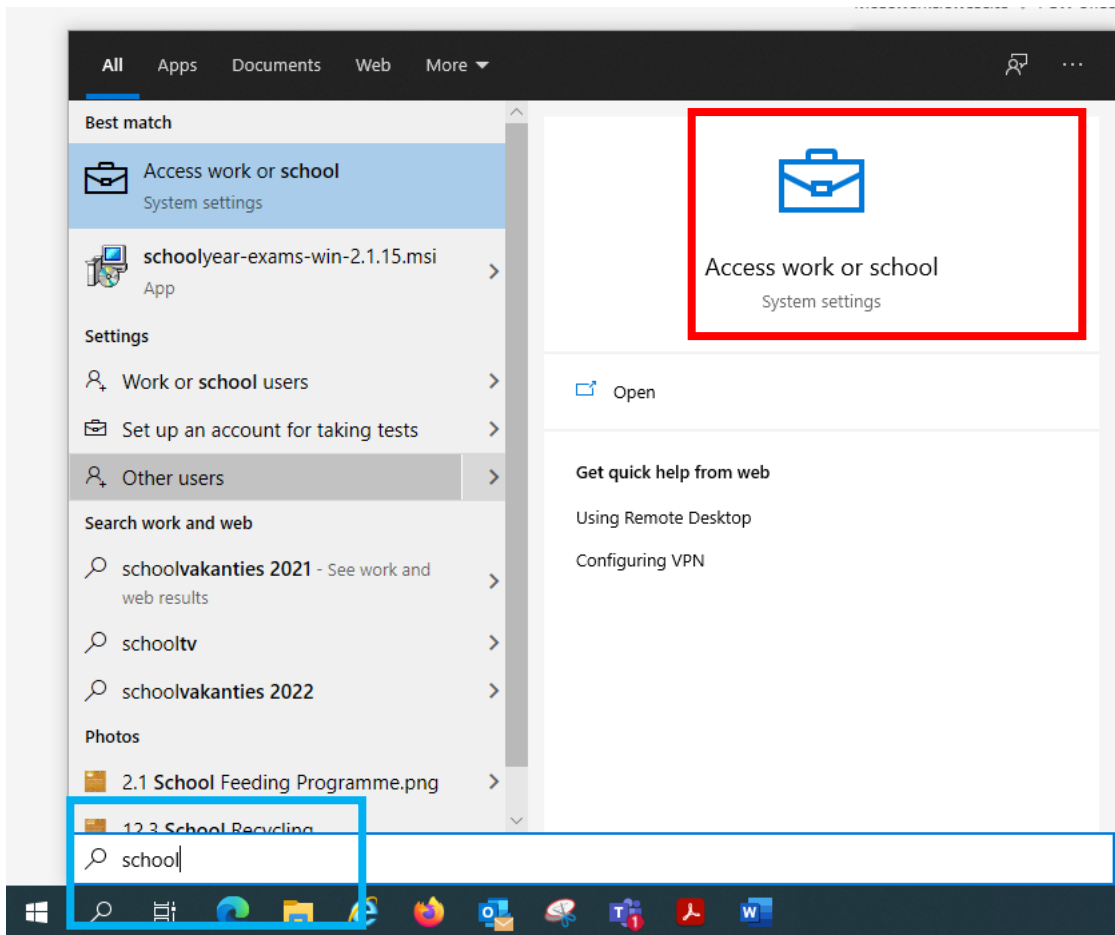
It is now no longer sufficient to just sign out of MS Teams. You will remain logged in on web versions and will automatically sign on when the Teams application is started up by someone after you.

Sign out on all Office apps as follows:

Select the magnifying glass in the search area at the bottom of your screen.

- Type 'school'. •
- Een window containing Access work or school' will appear.

- Klik op Access work or school. ●



- Select your account and click Disconnect to delete all account information from the computer. ●
- You are now properly logged out!

