

## Teams – Guest Access

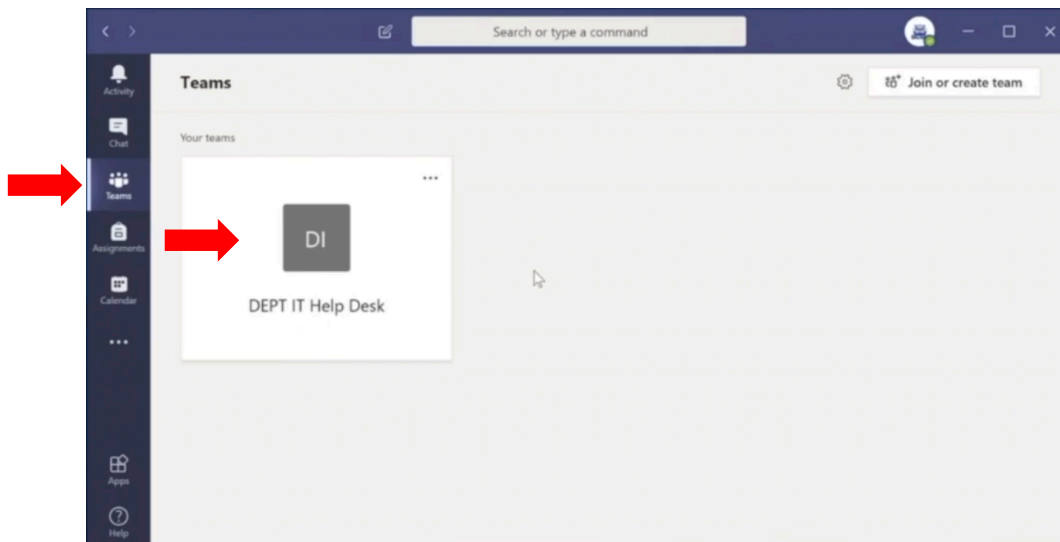
Introduction .....	1
Inviting a guest to join a team .....	1
Joining a team as a guest.....	3

### Introduction

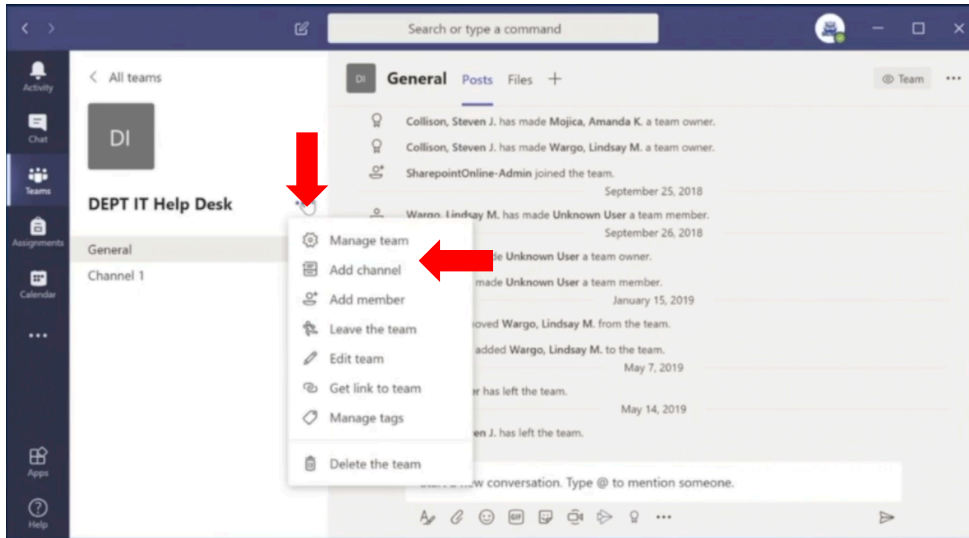
In Microsoft Teams, users set as “owners” of a team can invite non-affiliated users (users without an SCSU account) to their team to collaborate. Non-affiliated users are considered "guests".

### Inviting a guest to join a team

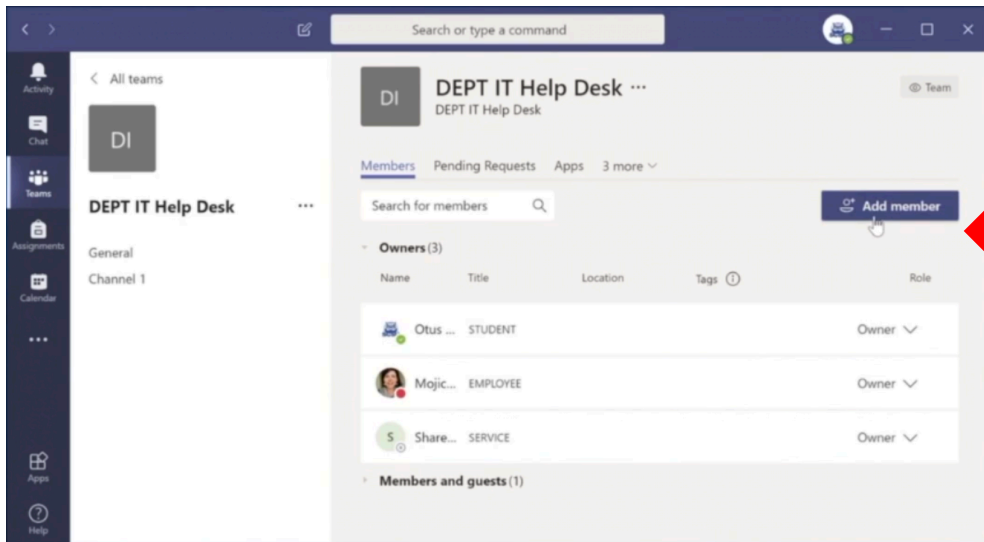
1. Open Microsoft Teams via the software application or the web. If going through the web, go to: [teams.microsoft.com](https://teams.microsoft.com).
2. Select the “Teams” tab on the left menu, then the team you’d like to invite the guest to.



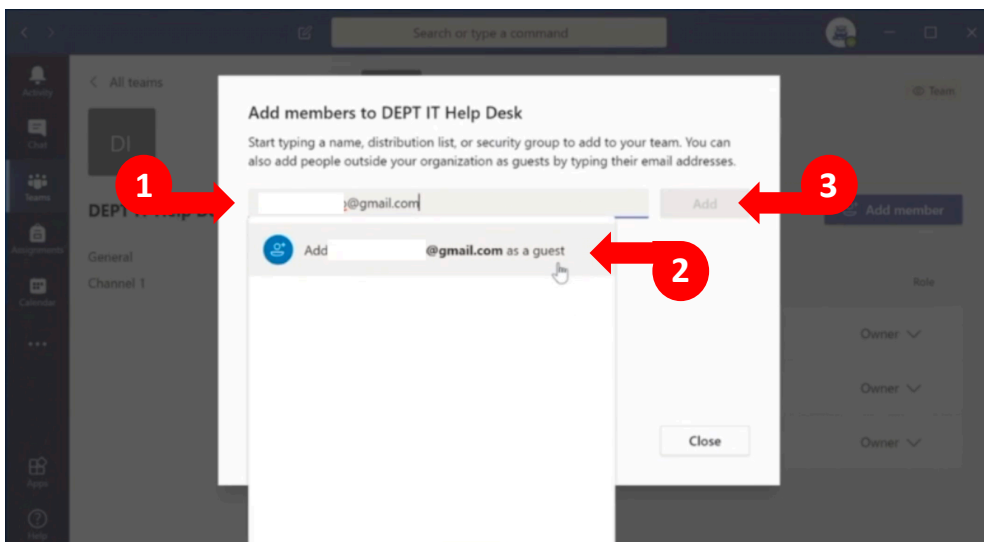
3. Select the ellipses (...) next to the team name, then “Manage team”.



4. Select “Add member”.

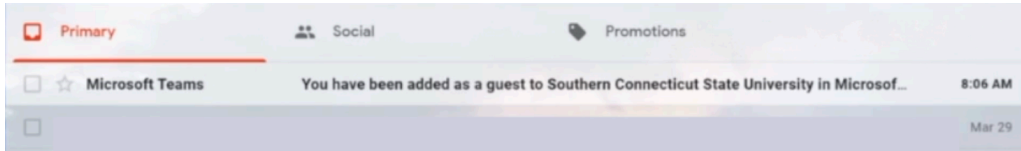


5. Enter the guest’s email address. Teams will recognize this is a guest email. Select “Add (email address) as a guest”, then “Add”. If you instead see, “We didn’t find any matches”, you are not set as an owner of the team. Contact the user in charge of this team to either set you as an owner as well, or for them to add the user themselves.

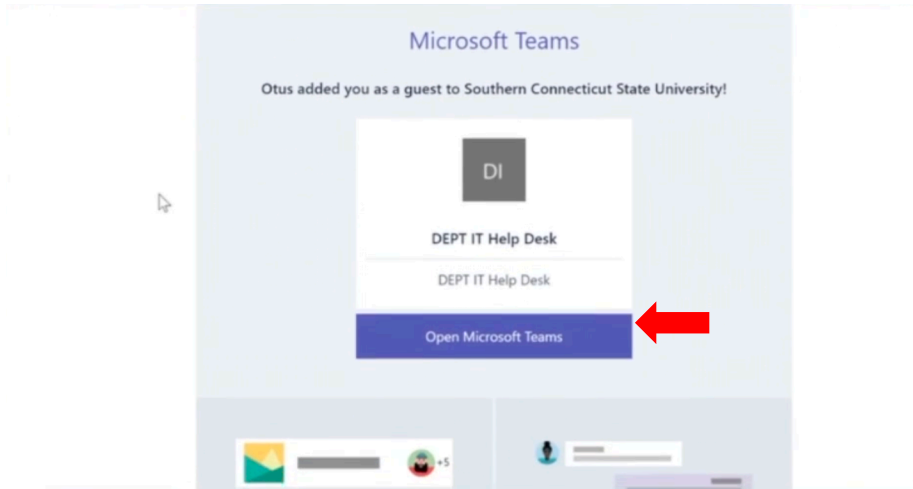


## Joining a team as a guest

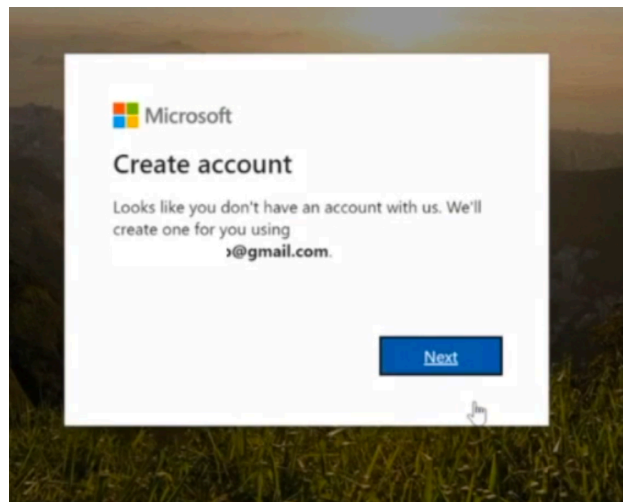
- Once a team owner has added you to the team, you will receive an email notifying you that you have been added to a team.



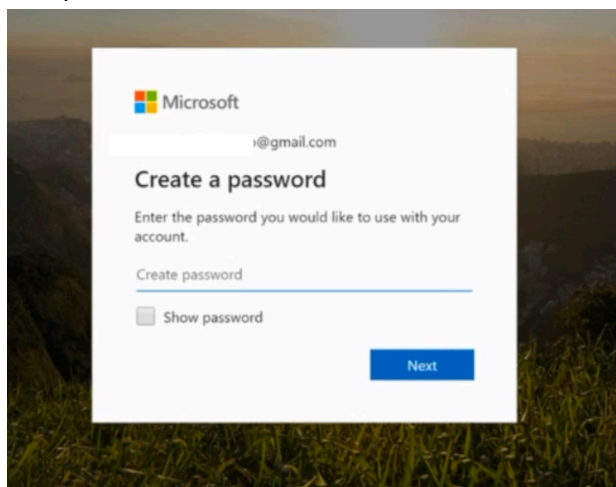
- Click the link provided in this email.



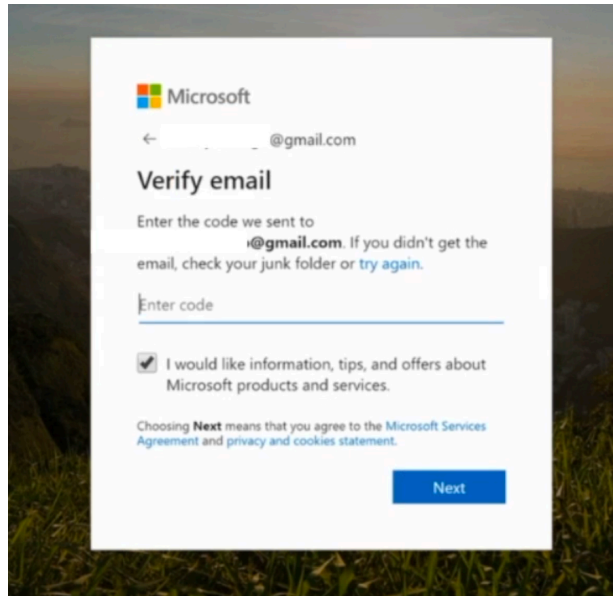
- Sign in with your Microsoft account if one is already made using this email address, or create one.



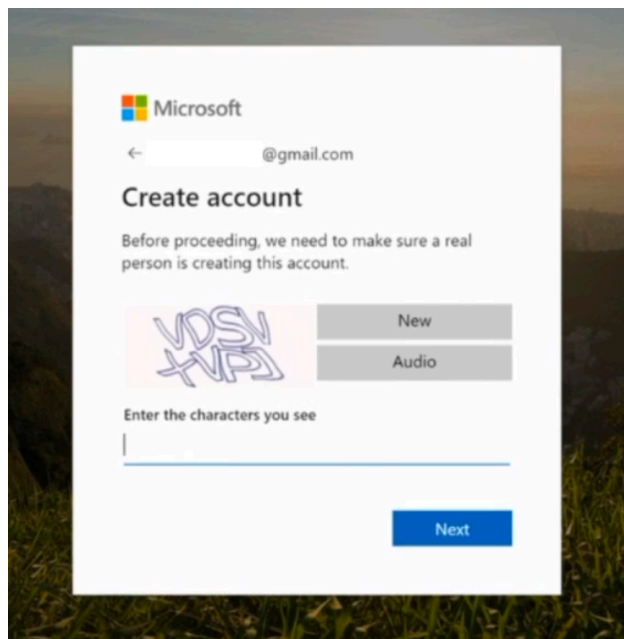
- If creating an account, set a password.



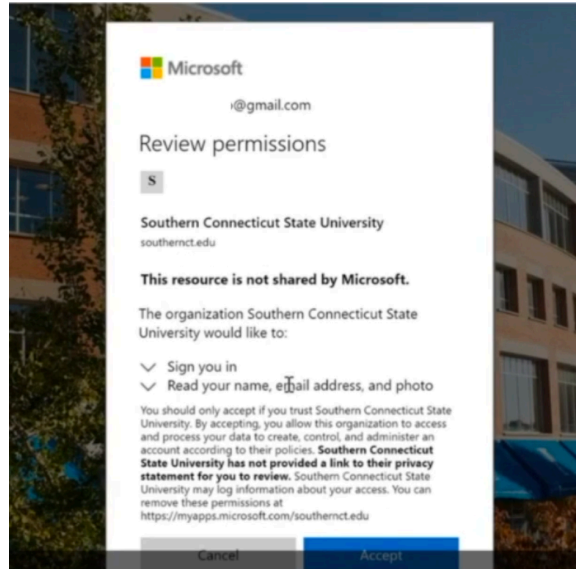
10. A verification code will be sent via email. Retrieve this code and enter here.



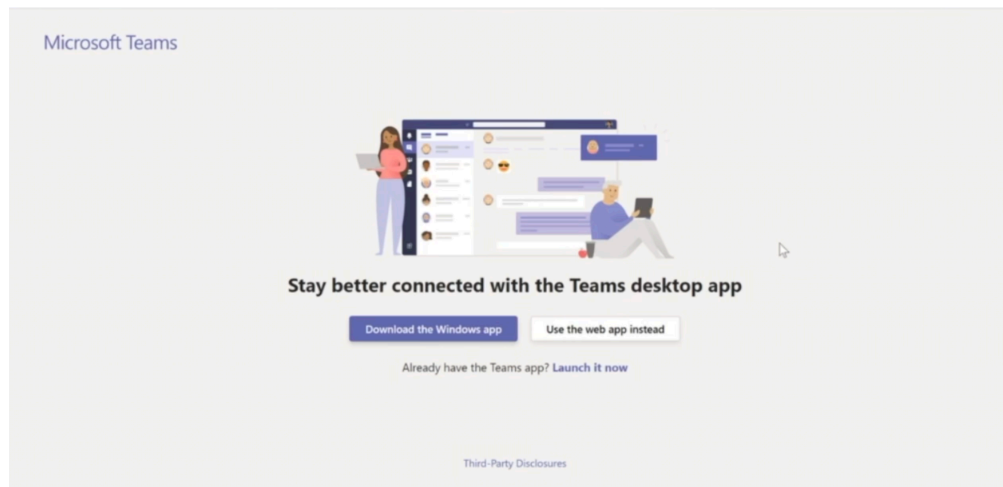
11. Complete any other security prompts.



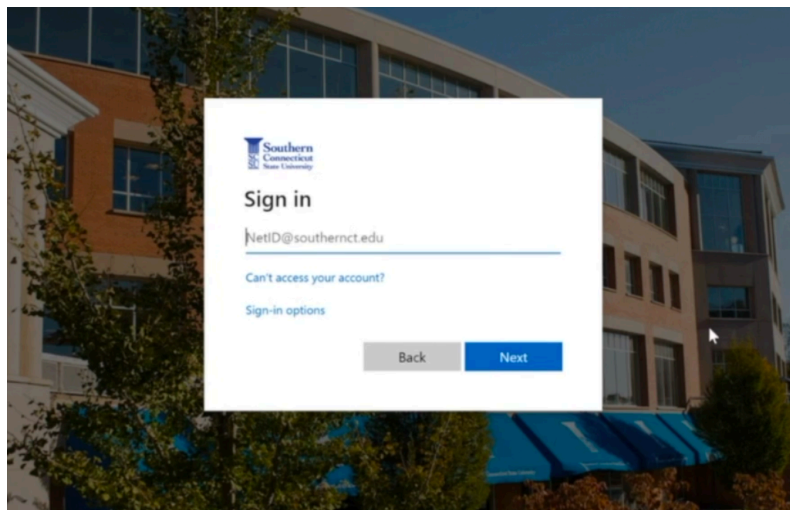
12. Review the permissions required, and select “Accept” to continue.



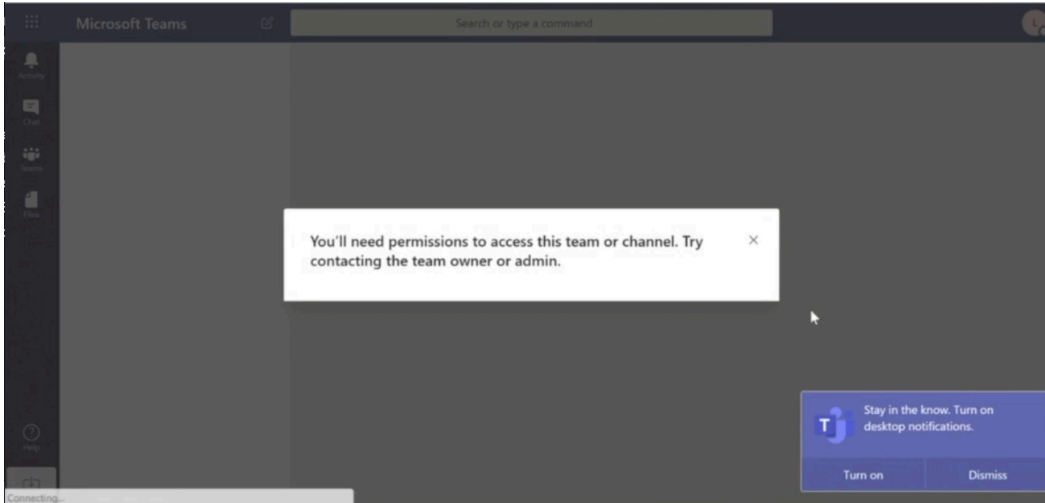
13. You will be prompted to either download the Teams application, or open via the web browser.



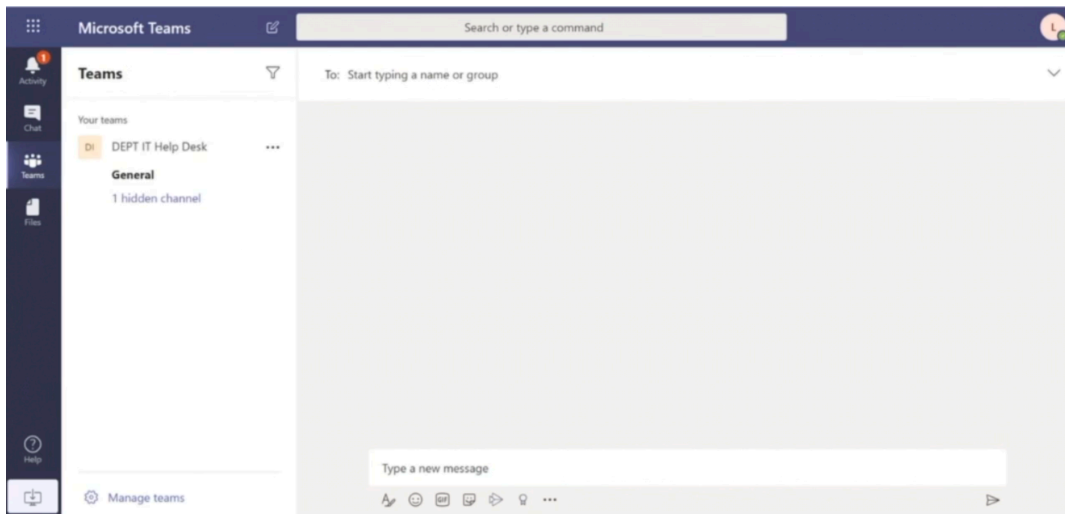
14. When Teams is opened, sign in if prompted.



15. Allow a few minutes for Teams to sync your new account.



16. Your team should appear momentarily.



17. For further information on the guest experience, visit: <https://docs.microsoft.com/en-us/microsoftteams/guest-experience>