Microsoft Teams: Guest Access to a Team

This guide provides an overview on how to add a guest to a team within the Microsoft Teams app. A guest is anyone outside of Maynooth University with a valid consumer or business email address. Adding a guest to a team will allow you to collaborate securely with those outside of the University. <u>Note: you do not need to add a guest to a team in</u> <u>order to invite them to join an online audio or video call – please refer to the separate guide – 'How to join a Teams</u> <u>Online meeting – for guests'.</u>

ts CAN:	Guests CANNOT:
Create a channel within a team Participate in a private chat Participate in a channel conversation Post, delete and edit messages Access team files Share a file within the team Participate in online audio or video calls	 Access OneDrive for Business People search outside of Teams Create or edit a team Browse for a team Search the University directory Upload files in a 1-to-1 chat

To add a guest to a Team:

- 1. Open *Microsoft Teams* and select the team to which you would like to add the guest.
- 2. Select *More Options* (three dots next to the team name) and then *Add member*.



3. Enter the full and correct email address of the guest you wish to add to the team. <u>Important</u>: as you are granting this user access to MU information, please verify that you are adding the guest's correct email address. Select 'Add [guest email address] as a guest', click Add and Close.





4. When you see a message like the one below on the *General* channel of the team in question, you have successfully added the guest to the team.



5. The guest will receive an email like the one below. They must select the *Open Microsoft Teams* button.

	Microsoft Teams		
Nfamh added you as a guest to Maynooth University!			
	DT		
	[Department] - Test Team [Department] - Test Team		
	Open Microsoft Teams		

6. If the guest has never logged into Microsoft Teams with the email address supplied, they must first create an account (left). They must click *Next*, supply a password (right) and click *Next* again.

Microsoft	← nboldt.mu@gmail.com
	Create a password
t looks like you don't have an account with us. We'll create one for you using nboldt.mu@gmail.com .	• Enter the password you would like to use with your account.
	••••••
Next	Show password

7. They must then provide a *Country/region* and their *Date of birth* and click *Next* (left). And the next screen (right) will prompt them to enter a *verification code* which would be sent to the email address supplied.

Microsoft	Microsoft		
← nboldt.mu@gmail.com	← nboldt.mu@gmail.com		
Create account	Verify email		
We need just a little more info to set up your account.	Enter the code we sent to nboldt.mu@gmail.com . If you didn't get the email, check your junk folder or try again.		
Country/region	Enter code		
Ireland • Date of birth • Day • Month • Year • Next	I would like information, tips and offers about Microsoft products and services. Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement. Next		

This email will look like this:

Microsoft account
Verify your email address
To finish setting up your Microsoft account, we just need to make sure that this email address is yours.
To verify your email address, use this security code: 1234
If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.
Thanks, The Microsoft account team

To ensure the person is indeed a real person, the guest must enter the characters on the screen in the space provided and click *Next*.

← nboldt.mu@gmail.com	ı
Create account	
Before proceeding, we nee person is creating this acco	ed to make sure that a rea ount.
WIL	New
	Audio
Enter the characters you see	2

8. Finally, they must *Review Permissions* and *Accept* to access the team.



9. On clicking accept, a browser window will launch with the following message. The guest can choose whether to use Microsoft Teams via the app or the browser, either way, they have successfully created an account and joined the team.

iuncher.ntmi?uri=%a	zr_%23%z11%zrteam%zr19%3a Open Microsoft Teams?	ear/2593/63e4c499/922	860630603643	o4Uthread.tacv2%2
	https://teams.microsoft.com w	vants to open this application	on.	
		Open Microsoft Teams	Cancel	
Stay be	tter connected w	vith the Teams	desktoj	о арр
Ī	Download the Windows app	Use the web app	o instead	
	Already have the Te	ams app? Launch it now		