

Microsoft Teams – Adding External Users

Note: Guests must have an Office 365 work or school account. If the guest doesn't yet have a Microsoft account associated with their email address, they will be directed to create one for free.

External Sharing



If you're working with vendors, researchers, clients, or customers outside of Queen's University, you might want to give them access to your Microsoft Team or to specific files and folders, options include: Guest access:

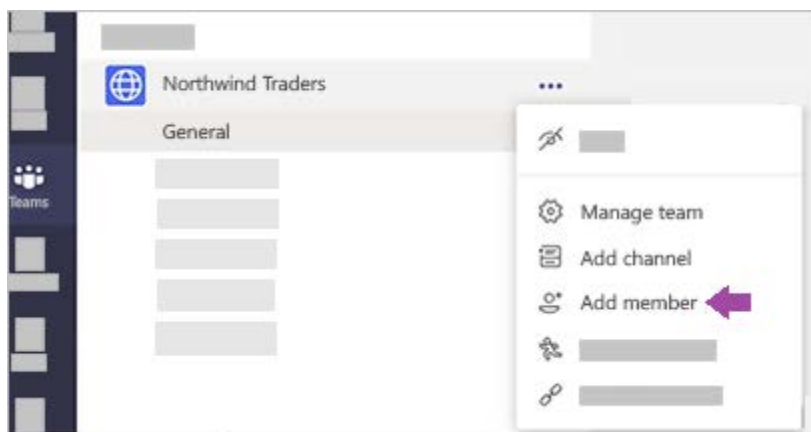
The guest access feature gives Teams owners the ability to include people from outside of Queen's University in a Microsoft Team.

Once added, guests can collaborate with Team members and have access to group conversations, files, calendar invitations, and the group notebook.

Anonymous sharing: Anonymous sharing links are enabled for Microsoft Teams. Team members can create a link that anyone can use to access (view-only) a document or folder, even if they're not logged in to Office 365.


Add Guests to a Team in Teams

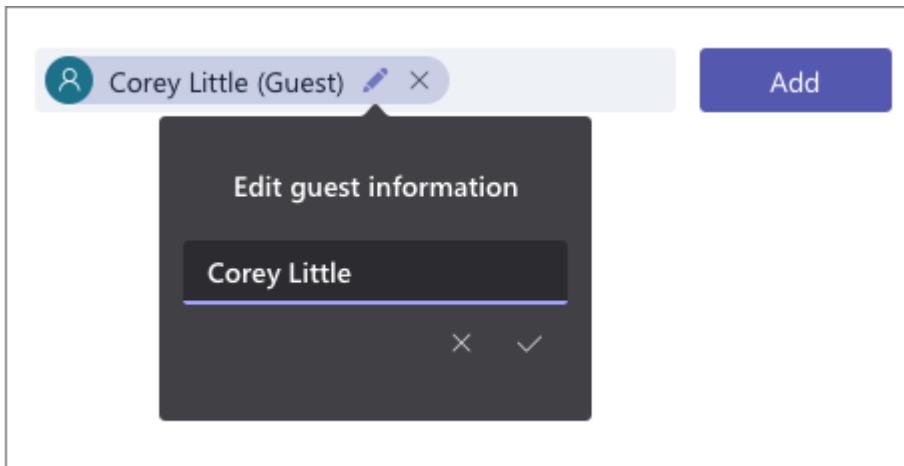
1. Select **Teams**  and go to the team in your team list.
2. Select **More options**  > **Add member**.



3. Enter the guest's email address. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can join your team as a guest.

Note: If you receive a "We didn't find any matches" error while trying to add a guest, your organization doesn't allow guests.

4. Add your guest's name. Select **Edit guest information**  and type a friendly name for them. Be sure to take the time to do this now—you'll need the help of an IT admin to do it later.





5. Click **Add**. Guests will receive a welcome email invitation that includes some information about joining Teams and [what the guest experience is like](#).
6. Now that all that's done, the next thing you're going to do is set guest permissions (below).

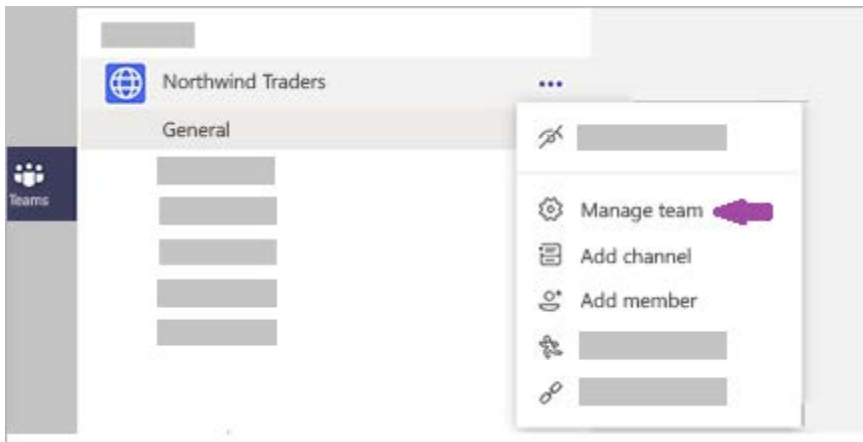
Note: When you add a guest, only their name gets added to their profile card. To add or change other info (such as phone number or title), you'll need to contact your IT admin.

Set Guest Permissions for Channels in Teams

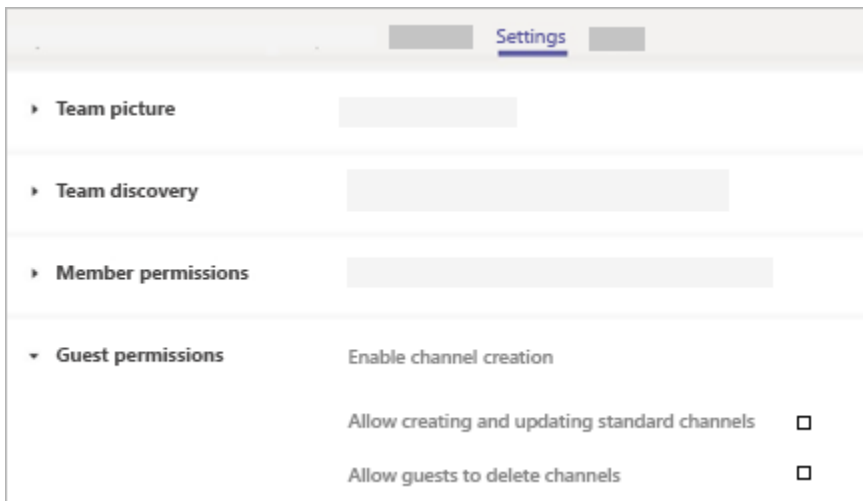
Guests have fewer capabilities than team members, but there's still a lot they can do in channels—where the work actually gets done in Teams! Team owners can set guest permissions for channels to control this. For more details, see [Guest capabilities in Teams](#).

To set guest permissions for channels in Teams:

1. Select **Teams**  on the left side of the app.
2. Go to the team name and select **More options**  > **Manage team**.



3. Select **Settings > Guest permissions**. Check or uncheck the permissions you want to use. Currently, you can give guests permission to create, update, or delete channels.



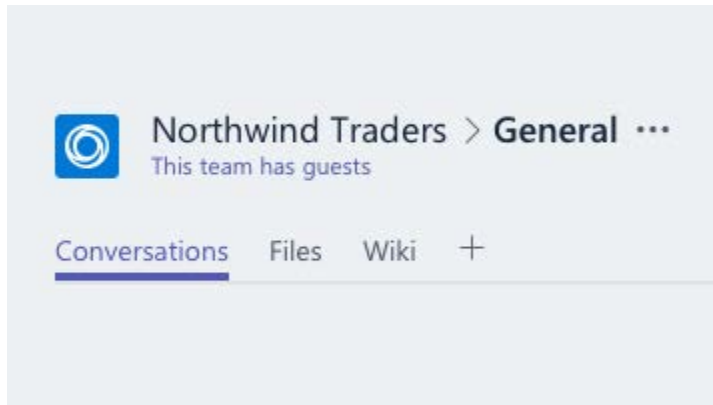
4.

Your guests can now [collaborate with team members in channels](#).

Note: File permissions for guests reflect whatever your admin has set in your SharePoint settings. These can only be changed by your admin.

Identify Guests on a Team

To see if a team has any guests, just look below the heading where the team name shows up.



You can tell if someone is a guest by looking anywhere their name appears—the word “Guest” appears after it. You can also see everyone’s roles in the **Members** tab of a team. Go to the team name and select **More options** **...** > **Manage team** and then **Members**.

Switch guest accounts in Teams

Go to the accounts menu to the left of a profile picture at the top of the app, then pick the team or guest account you want.