

MS Teams: Adding an external guest member

This guide steps Team Owners through adding an external colleague (i.e. someone outwith the University of Aberdeen domain 'abdn') to their Team as a guest, allowing them to participate in Team activity.



Please remember that information or files you post on a Teams site may be available to other team members. Teams is for communication related to your job role and should not be used for personal chat not related to your work. Information you record on Teams could be disclosed in response to a freedom of information request or to someone you refer to in Teams chat. Consider the appropriateness of what you record; only record what is relevant and necessary; and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at dpa@abdn.ac.uk.

Locate your Team



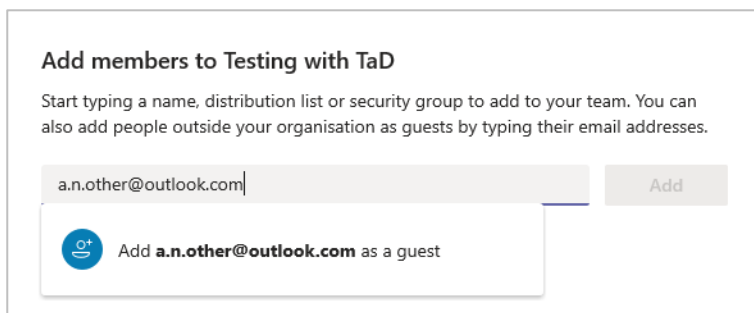
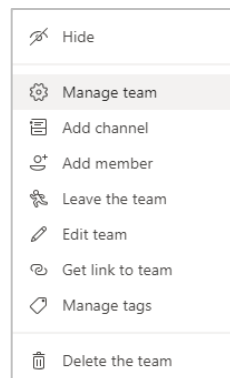
When you create a Team, you become the Team Owner by default. We recommend you add at least one other Owner.

1. On the left side of the Teams interface, click **Teams**.
2. Find the Team you want to add an external guest member to. You may need to click **All Teams**.

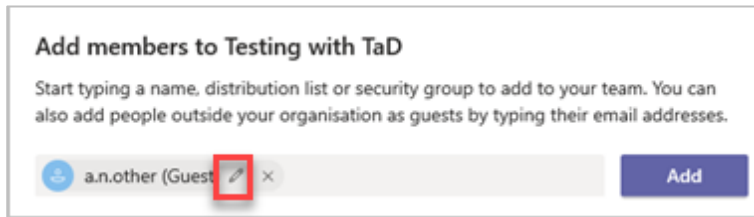


Add a guest member

1. Click on the **More options** ellipsis (...) next to your Team's name and select **Manage team** from the pop-up options.
2. In the window that opens, you will see a list of existing Owners and Members.
3. Click **Add member** and type in the **email address** of the external colleague that you want to invite to your Team as a guest.
4. Teams will recognise that the address you are adding is not part of the 'abdn' domain and will offer to add it **as a guest**. Enter the guest's **name@domain.com**.




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5. **Click** on the suggested email address from drop-down and click to select to resolve the address field:



Add members to Testing with TaD

Start typing a name, distribution list or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.

a.n.other (Guest)  x Add



Note: You can use the pencil icon to change how your guest's name appears, if appropriate.

6. Click **Add**.
7. Repeat the process for any other external colleagues you want to add, then click **Close**.
8. Your guest(s) will then be listed under **Members and guests**.



Please remember to provide a link to help your guest join your Teams Site: [Join as an external guest member.](#)

Removing a guest

You may need to remove an external guest from your Team, for example, at the end of a project.

To do this:

1. Go to your **Team – Manage Team**.
2. Open out **Members and guests** group.
3. **Click cross** next to the guest you wish to remove.

Further information and help

See [Guides and Links](#) in our **MS Teams** resource on Toolkit, or contact the Service Desk: myit@abdn.ac.uk