

MS Teams: Adding an external guest

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



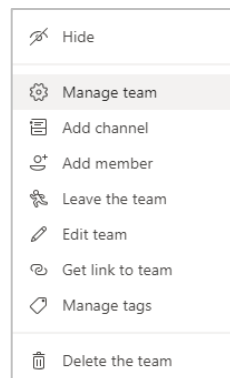
When you create a Team, you become the Team Owner by default. We recommend you add at least one other Owner.

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**.

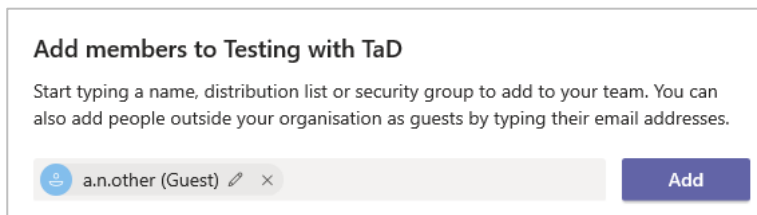


Add members to Testing with TaD

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.

 Add **a.n.other@outlook.com** as a guest

5. Click on the text **Add name@domain.com as a guest** to resolve the address field:

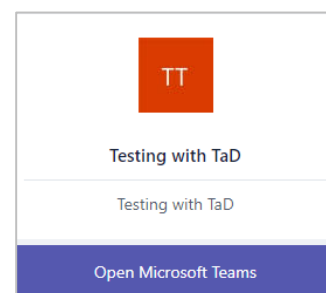


Note: You can use the pencil icon to change how your guest's name appears, if appropriate.

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**.

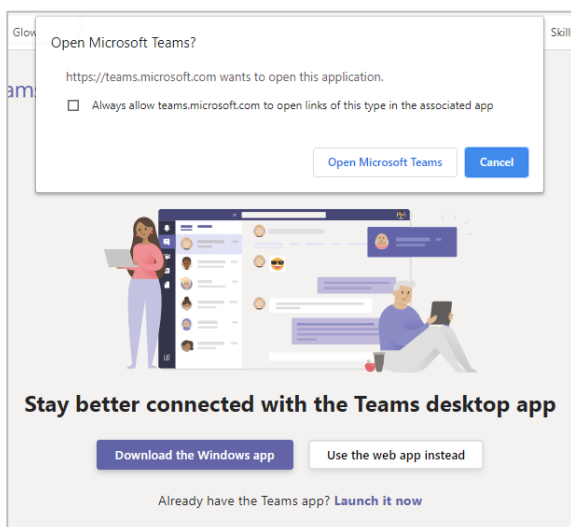
What should your guest expect?

1. Teams sends an automated email to the address you provided for your guest. This email includes a link to your Team.
2. Your guest should click on **Open Microsoft Teams**.
3. What happens next will depend on whether your guest's email account is a Microsoft one or not, whether they already use Teams or have guest access to another University of Aberdeen Office 365 app (e.g. SharePoint), and what device they are using when they click the link.



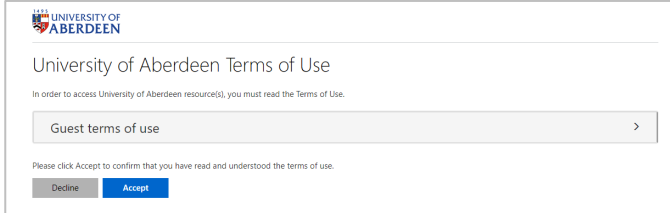
A guest with a Microsoft account

1. They will be prompted to enter the **password** for their Microsoft account.
2. They will be prompted to **Review permissions** and **Accept**.
3. They will be asked for **more information** and stepped through **additional security verification** where they can choose how to be contacted, e.g. enter a mobile number so they can be sent a code that they can then use to **Verify** their account¹.
4. They will then be given options of how they want to open the link to Microsoft Teams.

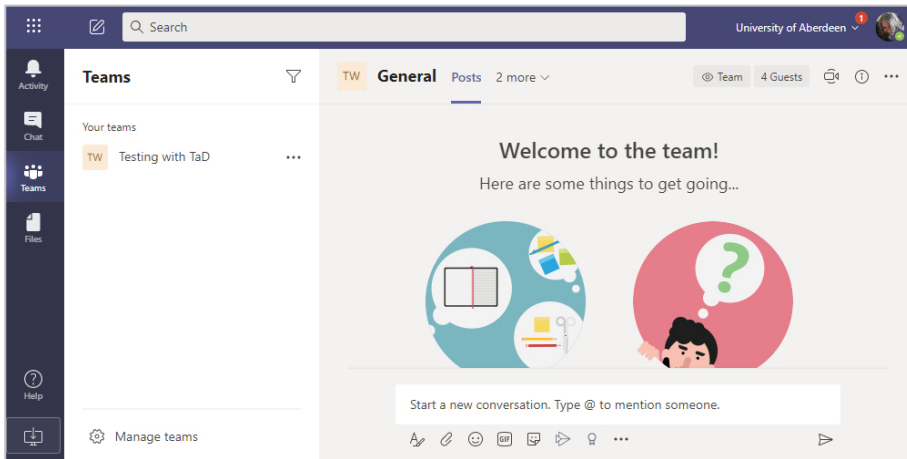


¹ They will have to verify their account in this way every time they use the web app.

5. If they choose **Open Microsoft Teams** and already have the Teams Desktop app on their device, they may be prompted to switch to University of Aberdeen Teams and to sign in again.
6. If they *don't* already have the Teams Desktop app, they can choose to: **Download the app** or **Use the Web app instead**.
7. They will be prompted to view and accept **University of Aberdeen Guest terms of use**.



8. Your guest should then see the University of Aberdeen Teams environment and the Team you have added them to as a guest.

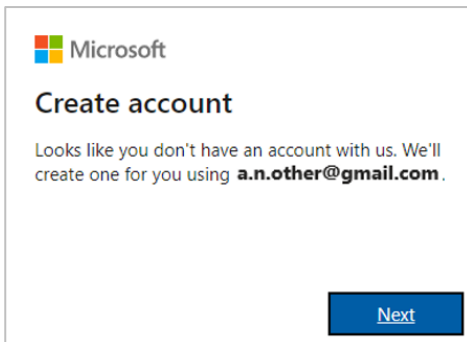


A guest with a non-Microsoft account

1. When a guest with a *non*-Microsoft account (e.g. a gmail account) clicks on the link to **Open Microsoft Teams**, they will be prompted to **create** a Microsoft account.

They will only need to go through this process once but should take careful note of details as they will be prompted to use this if invited view/edit another Site or Team or OneDrive file. For example, they may set up a different password to the one they normally use to access their non-Microsoft account. They will need to remember what this is!

They should accept this and click **Next**:



2. They will be prompted to **create a password** for that account. Then to click **Next**:

3. They will be prompted to enter their **Birth date** and click **Next**.
4. A code is sent to your guest's email account which they should enter to **Verify their email** address.

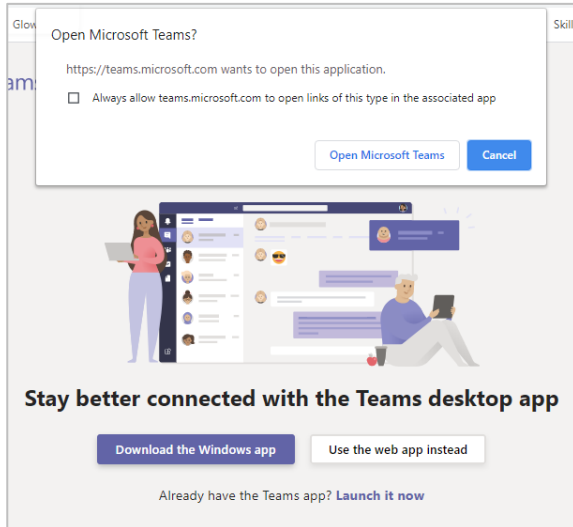


It is advisable to **untick** the checkbox regarding receiving information and offers from Microsoft.

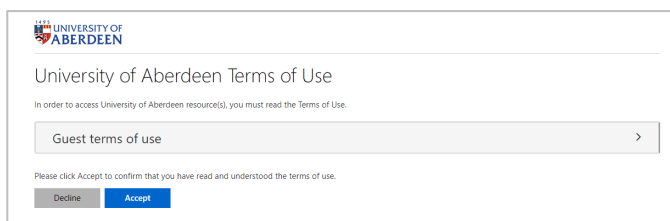
5. Click **Next**.

6. As an additional security check and to prove they are not a robot, your guest will be prompted to **enter** the characters they see, or to solve a puzzle, then to click **Next**.
7. They will be prompted to **Review** and **Accept** permissions.
8. Now that a Microsoft account has been set up for your guest, they will next be asked for more information and be stepped through **additional security verification** where they can choose how to be contacted, e.g. enter a mobile number so they can be sent a code and then enter that to **Verify** their account².
9. They will then be given options of how they want to open the link to Microsoft Teams.

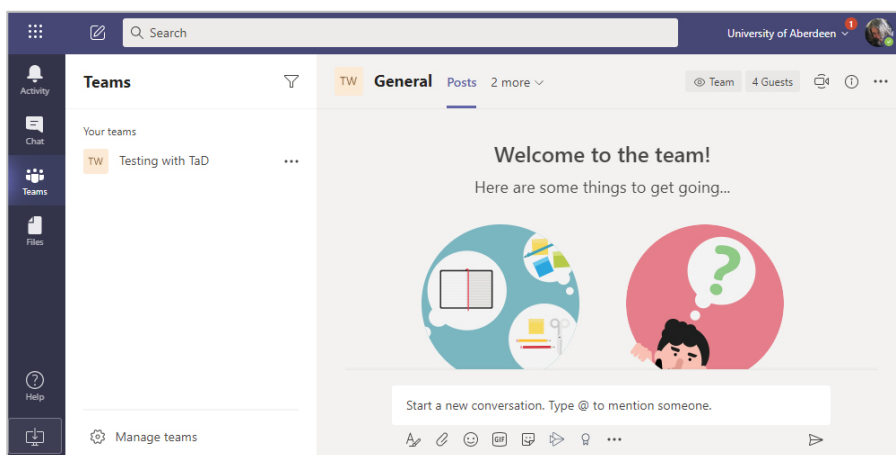
² They will have to verify their account in this way every time they use the web app.



9. If they already have the Teams Desktop app and choose **Open Microsoft Teams**, they may be prompted to switch to University of Aberdeen Teams and to sign in again.
10. If they *don't* already have the Teams Desktop app, they can choose to: **Download the app** or **Use the Web app instead**.
11. They will be prompted to view and accept **University of Aberdeen Guest terms of use**.



12. Your guest should then see the University of Aberdeen Teams environment and the Team you have added them to as a guest.



A guest has limited permissions in a Team but will be able to chat, engage in Team conversations, collaborate on files and join a meeting in a channel.
For more information from Microsoft see: [Guest permissions](#)

An external colleague who is already a Guest of the University of Aberdeen.

If your external guest has already been invited to another University of Aberdeen Team or OneDrive file, they will have already agreed to Guest terms of use for University of Aberdeen, and have set up their method of security verification for their account.

1. If they see a Microsoft Sign In window and they should **sign in**:
 - a. With their personal or organisational Office 365 Microsoft account, *or*
 - b. With the Microsoft account associated with their non-Microsoft email account that they may have been prompted to create the first time they accessed another University of Aberdeen Office 365 app, e.g. SharePoint or OneDrive for Business.
2. Verify their account, when prompted, using the method they chose on first becoming a guest e.g. entering a code received on mobile.
3. They should then see the Team.

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 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:
<https://myit@abdn.ac.uk>