# MS Teams: Join as an external guest member

This guide steps external guest members through obtaining access to a University of Aberdeen Teams Site, allowing you to participate in a 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.
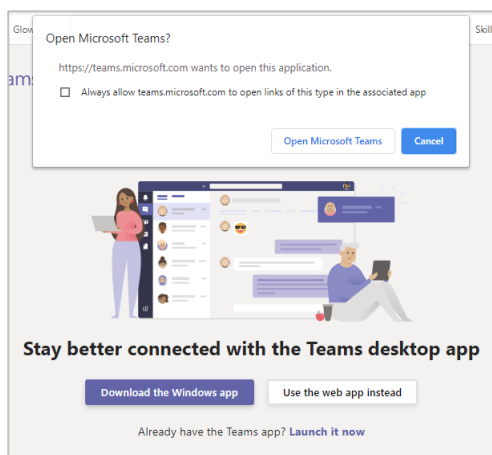
What should you expect as a guest?

1. Teams will send an automated email to the nominated email address you provided for your inclusion in the Team. This email includes a link to your Team.

2. You should click on **Open Microsoft Teams**.

3. What happens next will depend on whether your email account is a Microsoft one or not, whether you already use Teams or have guest access to another University of Aberdeen Office 365 app (e.g. SharePoint), and what device you are using when you click the link.
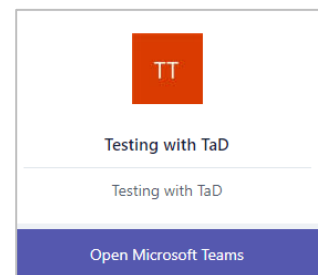
A guest member with a Microsoft account

1. You will be prompted to enter the **password** for your Microsoft account.

2. You will be prompted to **Review permissions** and **Accept**.

3. You will be asked for **more information** and stepped through **additional security verification.** You can choose how to be contacted, e.g. enter a mobile number to be sent a code to **Verify** your account[1].

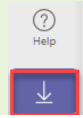4. You will then be given options of how you want to open the link to Microsoft Teams.

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[1] You will have to verify your account in this way every time you use the web app.

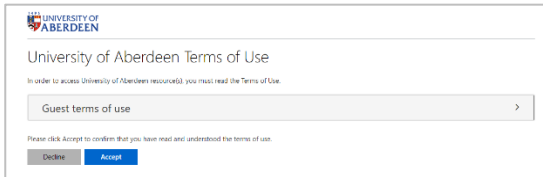5. Choose to **Use the web app instead**.

6. You will be prompted to view and accept the **University of Aberdeen Guest Terms of Use**.

7. Once Teams opens in the Web app, your user's account icon appears on the top right-hand side of the screen. Once selected, it will show your other accounts, allowing you to switch easily between guest and other organisational accounts.
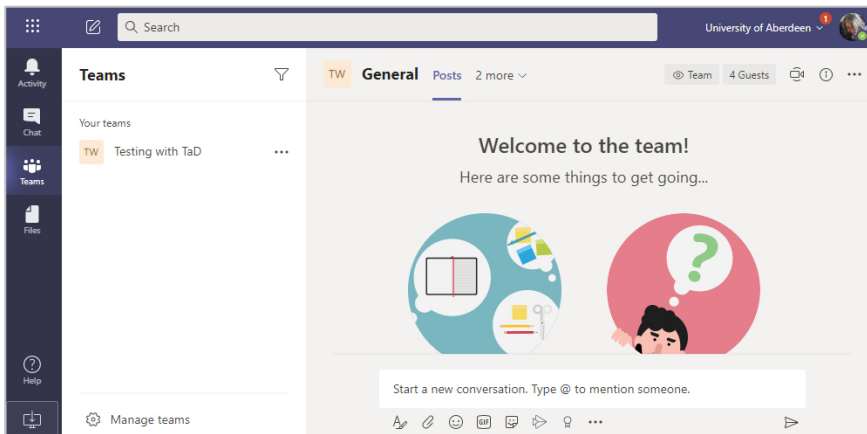

8. Upon opening the Teams Desktop app, you may be prompted to switch to the **University of Aberdeen Teams** and sign in again.

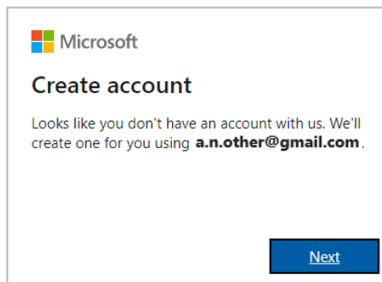9. You should then see the University of Aberdeen Teams environment and the Team you have been added to as a guest.

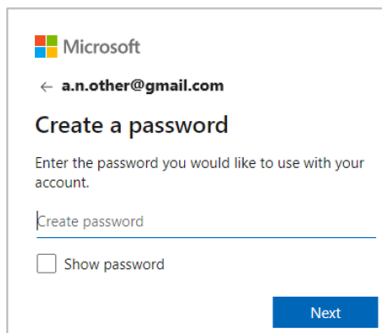## A guest member without a Microsoft account

1. If you don't already have a Microsoft account you will be prompted to create one when you click on the link to **Open Microsoft Teams**.

   You will only need to go through this process once but should take careful note of details as you will be prompted to use this if invited to view/edit another Site or Team or OneDrive file.

   Click **Next** to start creating an account.

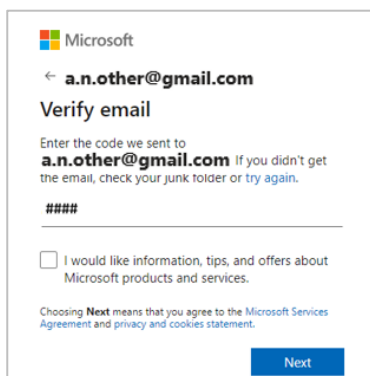2. **Create a password** and click **Next**:

3. You will be prompted to enter your **Birth date** and click **Next**.

4. A code is sent to your email account, which you should enter to **Verify your 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 you are not a robot, your guest will be prompted to **enter** the characters you see, or to solve a puzzle, then to click **Next.**

7. You will be prompted to **Review** and **Accept** permissions.

8. Now that a Microsoft account has been set up for your guest, you will be asked for more information and be stepped through **additional security verification.** This is where you can choose

how to be contacted, e.g. enter a mobile number to be sent a code and then enter that to **Verify your account**[2].

9. You will then be given options of how you want to open the link to Microsoft Teams.
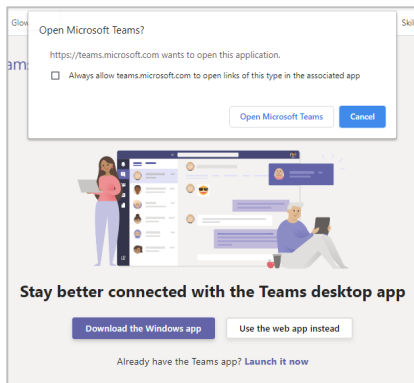

10. Choose to **Use the web app instead**.

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> **Recommended:** You should only need to use the Web app once, after which you should be able to use yourMicrosoft Teams Desktop app.
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> If you *don't* already have the Teams Desktop app, you can choose to: **Download the app** from the download icon at the bottom left-hand side of the browser window beneath the **Help** icon or continue to **Use the Web app instead**
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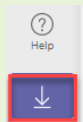
11. You will be prompted to view and accept the **University of Aberdeen Guest Terms of Use**.
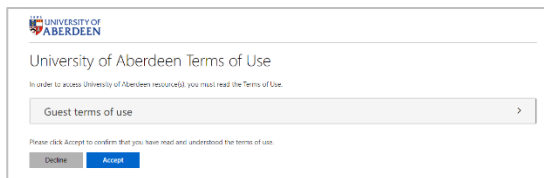
12. Once Teams opens in the Web app, the user's account icon appears on the top right-hand side of the screen and, once selected, will show yourother accounts allowing users to switch easily between yourguest and normal user accounts.
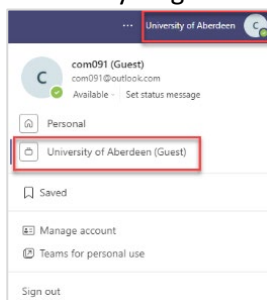

13. Upon opening the Teams Desktop app, you may be prompted to switch to the **University of Aberdeen Teams** and sign in again.

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> If your user account icon is not listing your other organisational accounts when selected in the Teams Desktop app. It would be best if you restarted your computer to refresh the app and make sure Teams is running on the most recent version (to check for updates, click on the ellipsis and from the drop-down, click **Check for updates**).

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[2] You will have to verify youraccount in this way every time you use the web app.

14. Your guest should then see the University of Aberdeen Teams environment and the Team you have added them to as a guest.
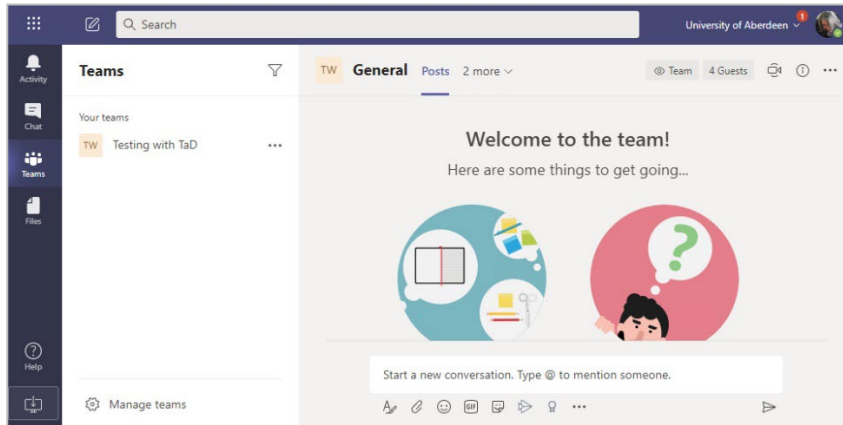
15. If you already have the Teams Desktop app and choose **Open Microsoft Teams**, you may be prompted to switch to University of Aberdeen Teams and to sign in again.

> ⚠️ 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

Are you an external colleague already a guest of the University of Aberdeen?

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

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

Further information and help

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