

# 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. **Note: you do not need to add a guest to a team in order to invite them to join an online audio or video call – please refer to the separate guide – ‘How to join a Teams Online meeting – for guests’.**

## Guests CAN:

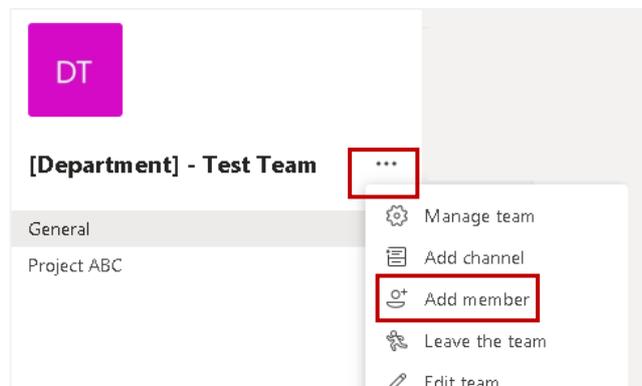
- Create a channel within a team
- Participate in a private chat
- Participate in a channel conversation
- Post, delete and edit messages
- Access team files
- Share a file within the team
- Participate in online audio or video calls

## Guests CANNOT:

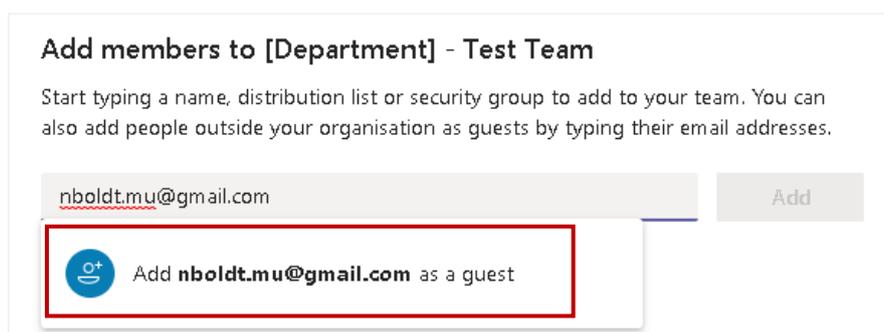
- Access OneDrive for Business
- People search outside of Teams
- Create or edit a team
- Browse for a team
- Search the University directory
- Upload files in a 1-to-1 chat

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*.

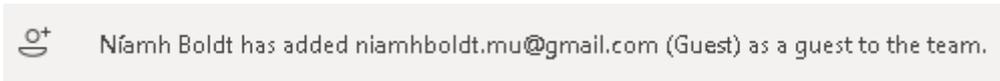


3. Enter the full and correct email address of the guest you wish to add to the team. **Important:** as you are granting this user access to MU information, please verify that you are adding the guest's correct email address. Select '*Add [guest email address] as a guest*', click *Add* and *Close*.

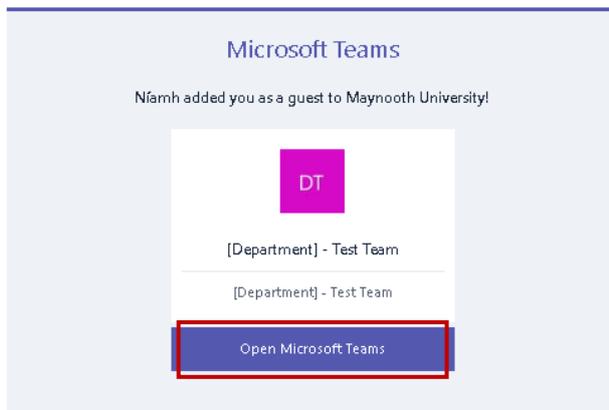




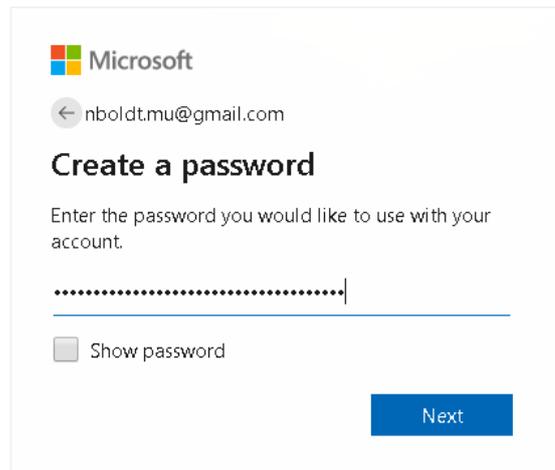
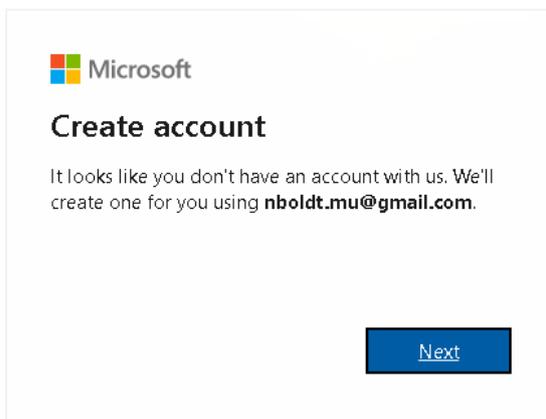
4. When you see a message like the one below on the *General* channel of the team in question, you have successfully added the guest to the team.



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



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.

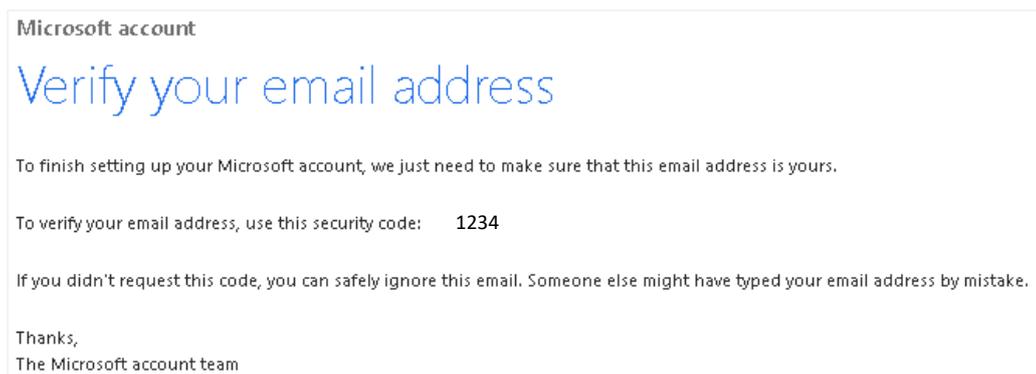


7. They must then provide a *Country/region* and their *Date of birth* and click *Next* (left). And the next screen (right) will prompt them to enter a *verification code* which would be sent to the email address supplied.

Microsoft  
← nboldt.mu@gmail.com  
**Create account**  
We need just a little more info to set up your account.  
**Country/region**  
Ireland  
**Date of birth**  
Day Month Year  
Next

Microsoft  
← nboldt.mu@gmail.com  
**Verify email**  
Enter the code we sent to **nboldt.mu@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).  
Enter code  
 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

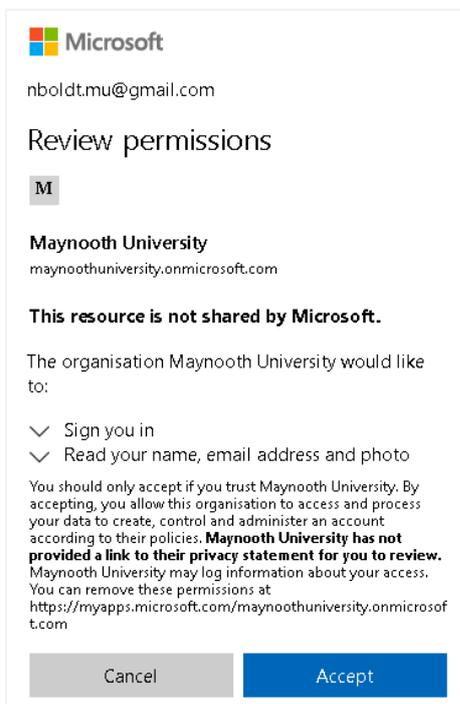
This email will look like this:



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*.

Microsoft  
← nboldt.mu@gmail.com  
**Create account**  
Before proceeding, we need to make sure that a real person is creating this account.  
wkywql4  
New  
Audio  
Enter the characters you see  
wkywql4  
Next

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.

