

Guest access to a Microsoft Teams team

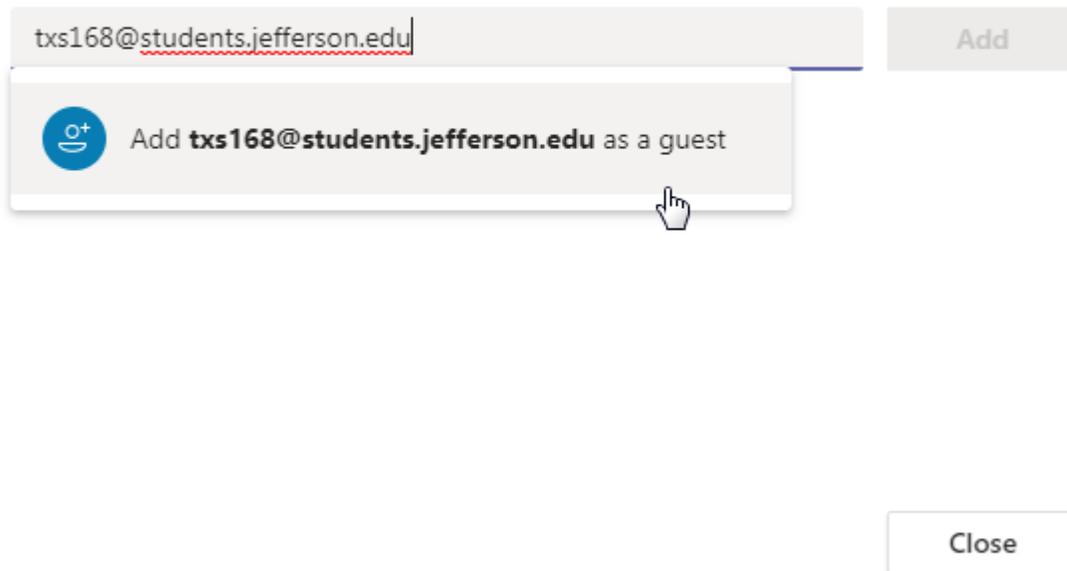
A team owner in Microsoft Teams can add and manage guests in their teams via the web or desktop (locally installed Microsoft Teams client). A guest can participate in Teams, with full access to team chats, meetings, and files. Only people who are outside of your organization can be added as guests; people from within your organization can join as regular team members. Employees and contractors of Jefferson (both TJUH and TJU) have accounts in one Microsoft tenant, while our University students have accounts in an entirely different Microsoft tenant. This is the reason why adding someone outside of your tenant are considered a guest, even though we are all "Jefferson".

How a guest becomes a member of a team

1. A team owner or a Microsoft 365 or Office 365 admin [adds a guest to a team](#). Please follow the below screen shots for an explanation.

Add members to test team

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



After entering the guests email address, you must click the fly out bubble that says "Add <email address> as a guest".

Add members to test team

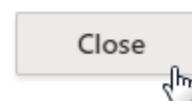
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.



You must then click on the "Add" button.

Add members to test team

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



When done adding all guests, click on the "Close" button.

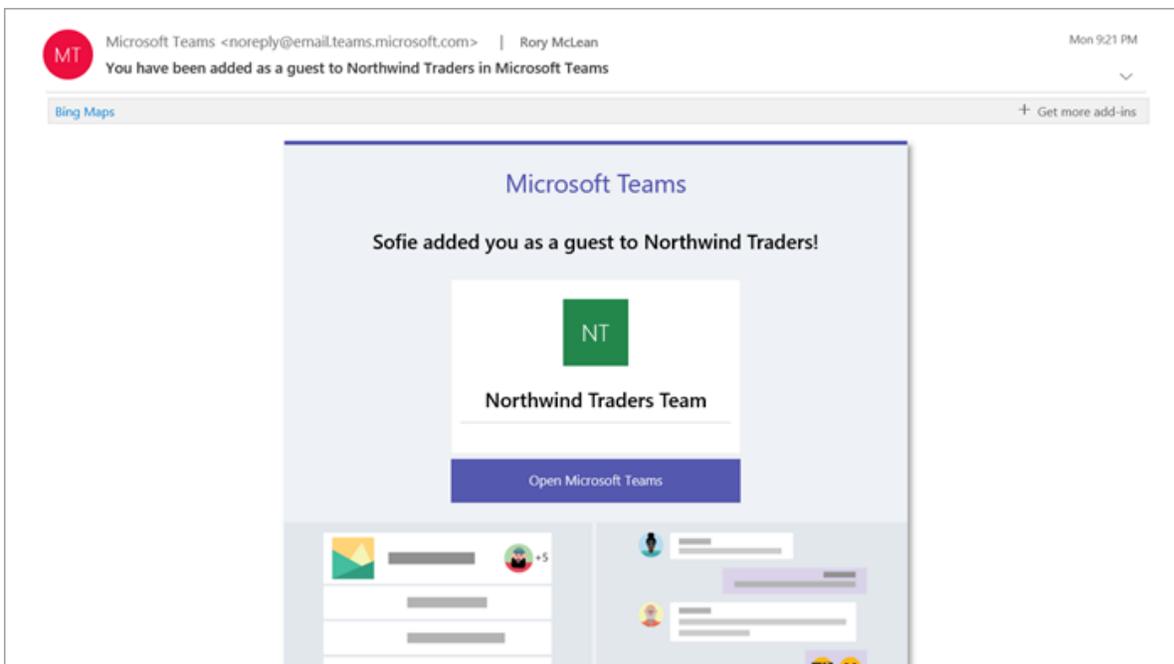
2. The Microsoft 365 or Office 365 admin or the team owner manages a guest's capabilities as necessary: for example, allowing a guest to add or delete channels or disabling access to files.
3. The guest receives a welcome email from the team owner, with information about the team and what to expect now that they're a member.
4. The guest accepts the invitation. Guest users who have an Office 365 work or school account can accept the invitation directly.
5. After accepting the invitation, the guest can [participate in teams and channels](#), receive and respond to channel messages, [access files in channels](#), participate in chats, join meetings, collaborate on documents, and more.

In Teams, guests are clearly identified. A guest user's name includes the label **(Guest)**, and a channel includes an icon to indicate that there are guests on the team. For more details, see [What the guest experience is like](#).

Guests can leave the team at any time from within Teams. For details, see [How do I leave a team?](#)

What the guest experience is like

When a guest is invited to join a team, they receive a welcome email message. This message includes some information about the team and what to expect now that they're a member. The guest must accept the invitation by selecting Open Microsoft Teams in the email message before they can access the team and its channels.



How a guest participates as a member of a team

In the Jefferson Office 365 environment (including both employee and student tenants), there may be occasions where a user is both a regular member of a team or a guest member on a team. Examples include faculty (owner) adding students (guests) to a team for collaboration with a project or assignment dissemination, or the reverse with a student created team adding a faculty member as a guest for collaboration purposes.

Currently the locally installed Microsoft Teams client (on a PC or Mac) does not allow you to access multiple Office 365 accounts at the same time; this is a Microsoft limitation, and not a Jefferson limitation. If you're both a regular member of a team (based in your Office 365 tenant) and a guest member of a team (another Office 365 tenant), you'll be required to use the web-based version of Microsoft Teams which will allow you to access the team where you're a guest member. In the browser-based version, you have the option of choosing which Office 365 tenant (employee or student) you want to access (see image #1 below). You may use the browser version exclusively, or if you have the locally installed Microsoft Teams client, you may use the local client for access to your tenants' teams, and the browser version for the guest access.

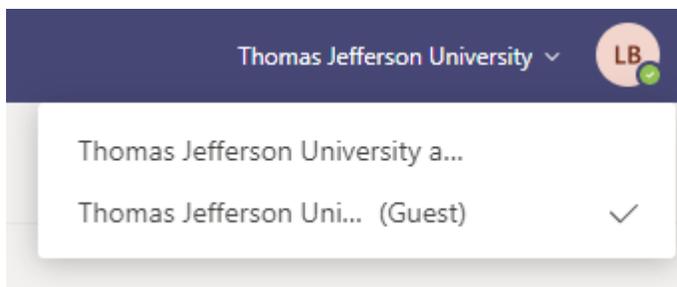


Image #1

The location of this option is in the top right corner of the web browser tab/window. You may flip back and forth between the two tenants as necessary in the web-based access.

In Summary

By following these directions, you should now be able to add guests to an existing Microsoft Teams team. When added as a guest member of a team, you should now also understand how to participate in both teams that are members of your own Office 365 tenant, well as a guest from another Office 365 tenant.