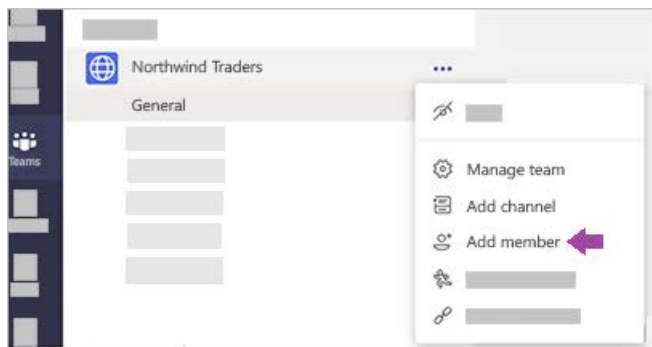


HOW TO ADD A GUEST TO YOUR TEAM IN MICROSOFT TEAMS

Microsoft Teams allows you to work with guests external to your organization. Use this feature to create audio/video meetings with guests, collaborate on files, and more.

You must be a **team owner** to add a guest and [set guest permissions](#), such as file access. To add a guest to your team:

1. Select **Teams** in the left-side menu and go to the team in your team list.
2. Next to the name of the Team that you're looking to add to, select **More options** (three dots), then **Add member**.



3. Enter the guest's email address. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can join your team as a guest.

Note: If you receive a “We didn't find any matches” error while trying to add a guest, your organization doesn't allow guests. Contact Grade A for help with this.

4. Add your guest's name. Select **Edit guest information** and type a name for them.
5. Click **Add**. Guests will receive a welcome email invitation. The guest must accept the invitation by selecting **Open Microsoft Teams** in the email message before they can access the team and its channels.

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 video calls and meetings, collaborate on documents, and more.