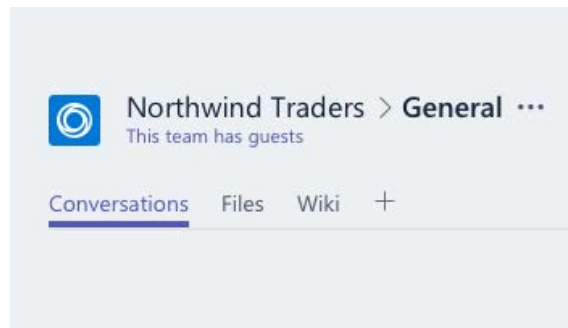


HOW TO IDENTIFY GUESTS IN MICROSOFT TEAMS

On Microsoft Teams, a team may comprise of users internal to your organization as well as external guests that have been invited to collaborate and join meetings.

To see if a team has any guests, simply check below the heading where the team name shows up.



You can tell if someone is a guest by looking anywhere their name appears—the word **“Guest”** will appear after it. You can also see everyone’s roles in the Members tab of a team. Go to the team name and select **More options** (three dots) > **Manage team** and then **Members**.