



HOW TO JOIN A TEAM OUTSIDE OF YOUR ORGANIZATION

IN MICROSOFT TEAMS

With Microsoft Teams, you're able to join video/audio meetings, collaborate on documents and more with external partners to your business such as clients and vendors.

To join a team outside of your organization, follow these steps:

1. A **team owner** or an Office 365 admin must add you as a guest to the team that you're trying to join.
2. The Office 365 admin or the team owner manages your guest permissions as necessary. For example, allowing you to add or delete channels or disabling access to files.
3. You'll receive a welcome email from the team owner, with information about the team and what to expect now that you're a member.
4. You can accept the invitation by clicking **Open Microsoft Teams**. Guest users who have an email address that belongs to an Azure Active Directory or Office 365 work or school account can accept the invitation directly. If you don't yet have a Microsoft account associated with your email address, you'll be directed to create one for free. However, you are not required to create a Microsoft account as you can join via the web app using any domain (i.e. Gmail, Yahoo, etc.).
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.