

## Adding Guests to a team in Teams

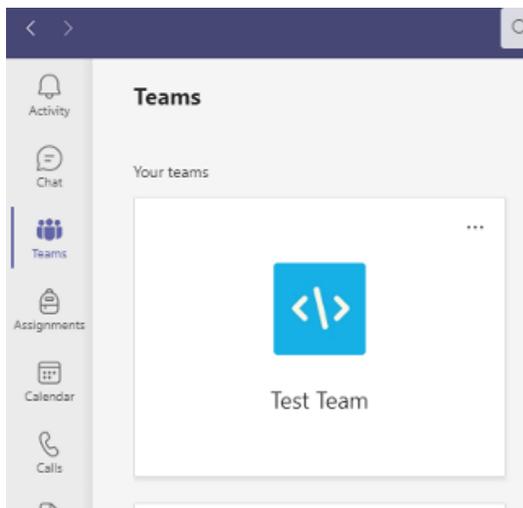
When you want to collaborate with those outside of your organization in a Teams setting you can add them as a guest user to Teams. This will give your guests access to files saved in the team for collaboration.

Guest users have limited capabilities in Teams compared to team members and team owners that are a part of our organization. It's important to note that only team owners can add guest users to a team.

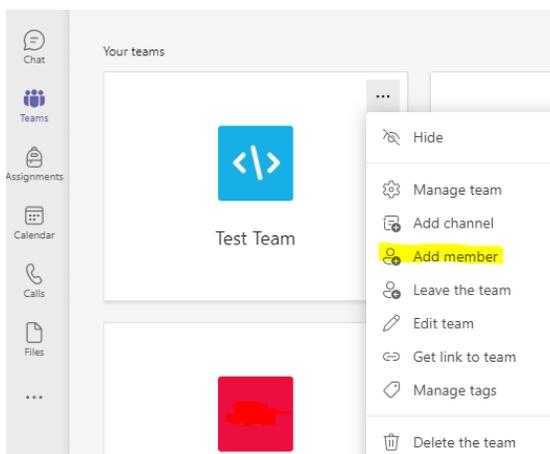
In order to be added as a guest in Teams, the user must have a Microsoft 365 account. If the guest does not have a Microsoft 365 account at the time of invitation, then they will be directed to create one for free.

To add an external user as a guest in your team to Teams:

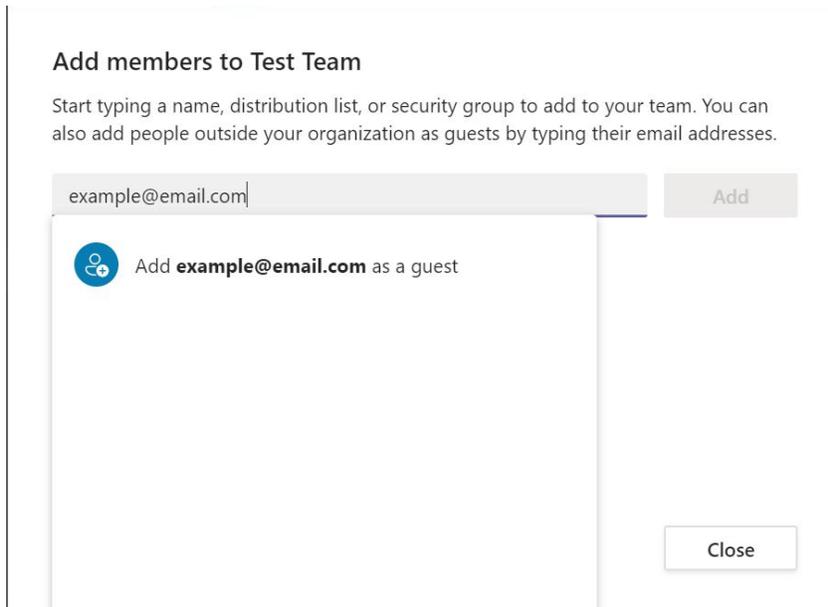
1. Select **Teams**  from the left-hand side navigation and find the team in your teams list.



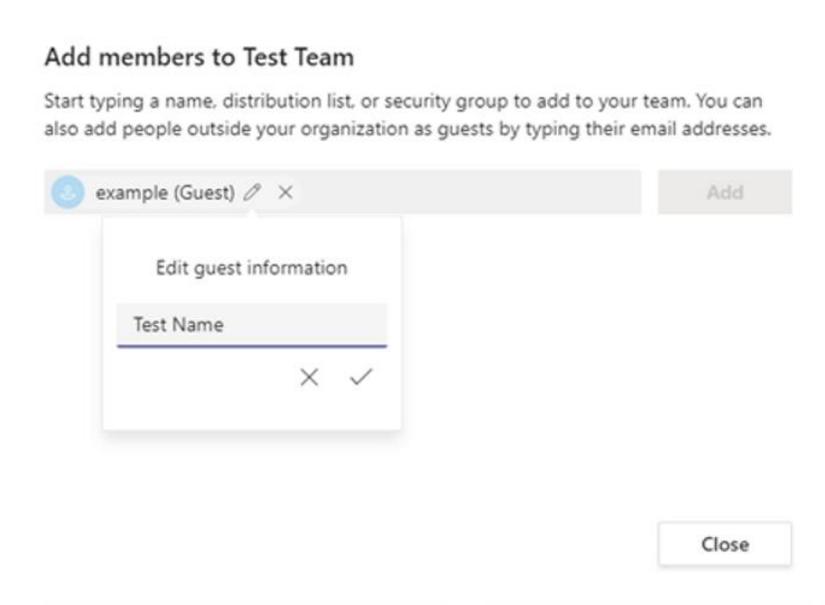
2. Select **More options** **\*\*\*** > **Add member**.



3. Enter the guest's email address.



4. You can add your guest's name by selecting **Edit guest information** . Be sure to take the time to do this now, as an IT admin will be needed to make the change later.



5. Once you've given your guest a name then you can click **Add**. This will prompt your guests to receive a welcome email invitation which includes information about joining Teams.