

External/Guest User Teams Experience

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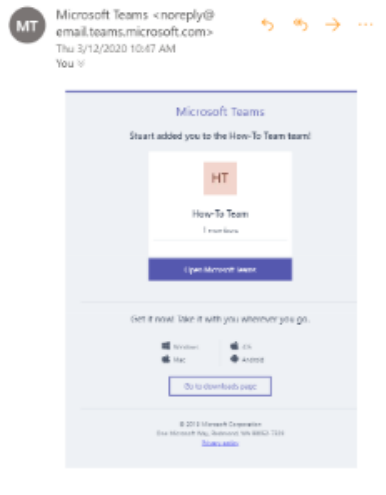
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Topic Overview

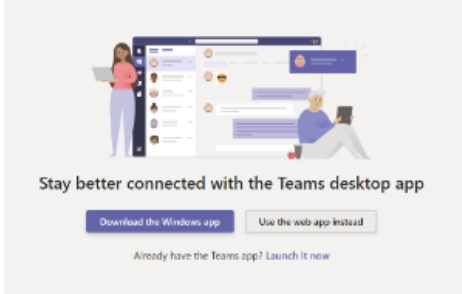
External/Guest users can be added to a Microsoft Teams Team to collaborate with Syracuse affiliated users. Anyone can be added to a Team via their email address.

External/Guest User Experience

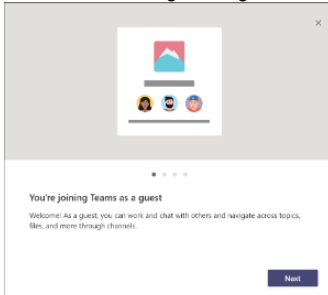
- An External/Guest user invited to be part of a Team will receive an email notifying them of the invitation



- The individual will follow the link 'Open Microsoft Teams', which will open in their default browser
- They will be prompted to open it in the desktop app or within the browser

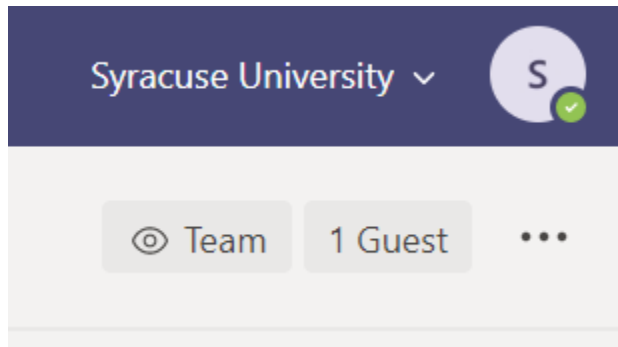


- After selected preferred method to access Teams, the user will be prompted to login with a Microsoft Account. If no Microsoft Account exists, one can be created
- After successful login, the guest will be prompted with a basic introduction to Teams



Teams with External/Guest User Notice

After an external/guest user has joined your Team, the top right of the Teams window will display a notice that guest user(s) have joined.



External/Guest User Permissions

External/guest users can do many of the same functions within a Team as someone with an active University affiliation. [Permissions as provided by Microsoft.](#)

Additional Teams How-To Pages

- [Adding Users or Groups in Microsoft Teams](#)
- [Create a Team in Microsoft Teams](#)
- [External/Guest User Meeting Experience](#)
- [External/Guest User Teams Experience](#)
- [Join a Microsoft Teams Meeting](#)
- [Manage Your Microsoft Teams Meeting](#)
- [Managing Teams Notifications](#)
- [Microsoft Teams Audio and Video Setup](#)
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