

Inviting a Guest

Need to collaborate with people outside NUS? **Team owners** may choose to add external partners (e.g. overseas universities, industry professionals) as **guests** in Microsoft Teams.

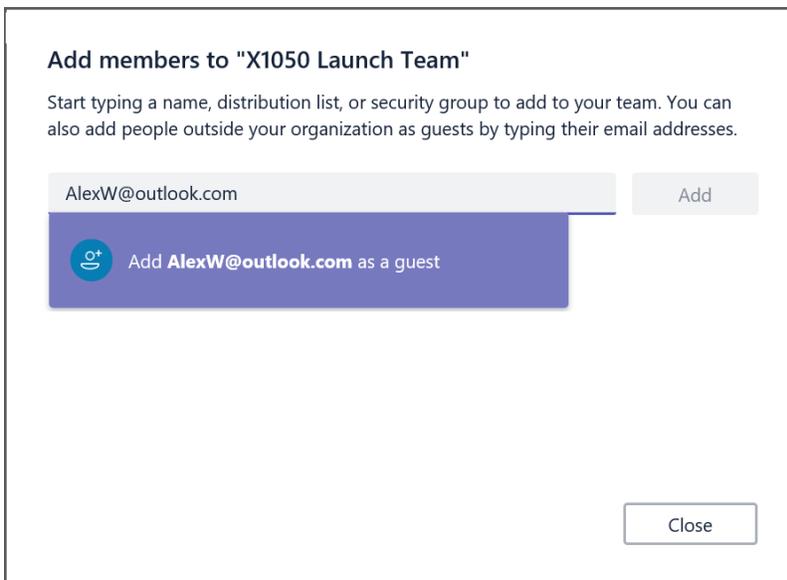
- [Important guidelines when adding guests](#)
- [How to add a Guest?](#)
- [What happens after invitation is accepted?](#)
- [What can guests do in our tenant?](#)
- [Do guests need Office 365 subscription?](#)
- [Can guests be invited via join code instead?](#)

Important guidelines when adding guests

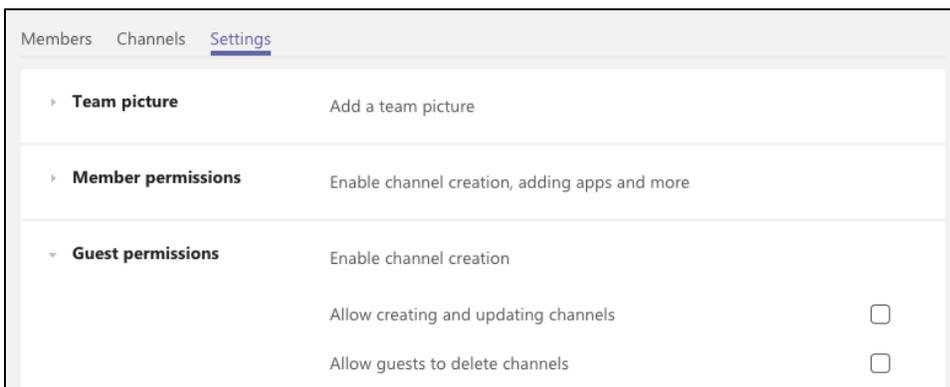
1. By accepting the invitation, the guests agree that:
 - a. Their name and email address will be visible to the rest of the members in that team.
 - b. Their name and email address will be visible and searchable on NUS' directory in Microsoft Teams (i.e. any NUS user may search and invite them into another team).
2. As team owners, you are solely responsible for guests' behaviour and activity in your team.
 - a. Consider setting house rules so that guests and members know what to expect.
 - b. Conduct regular housekeeping and remove the guests from the team when the project is over.

How to add a Guest?

1. Go to the team name, click on **More options** " . . . " and **"Add members"**, and enter the guest's email address (works with any valid email).

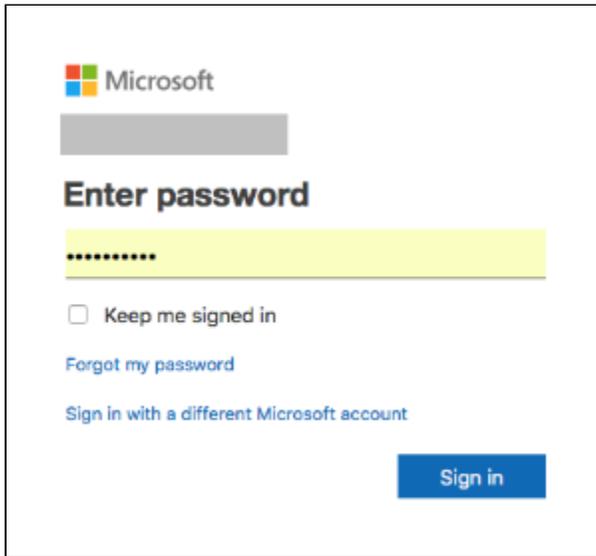


2. Go to team **settings** and manage guest permissions as necessary.



3. The guest receives **invitation in a welcome email which must be accepted** before he/she can access the team and channels.

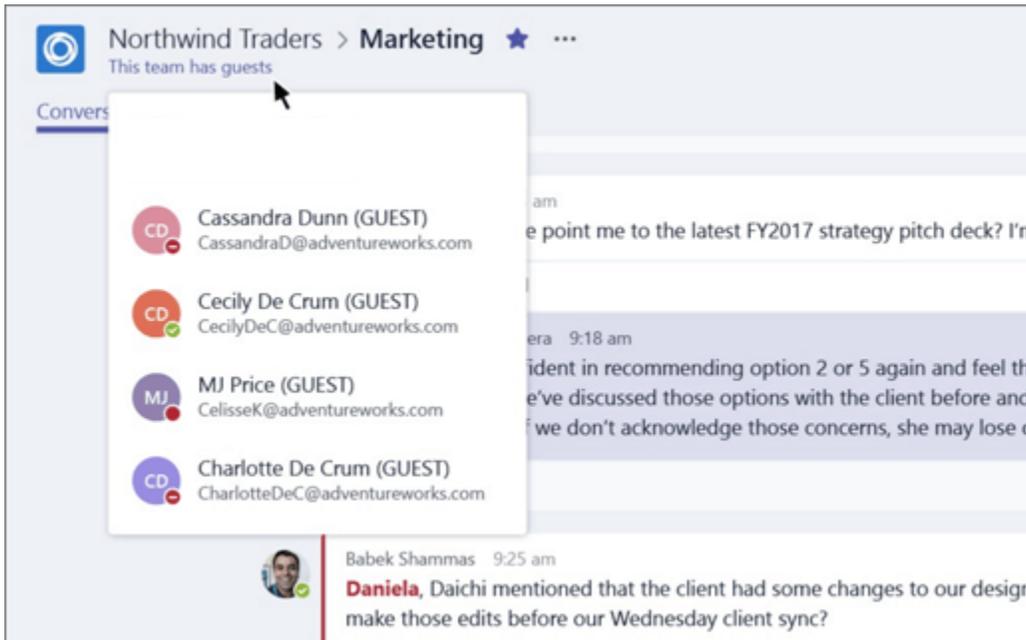
- a. Guest users who have an email address that belongs to an Azure Active Directory or Office 365 work or school account can accept the invitation directly.



4. If the guest doesn't yet have a Microsoft Account associated with their email address, they will be directed to create one for free.

What happens after invitation is accepted?

In the team, a banner indicates "This team has guests" and a "GUEST" label appears next to each guest's name.



What can guests do in our tenant?

Capability in Teams	Teams User in NUS	Guest User outside NUS
Create a channel <i>(Team owners can control this setting)</i>	✓	✓
Participate in a private chat	✓	✓
Participate in a channel conversation	✓	✓
Post, delete and edit messages	✓	✓

Share a channel file	✓	✓
Share a chat file	✓	✗
Add apps (tabs, bots, or connectors)	✓	✗
Create meetings or access schedules	✓	✗
<ul style="list-style-type: none"> ▪ Use WhiteBoard during meeting 	✓	✓
<ul style="list-style-type: none"> ▪ Record meetings 	✓	✗
<ul style="list-style-type: none"> ▪ Access recorded meetings in Stream 	✓	✗
Access OneDrive for Business storage	✓	✗
Create a team	✓	✗
Discover and join a public team	✓	✗
View organisation chart	✓	✗

Do guests need Office 365 subscription?

No, guests do not require Office 365 licenses to join your team.

However, that means **they will not have access to some Office 365 apps** like Forms (including Quiz Assignments in Teams), if you choose to use them.

Can guests be invited via join code instead?

No, Guests can only be invited one by one using their full email addresses.