# Guest Access in Microsoft Teams

## What is Guest access?

Guest access in Teams allows a [Team Owner](#) to invite a person who does not have a University username to participate in their Team. Students, staff, and other people with usernames can be added to a Team as members so cannot be added as Guests.

## When should Guest access be used?

Some instances where Guest access is appropriate are when:

- A collaborator from another University is involved in a research project
- A contractor who does not have a University of Otago external username needs to access information and documents in a Team
- A person from an external organisation is involved in a University of Otago review, accreditation, or other similar activity.

By using Guest access, an external username is not required. Unless the person will be accessing other University services that require a username, you do not need to request an external username for them.

## What can a Guest do in a Team?

At present, Guests will see **all content in a Team**. There is no way to restrict them to a subset of content, although we expect private channels to be available soon. You should carefully consider whether there is any content in your Team that would be inappropriate for your Guest to see before you add them.

Guests generally have fewer permissions than a Team Owner or a Team Member. Some permissions can be managed by the Team Owner (who can decide whether Guests can create and delete Channels) and other permissions are locked down. For example, a Guest cannot add a Tab to a team site, create a new Team, or add or remove Members or Guests.
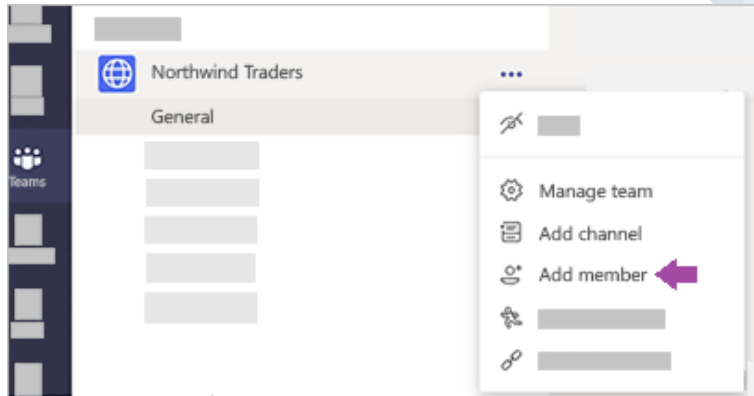
- [Team owner, member, and guest capabilities in Teams](#)

## How do I add a Guest to my Office 365 Team?

A Team Owner can add a Guest to their team in Teams by using either the Teams desktop application, or the Teams website. You must be a Team Owner to invite Guests.

1. Select **Teams** ⊞ and go to the team in your team list.

2. Select More options ⋯ > Add member.



3. Enter the Guest's email address.

4. Add your guest's name. Select **Edit guest information** ✏ and type a more user-friendly name for them. Be sure to take the time to do this now – if you want to change it later, you'll need the help of AskOtago.
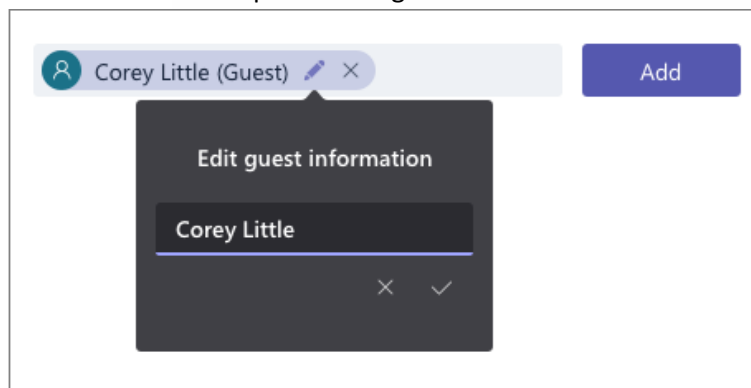


5. Click **Add**. Guests will receive a welcome email invitation that includes some information about joining Teams and what the Guest experience is like.

**Note:** When you add a guest, only their name gets added to their profile card. To add or change other information (such as phone number or title), you'll need to contact Ask Otago.

The next step is to set Guest permissions:

1. Select **Teams** 🗗 on the left side of the app.

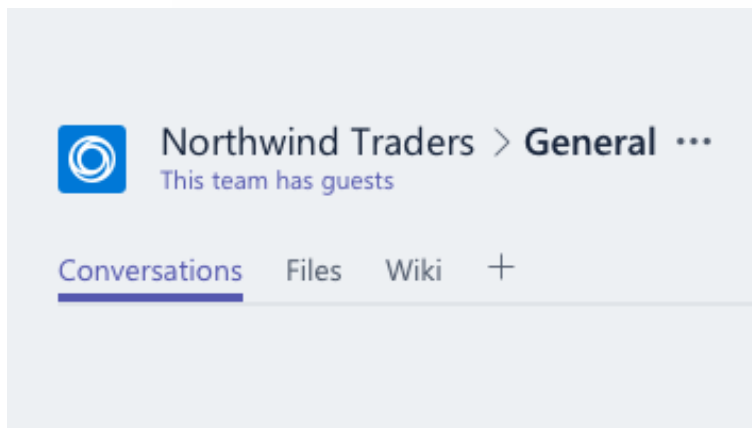2. Go to the team name and select **More options** ⋯ > **Manage team**.
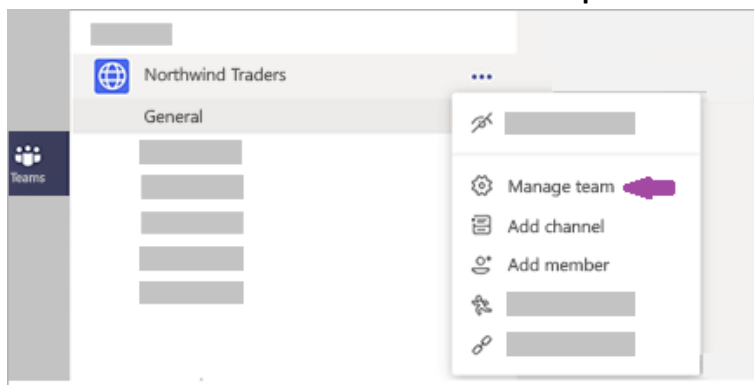
3. Select **Settings** > **Guest permissions**. Check or uncheck the permissions you want to use. Currently you can give guests permission to create, update, or delete channels.
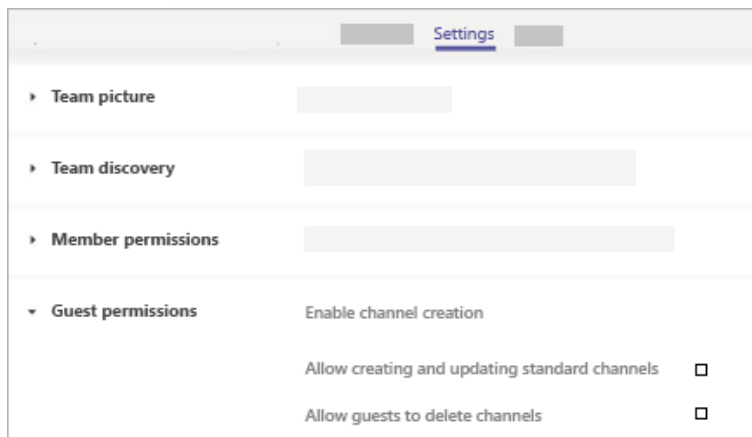


Your guests can now collaborate with team members in channels.

## How do I identify Guests in a Team?

1. To see if a team has any guests, just look below the heading where the team name appears:



2. You can tell if someone is a guest by looking anywhere their name appears—the word "Guest" appears 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** ••• > **Manage team** and then **Members**.

Please contact AskOtago if you need any help with inviting Guests to Teams:

Freephone [0800 80 80 98](tel:0800808098) (within New Zealand)
Tel [+64 3 479 7000](tel:+6434797000)
Email [askotago.it@otago.ac.nz](mailto:askotago.it@otago.ac.nz)