

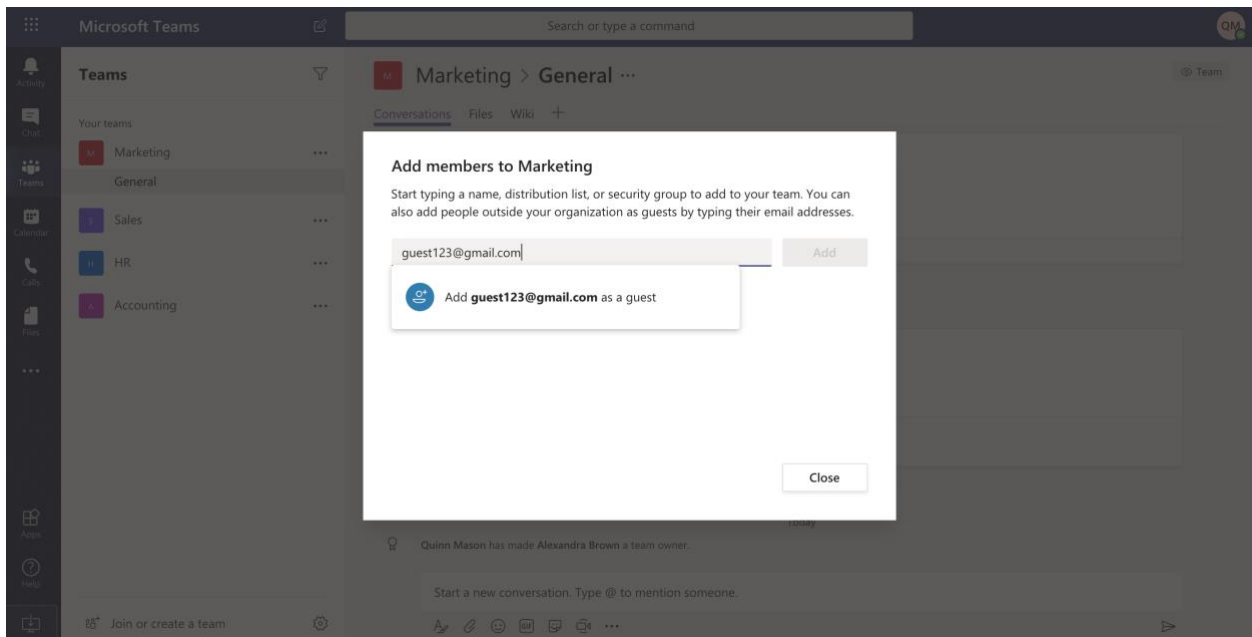
Add a guest to your team in Microsoft Teams

Once you've enabled guest access and configured your org-wide settings to your liking, it's time to start adding some guests!

Only team owners can add a guest in Teams, so if you're an IT admin you might need to make yourself an owner of a team before you start adding guests to it. (You can do this in the Teams admin center by selecting **Teams > Manage teams**)

To add a guest to your team in Teams:

1. In the Teams app, select **Teams** on the left sidebar and go to the team you want to add a guest to.
2. Select **More options (...)** then **Add member**.
3. Enter the guest's email address, then click on **Edit guest information** to give them a friendly user name. Then click **Add**. Your guest will receive a welcome email invitation.



Guests must have an Office 365 work or school account. If they don't have a Microsoft account associated with their email, they'll be prompted to create one for free.

Set guest permissions for an individual team

Team owners can also configure some guest permissions for their team once a guest has been successfully added (see below).

To set guest permissions for an individual team in Teams:

1. Select **Teams** on the left side of the app.
2. Go to the team name and select **More options (...)**, then **Manage team**.
3. Under **Settings**, click on **Guest permissions**, then check or uncheck the permissions you want to allow. Currently, you can choose to give guests permission to create, update, or delete channels. (File permissions for guests are actually configured in the SharePoint settings by a global admin)

