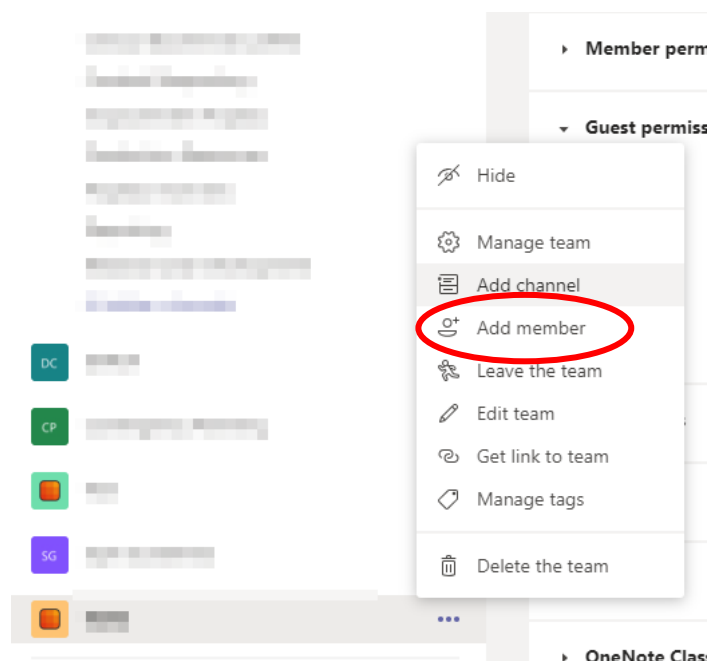


Guest access for Teams

In some cases, you may want to give access to a Teams group with a member that does not have an NTU email address. The email address used will need to [sign up for a free Microsoft account](#) (this can be used for most email domains, such as gmail) to be able to use the web app for teams.

Guests **cannot** use links or codes to join teams. They **must** be added as a member in the team:

1. Go to the team you would like to add the guest to.
2. Click on the ellipsis next to the team name for more options, then click **Add member**.



3. Choose to add the guest as a member using their email address. Avoid adding guests as owners.
4. Guests have restrictions on their account. See Microsoft's guidance on [working with members from outside your organisation](#).

Note: If a student has joined a meeting using an external account (i.e. not their ntu.ac.uk email address) they will have restricted access. Remind students and tutors to use their NTU account to access Teams whenever possible.