Nottingham Trent
University

Guest access for Teams

Allowing access to a Team for non-NTU guest

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**.
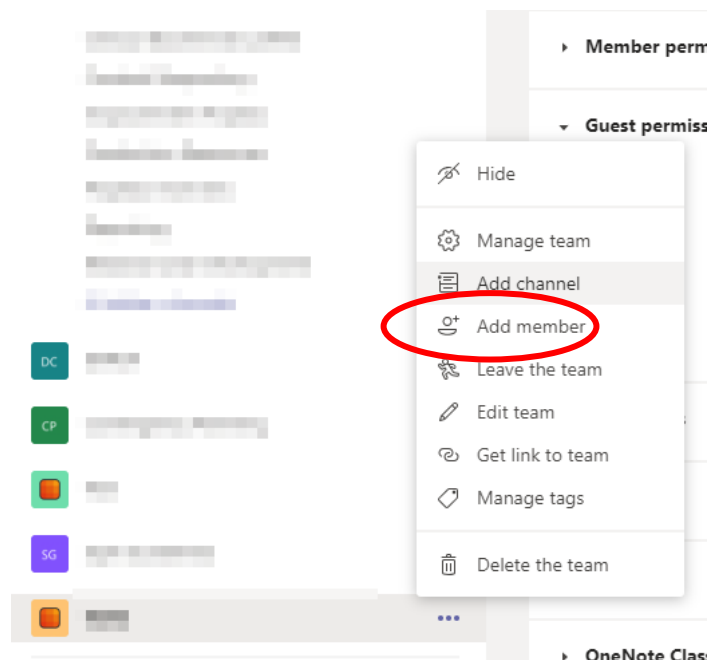
3. Choose to add the guest as a member using their email address. Avoid adding guests as owners.

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.

Adding an external guest to an existing MS Teams meeting

Teams meetings for Timetabled sessions are automatically generated. Once the event shows in the Outlook/Teams calendar, the owner listed for that Timetabled session can edit that meeting and invite the external person to the meeting. Doing this via Outlook is better as an option is provided to not send updates to everyone, only the new recipient.

1. Open Outlook and open the meeting event.
2. Invite the external guest using their external email address – ignore the notification that this person is outside the organisation.
3. The recipients field will show all students attached to the event – leave this field as-is.
4. Click 'send' - select the option to only send updates to added or deleted attendees, then click OK.