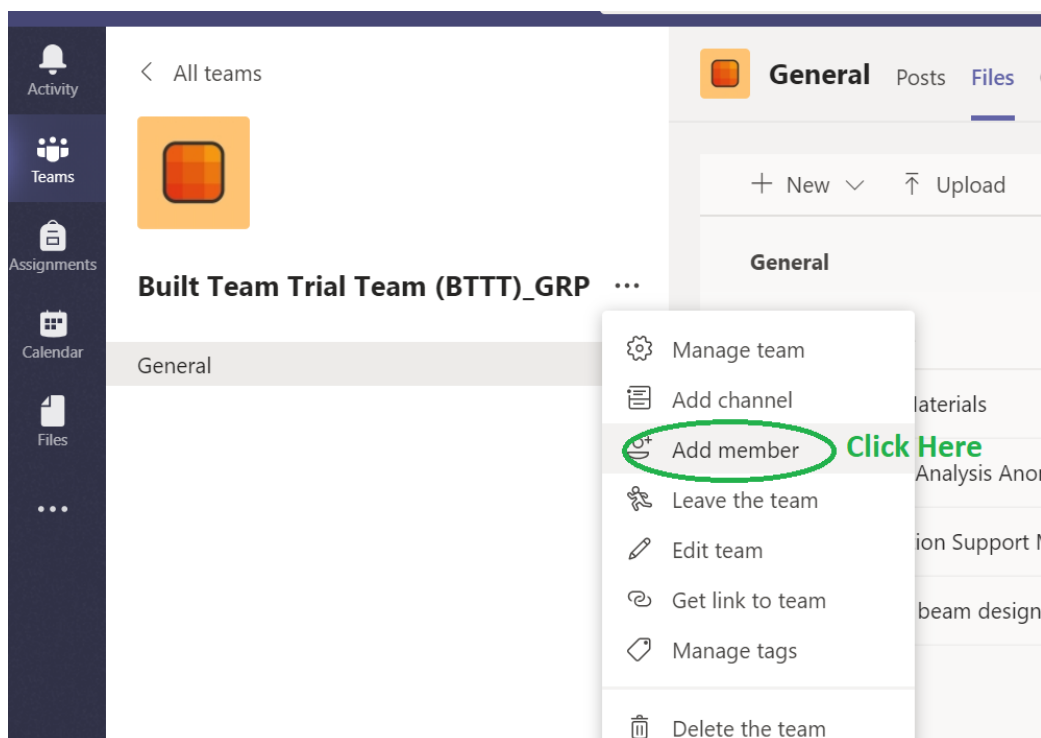
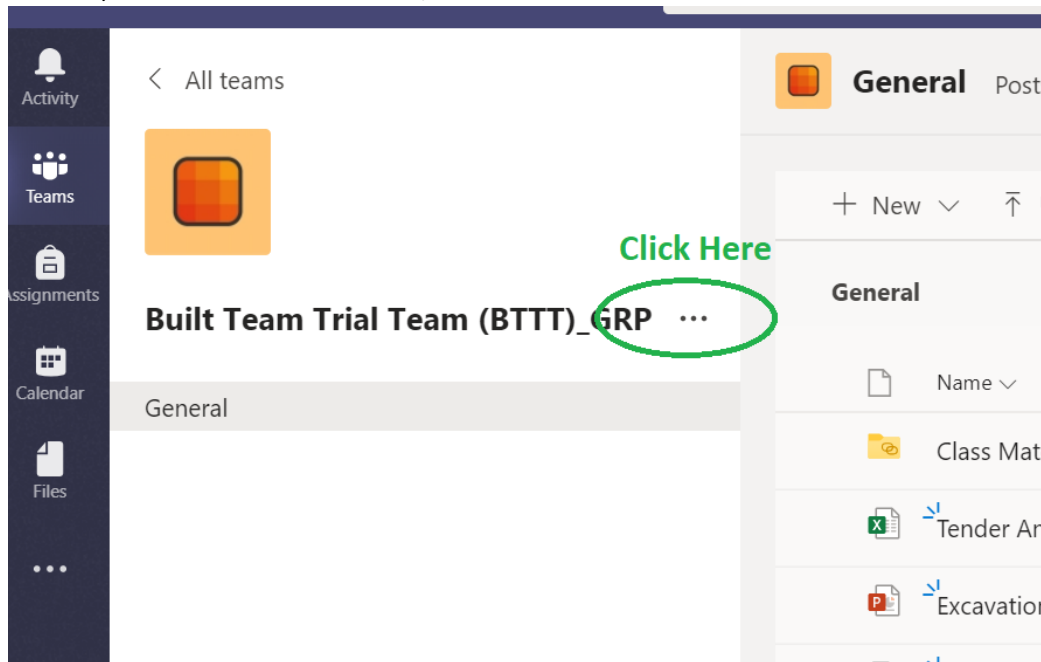


Adding someone from outside UWTSD to a Microsoft Teams meeting as a Guest

(By Default, Teams work with UWTSD emails only)

1. Please refer to “Guides A & B - A Basic Guide to Using Microsoft (MS) Teams to Deliver Online Lectures” by Richard Morgan on SharePoint to see how to set-up a Team.
2. The following assumes you are familiar with the setting-up of a Team and have already set-up the meeting. When you are in the Team, follow the steps below to add an external (email address) as a member of the Team;

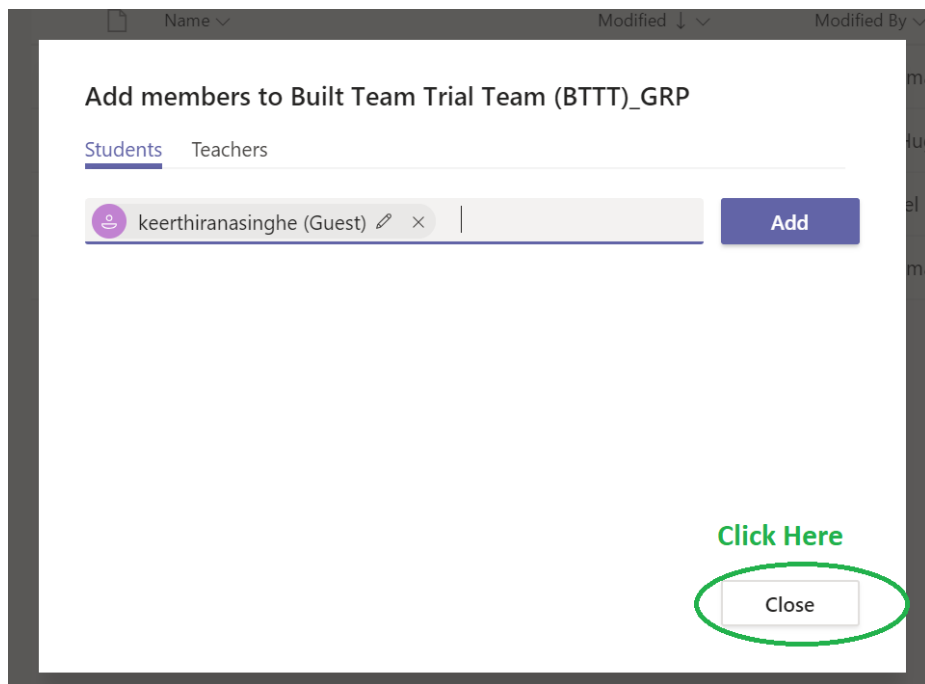


3. Type the external email address completely. As you type it will give you various warnings/messages. Please ignore them. As soon as you completed typing, the option to add the external participant as a guest will appear briefly as below. Please click on that option.

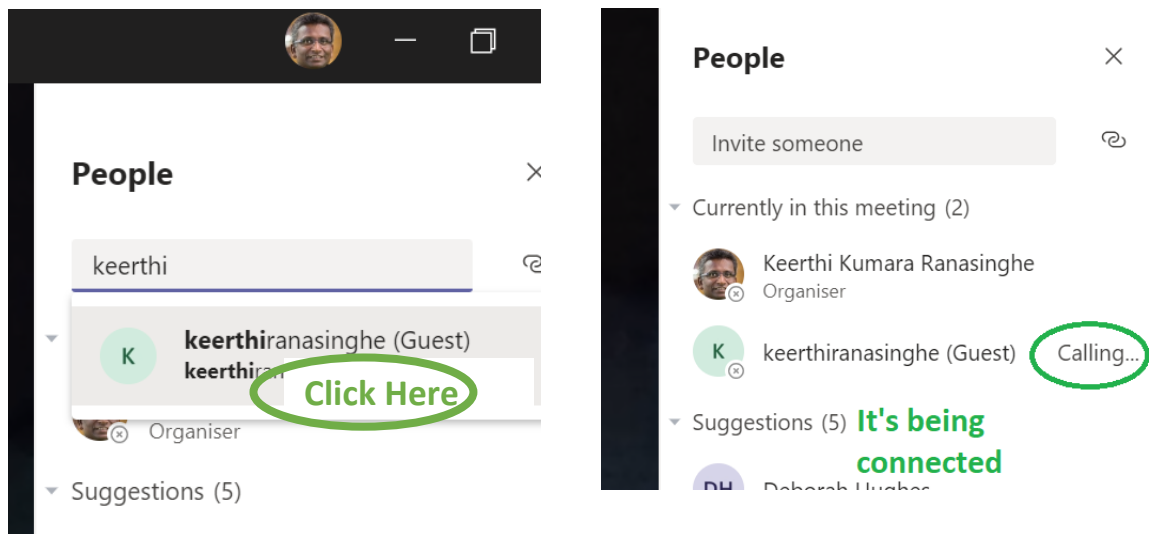
The image displays two sequential screenshots of a web application interface for adding members to a team.

Top Screenshot: The dialog box is titled "Add members to Built Team Trial Team (BTTT)_GRP". It has two tabs: "Students" (selected) and "Teachers". Below the tabs is a text input field containing the email address "keerthiranasinghe@gmail.com". To the right of the input field is a grey "Add" button. A dropdown menu is visible below the input field, showing a suggestion: "Add keerthiranasinghe@gmail.com as a guest" with a green "Click Here" link below it. At the bottom right of the dialog is a "Close" button.

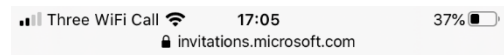
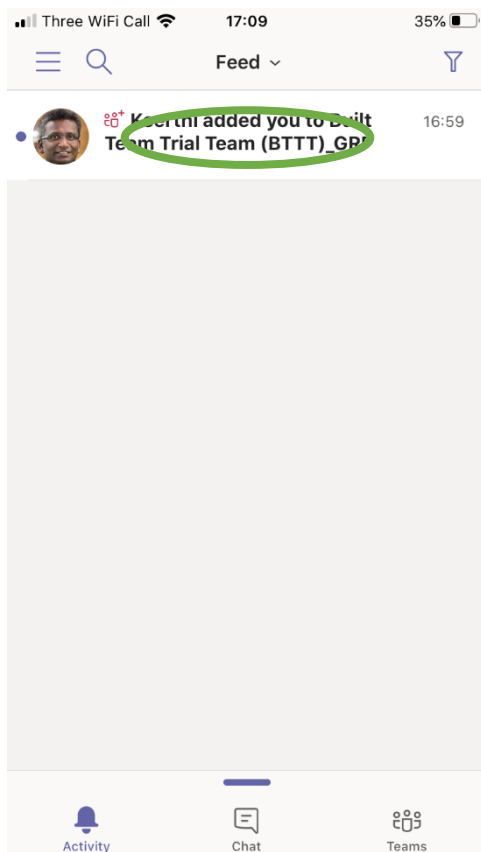
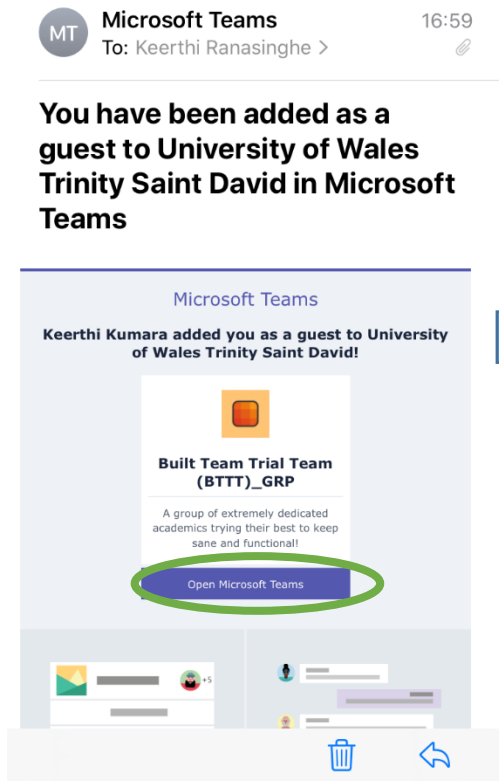
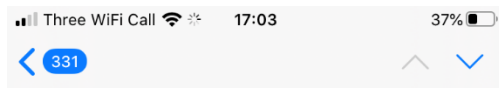
Bottom Screenshot: The dialog box is the same, but the email address "keerthiranasinghe (Guest)" is now listed in the input field. The "Add" button is now a solid blue button and is circled in green. The "Click Here" link is still visible in the top right corner. The "Close" button remains at the bottom right.



4. You can now invite the external participant in the “People” window during the Team meeting. You will not see the external guest initially as one of the participants, so please start typing the email address and the already added external email address will pop-up. (Again, this guide assumes you are familiar with how to run a meeting on Team).



5. External participant will receive a notification with a link, which should be clicked on to join the Team (through the App, if it was pre-installed on the external users computer/device) or online via a web-browser. Depending on the device/platform the external user is using, there could be intermediate steps between the following screens, for example signing in to their own Microsoft account etc.



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- ✓ Sign you in
- ✓ Read your name, email address and photo

You should only accept if you trust University of Wales Trinity Saint David. By accepting, you allow this organisation to access and process your data to create, control and administer an account according to their policies. **University of Wales Trinity Saint David has not provided a link to their privacy statement for you to review.** University of Wales Trinity Saint David may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/uowtsd.onmicrosoft.com>

Cancel

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