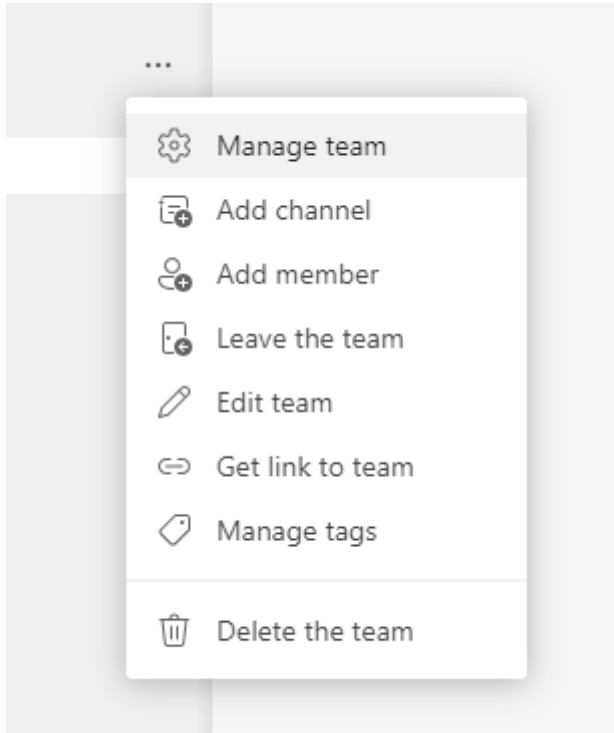


How to add an external guest to a Microsoft Team and how the guest can login to the team.

To Add an External Guest

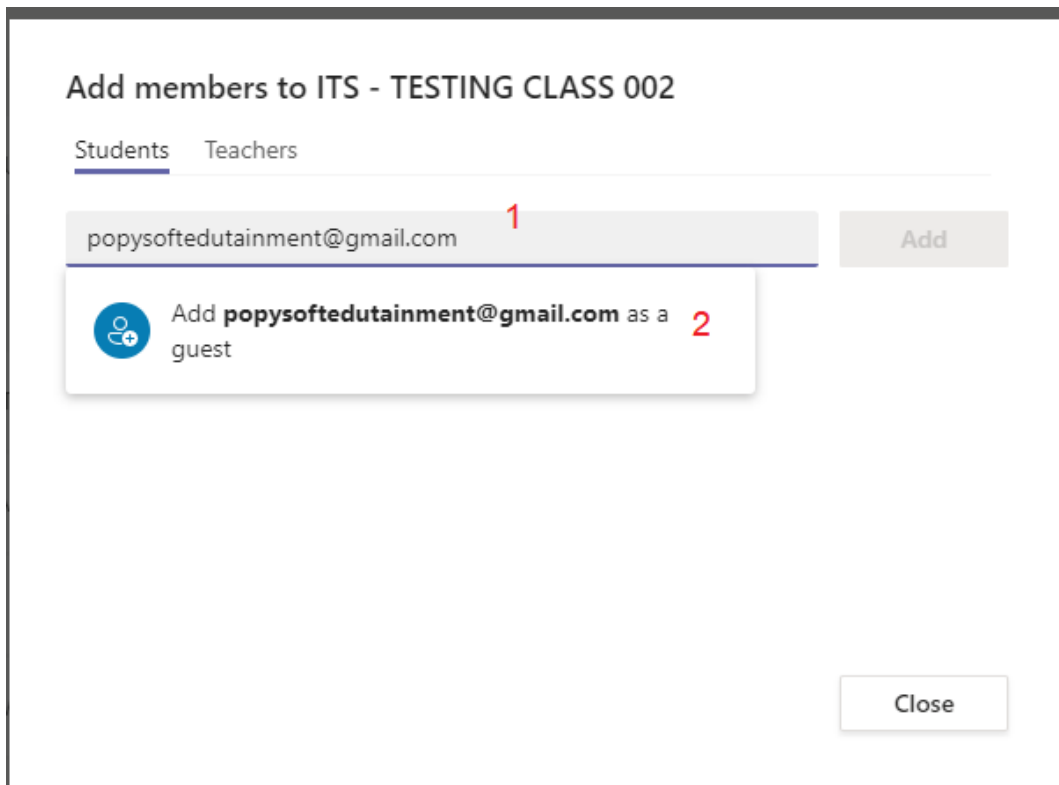
1. At the desired team that you are an owner, click “Manage Team” in the option icon as shown below:



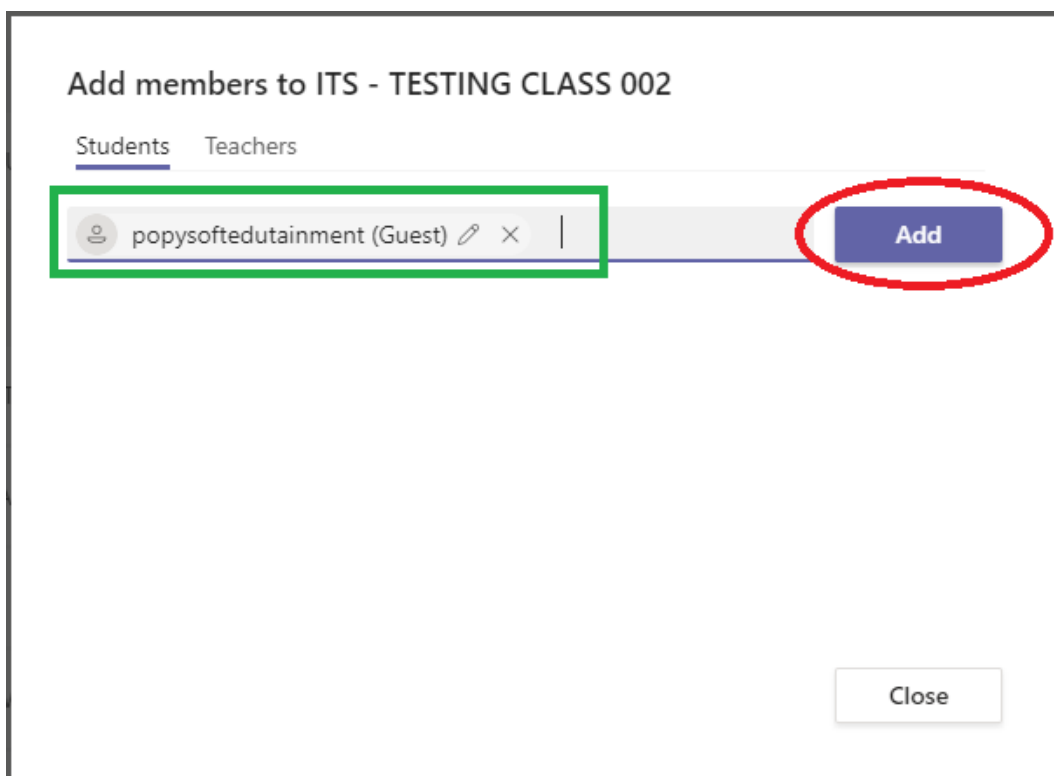
2. At the management panel, click “Add Member” button



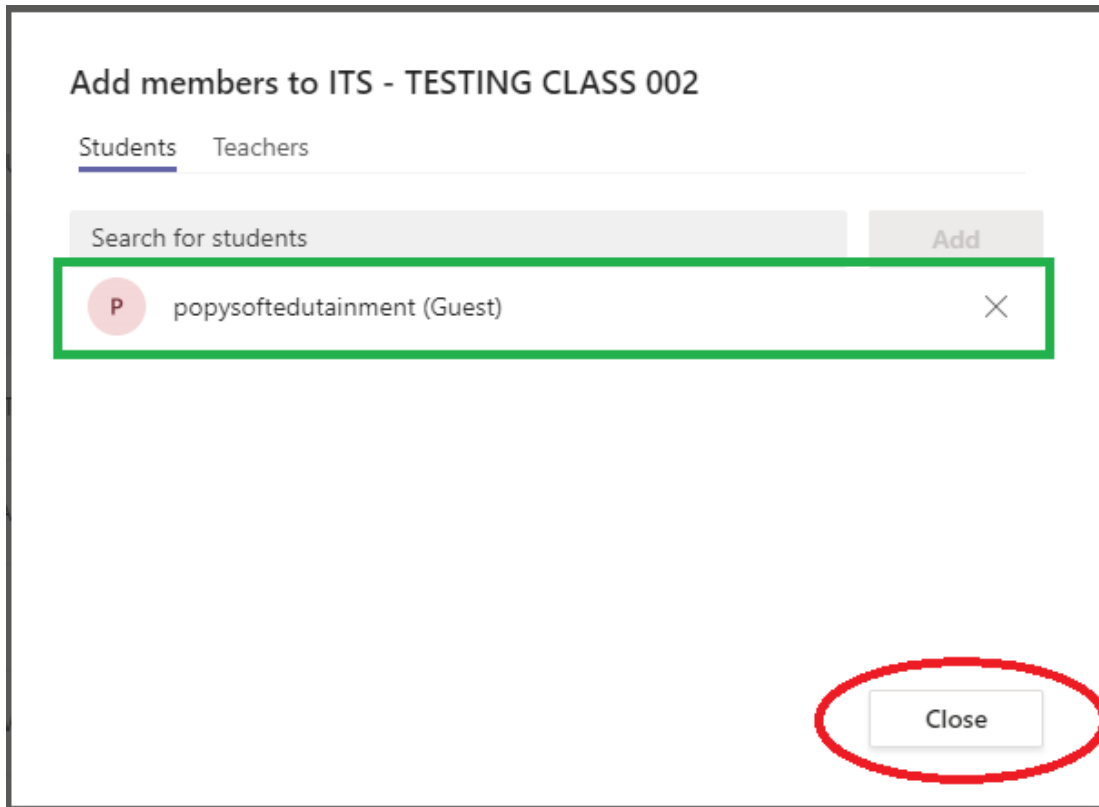
3. Enter the guest email (1) and wait until there is a dialog with a word “Add <email> as a guest” (2), then click at the dialog, DO NOT hit Enter.



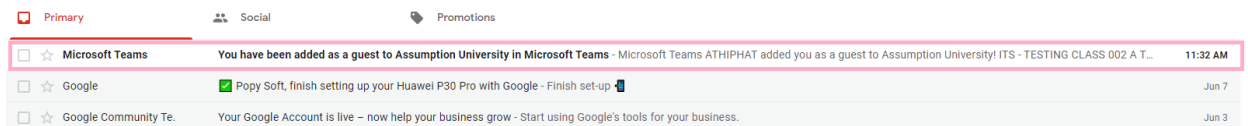
4. Once the email appear in the text box with “(guest)” specified, click “Add”



5. Then, the system displays the list of new member or guest as a summary, click “close” to continue.

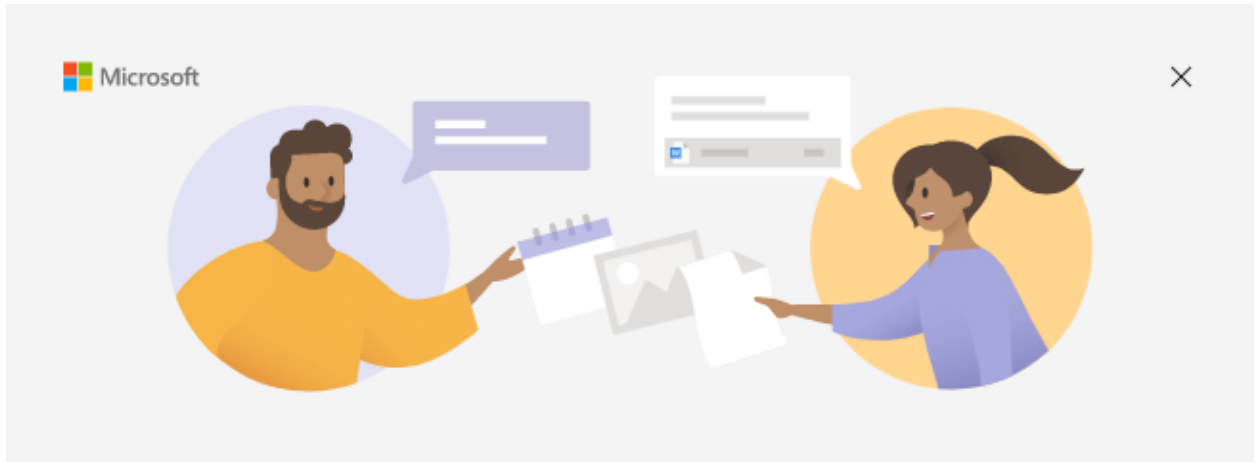


6. Then, there will be an invitation email sent to the guest email.



Signing-In to MS Team as Guest




1. At the MS Team application, if the email has never been used before, click “Use another account or sign up” link.



Welcome to Microsoft Teams!

Chat and collaborate with your coworkers in one app.

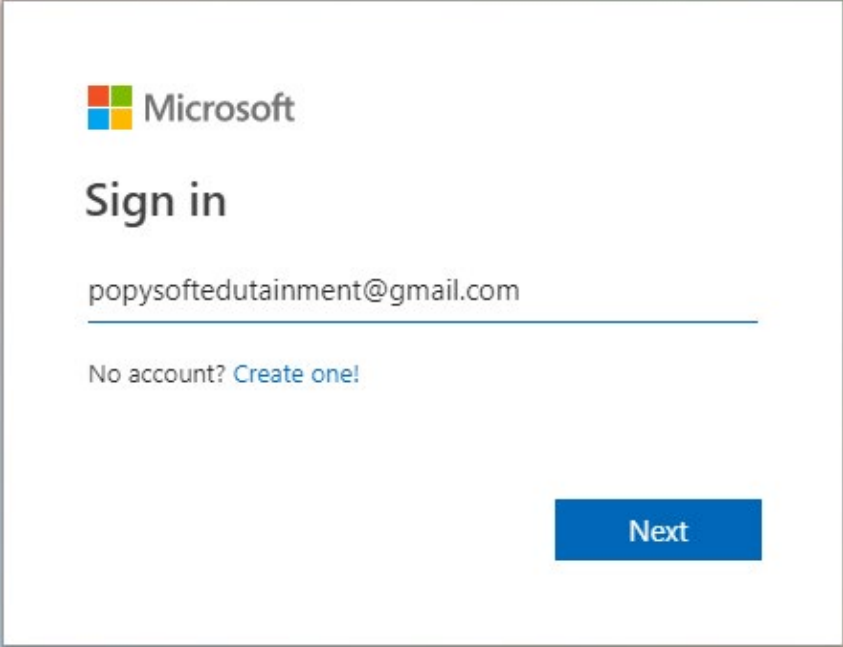
Pick an account to continue

- 01317@erdc.swu.ac.th
-  ATHIPHAT HIRUNADISUAN
admin@microsoft.au.edu
-  ATHIPHAT HIRUNADISUAN
voravithm@au.edu
-  ATHIPHAT HIRUNADISUAN
pop2518@hotmail.com

[Use another account or sign up](#)

2. Enter the email to sign-in

Sign in to Microsoft Teams ✕



The image shows a Microsoft Teams sign-in dialog box. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the email address "popysoftedutainment@gmail.com". Underneath the input field is a link that says "No account? Create one!". At the bottom right of the dialog box is a blue button labeled "Next". The background of the dialog box is white, and it is set against a blurred background of a Microsoft Teams meeting interface.

Microsoft

Sign in

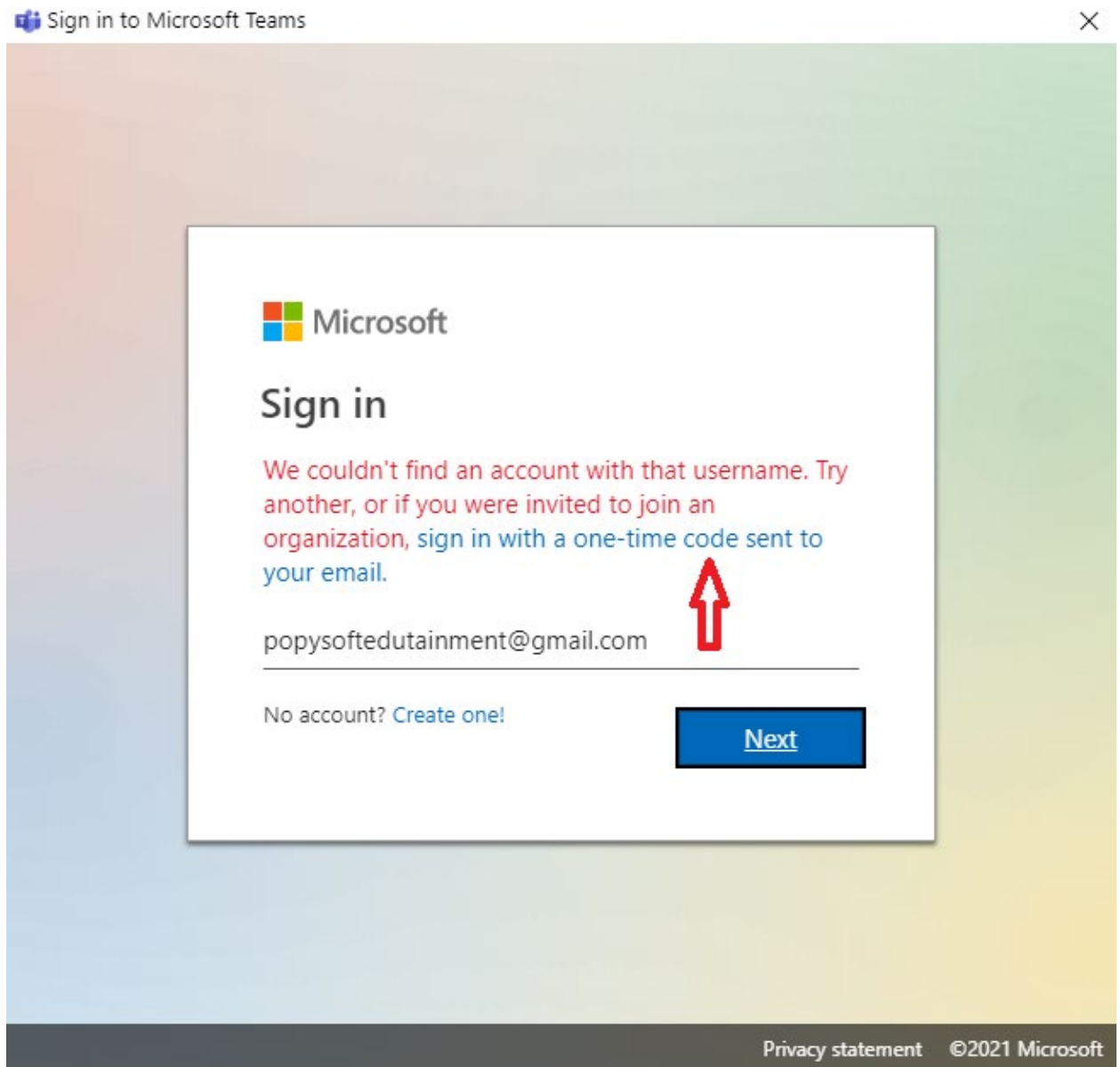
popysoftedutainment@gmail.com

No account? [Create one!](#)

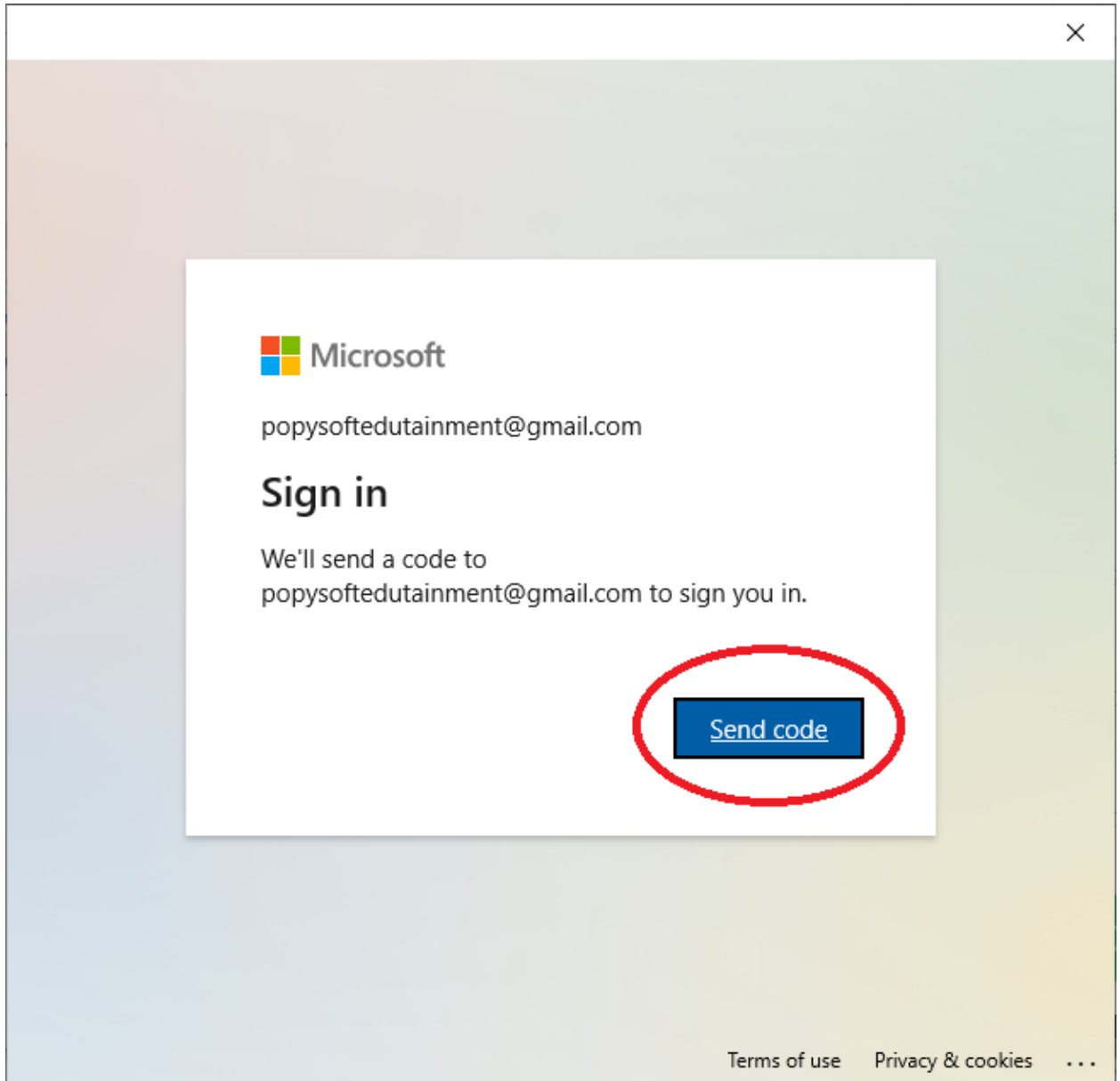
Next

Privacy statement ©2021 Microsoft

3. For a new user or first sign-in, the system will inform that the user has no account, click “sign in with a one-time code sent to your email” as pointed by red arrow.



4. Then, click Send code.



5. Checking the email to get the verification code.

Account verification code

To access MicrosoftServices's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

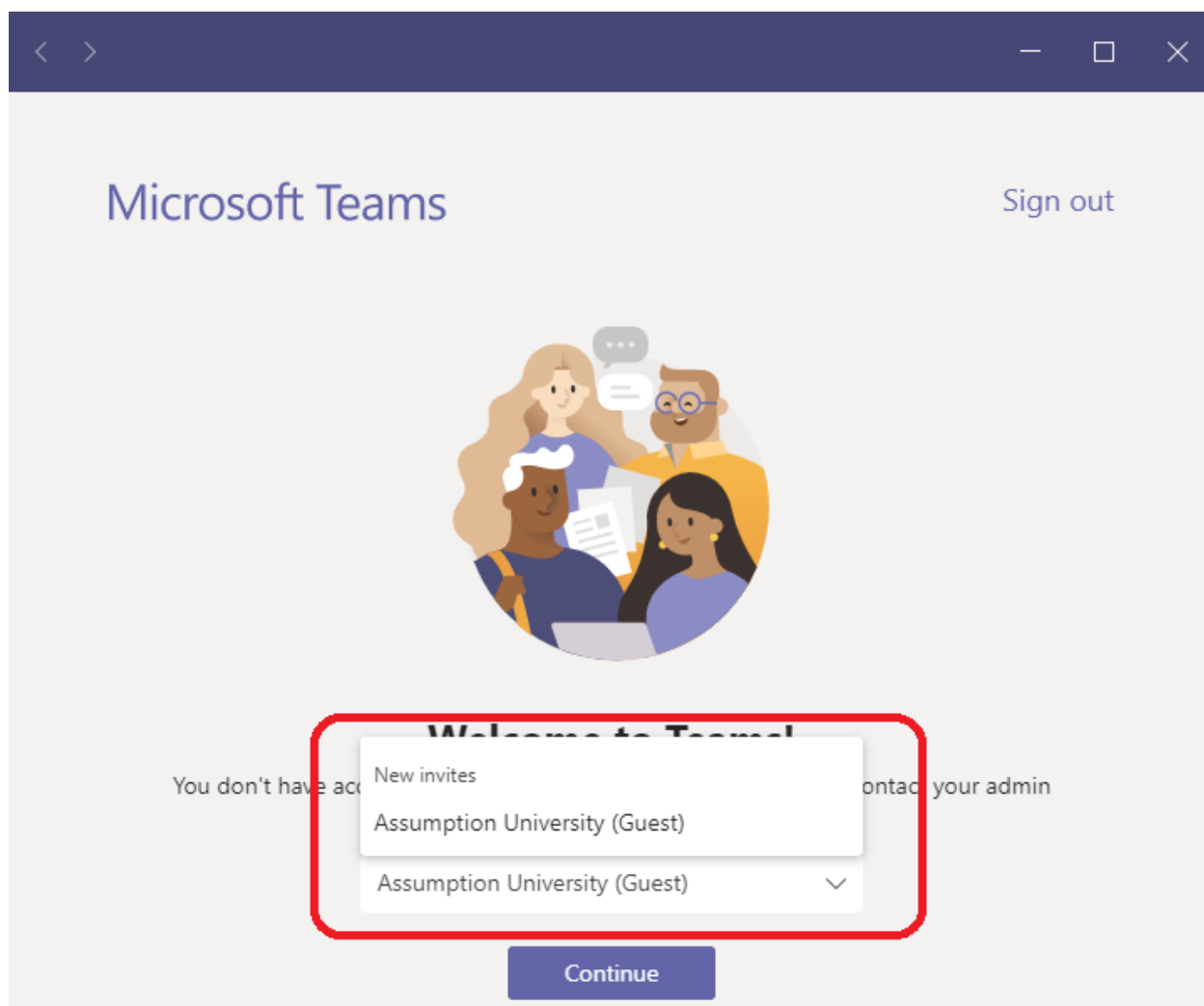
Account verification code:

91558336

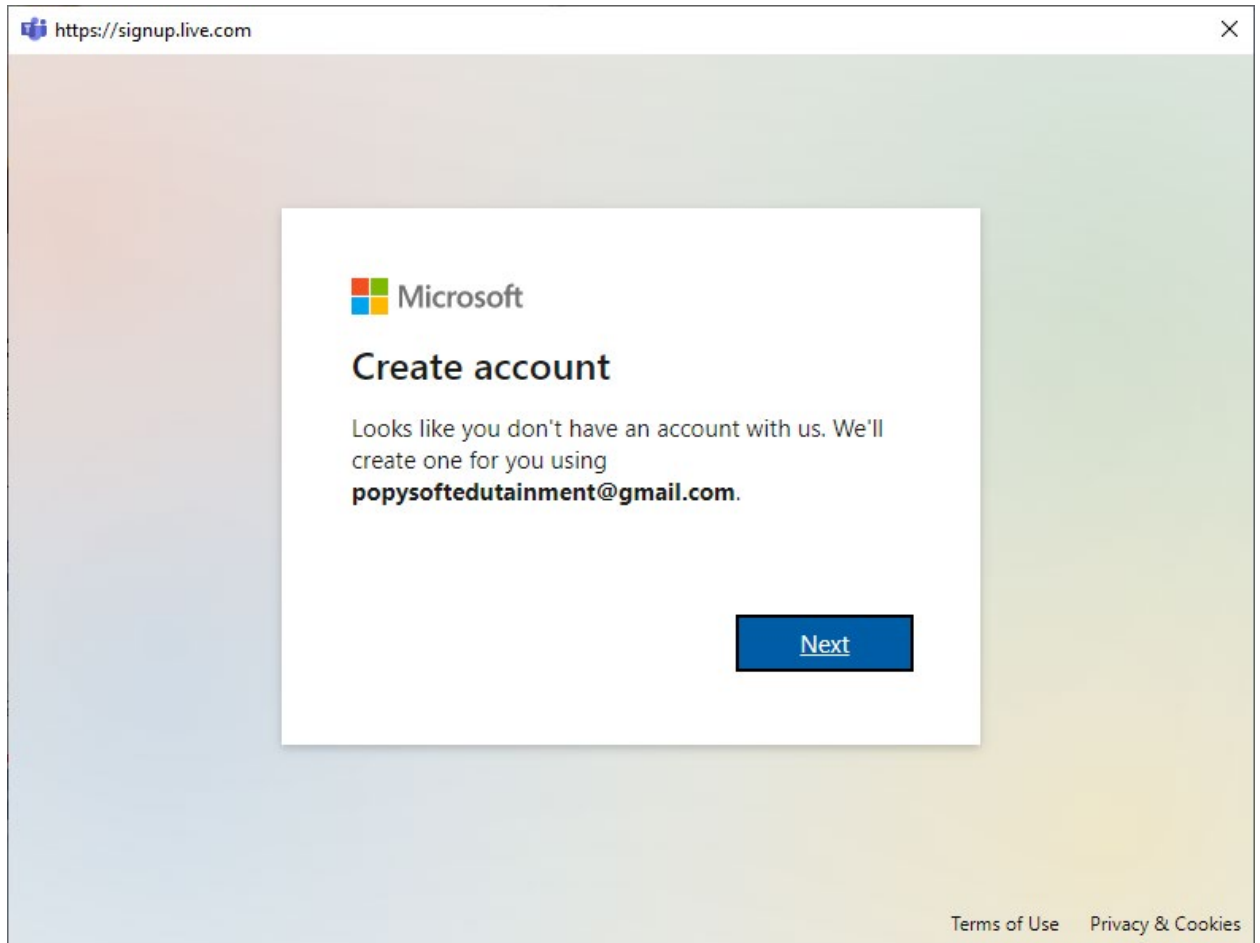
If you didn't request a code, you can ignore this email.

6. Copy the code and paste into the sign in dialog and then click Next.

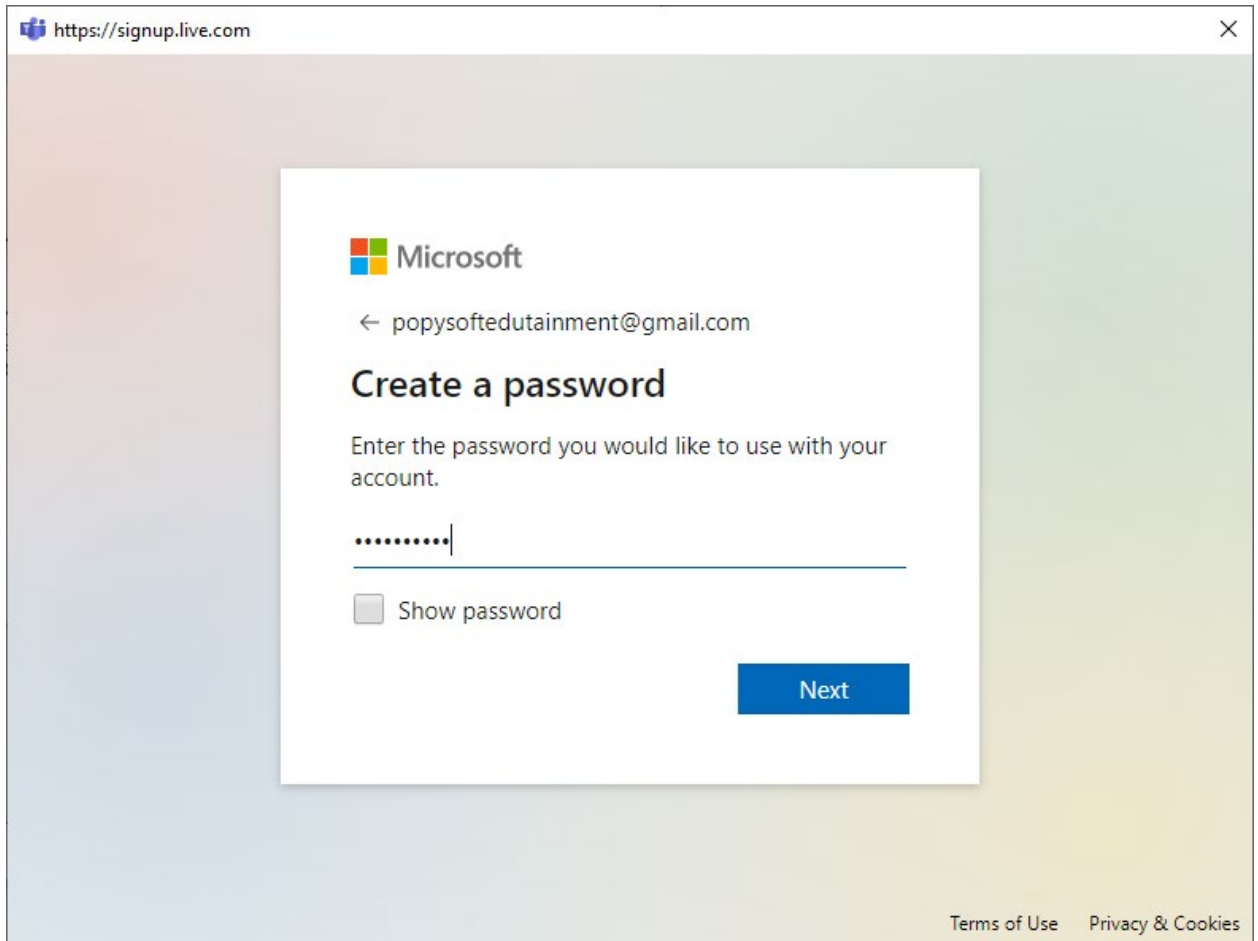
7. Then there may be a dialog display with phrase as “You don’t have access...”. Do not be panic, please click the drop-down menu and you shall see the organization name that invited you. Select the name in the list then click Continue. If the list is empty, then you should contact the one who invite you immediately.!



8. If the email has no account in Microsoft system, it will enforce you to create a new account, just click "Next".




9. It will prompt you to setup your password, type your password, then click Next.



The screenshot shows a web browser window with the address bar displaying "https://signup.live.com". The main content area features a white modal box with the Microsoft logo at the top left. Below the logo, there is a back arrow and the email address "popysoftedutainment@gmail.com". The heading "Create a password" is prominently displayed. Underneath, a prompt asks the user to "Enter the password you would like to use with your account." A password input field contains several dots and a cursor. Below the input field is a checkbox labeled "Show password". A blue "Next" button is positioned at the bottom right of the modal. In the bottom right corner of the browser window, there are links for "Terms of Use" and "Privacy & Cookies".

10. Then, it will send another email again for account sign-up verification code, copy and paste the code then click "Next".

https://signup.live.com

 Microsoft

← poppysoftedutainment@gmail.com

Verify email

Enter the code we sent to **poppysoftedutainment@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

8564

I would like information, tips, and offers about Microsoft products and services.

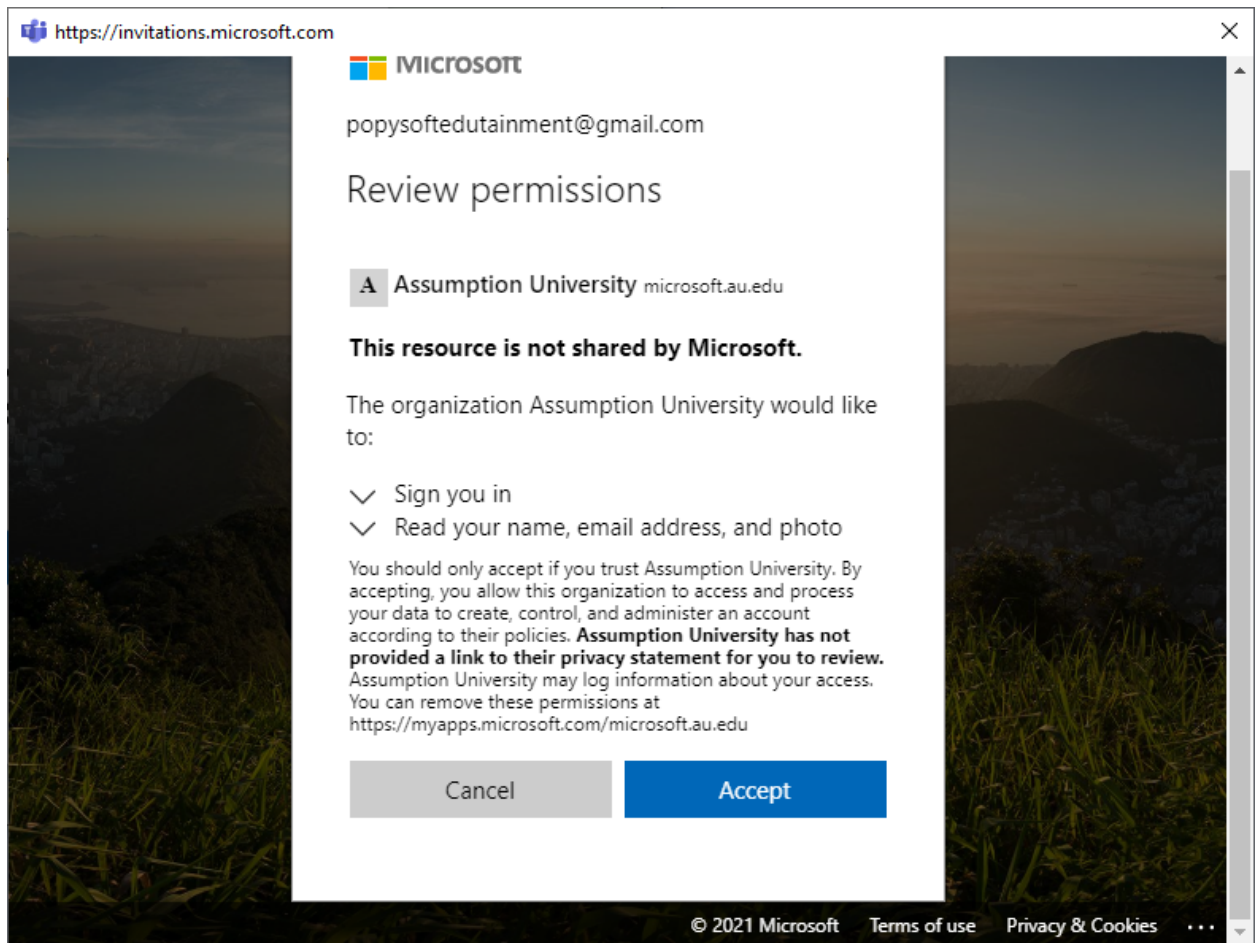
Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

[Next](#)

[Terms of Use](#) [Privacy & Cookies](#)

11. Then, for some reason, the Microsoft system will test if you are a human or not by enforcing you to do some puzzles (as it called). Just follow the instruction on the dialog. This part cannot be summarized because it may differently time to time.

12. Once you can verify that you are really a human, it will create your account and welcome you with permission review dialog.



13. Finally, you can sign in as a guest successfully.!

