

Inviting Guests to Microsoft Teams

الألمانية الأردنية
German Jordanian

الجامعة الألمانية الأردنية
German Jordanian University

الجامعة الألمانية
German Jordanian University

Inviting guests in Microsoft Teams

Guest access allows teams in GJU to collaborate with people outside by granting them access to existing teams and channels in MS Teams. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can participate as a guest in Teams with full access to team chats, meetings, and files.

GJU users can not add external emails (Guests) without contacting ISTC.

WHY? Because of privacy and security reasons.

Solution: To add guests to your MS Teams you have to contact ISTC using HelpDesk one day before your meeting with externals.

Let's know how to proceed.

Inviting guests in Microsoft Teams – Creating a ticket

Anass Al Ksasbeh;

My Affairs Manager's Tasks

My Profile My Salaries My Tickets

My Affairs My Tickets Add Ticket

Ticket Information

Title: * Adding Guest to Microsoft Teams

Priority: * Normal

Service: * Office 365

Subservices: * Select One

Step 1: Login to MyGJU.

1.1 Click on My Tickets and Add a new ticket.

1.2 Type the Title of your ticket and select the Priority.

1.3 Select the Service Office 365

Inviting guests in Microsoft Teams – Creating a ticket – Cont.

Ticket Description *

Source ✂ 📄 📁 📁 ↶ ↷ 🔍 🗑️ 📄 B I U S x₂ x² I_x

📄 📄 😊 Ω 📺

Styles ▾ Normal ▾ Font ▾ Size ▾ A- A- 🔄

Would you please add the below external user (guest) to MS Teams

- Name: i.e. Anass Sabri
- Email: abc@gmail.com
- Reason: Thesis defense examiner
- Guest activation period: Three months

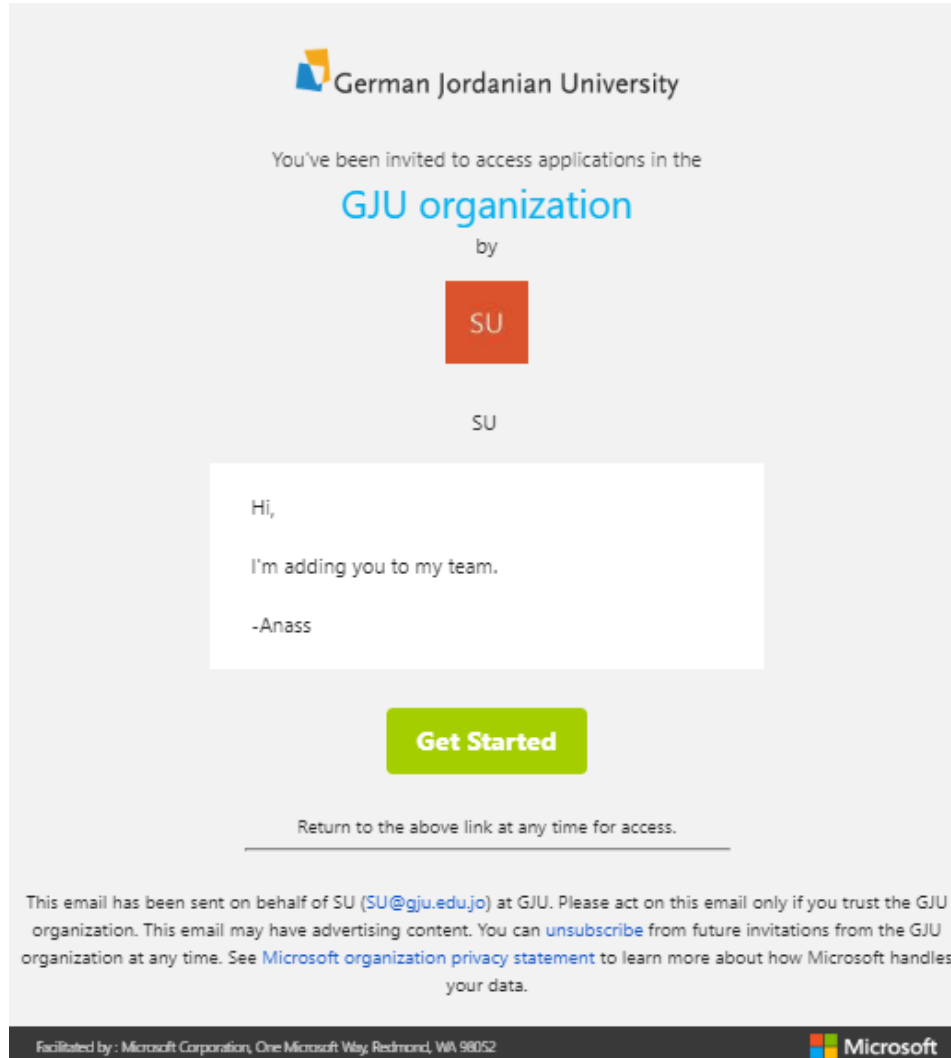
Thanks

body p span

Step 2: In the ticket description field please mention the following:

- 1.1. Guest's Name
- 1.2. Guest's Email
- 1.3. The reason for adding the guest.
- 1.4. Invitation period

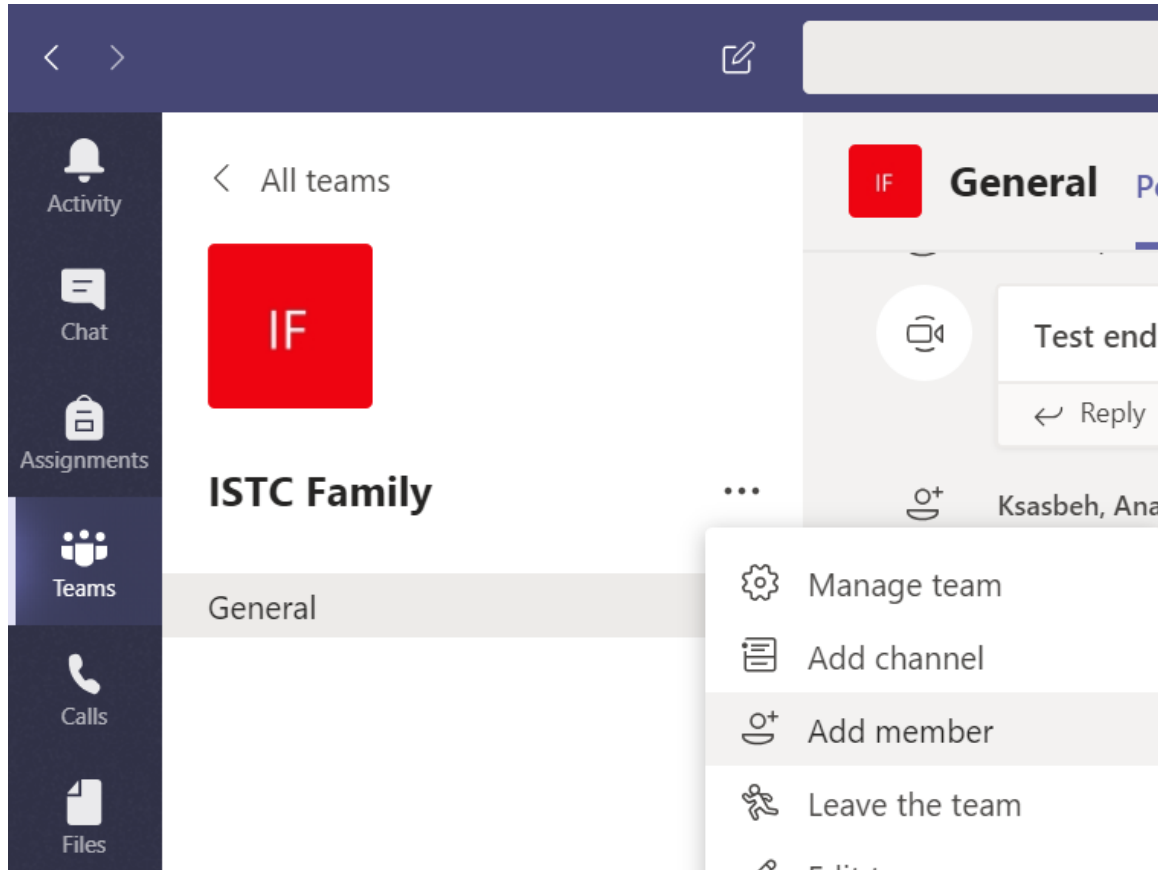
Inviting guests in Microsoft Teams.



- Once we receive your ticket, usually we execute it within a couple of hours.
- Then your guest will receive an invitation form invites@microsoft.com. So please ask your guest to redeem the invitation and proceed MS Teams login using his/her external email account.

*Screenshot: A sample of the invitation email.

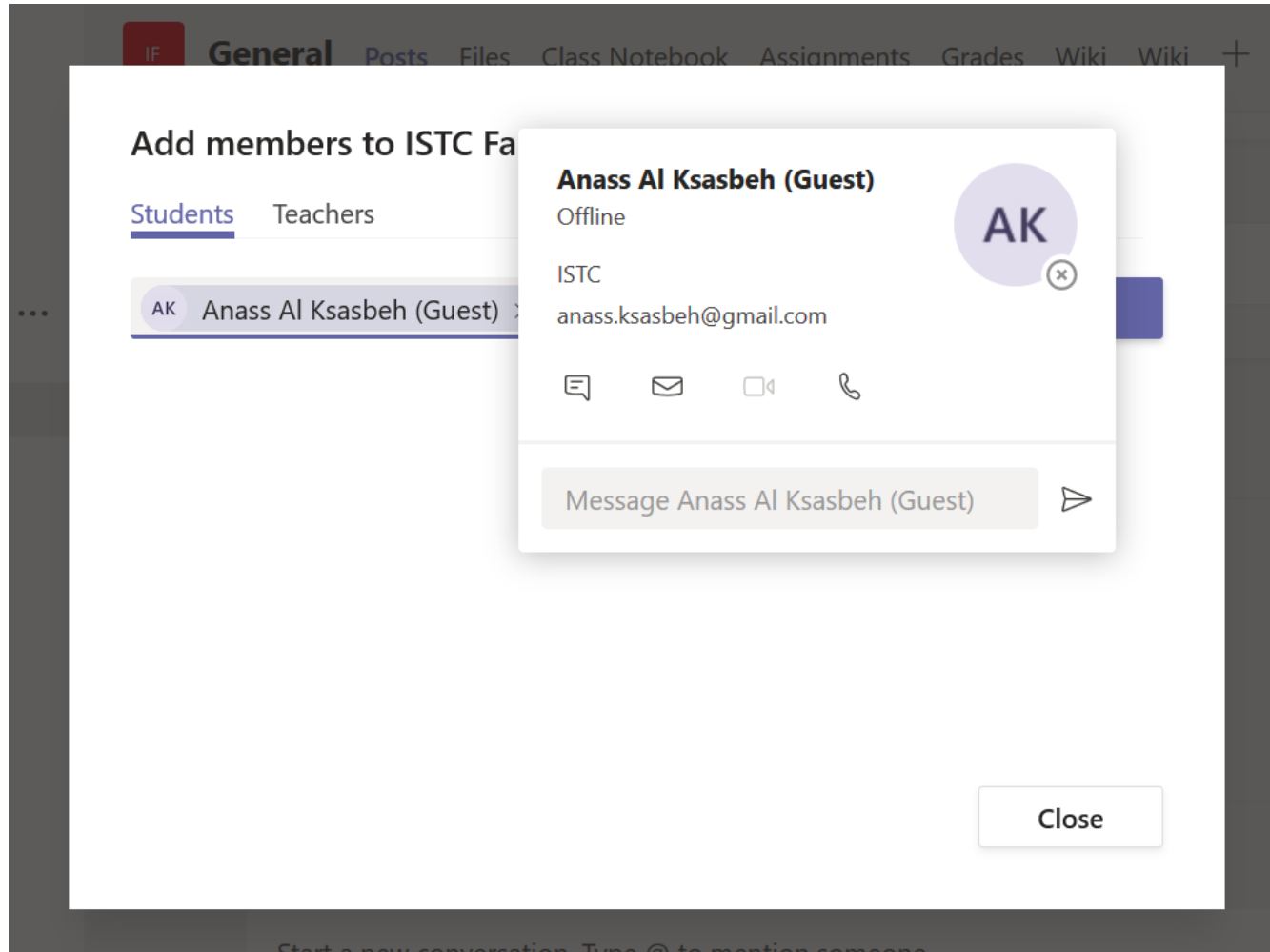
Adding guest to your Team or Channel



Step 3: To add a guest to your team in Teams:

- Select Teams and go to the team in your team list.
- Select More options More options button ...> Add member.

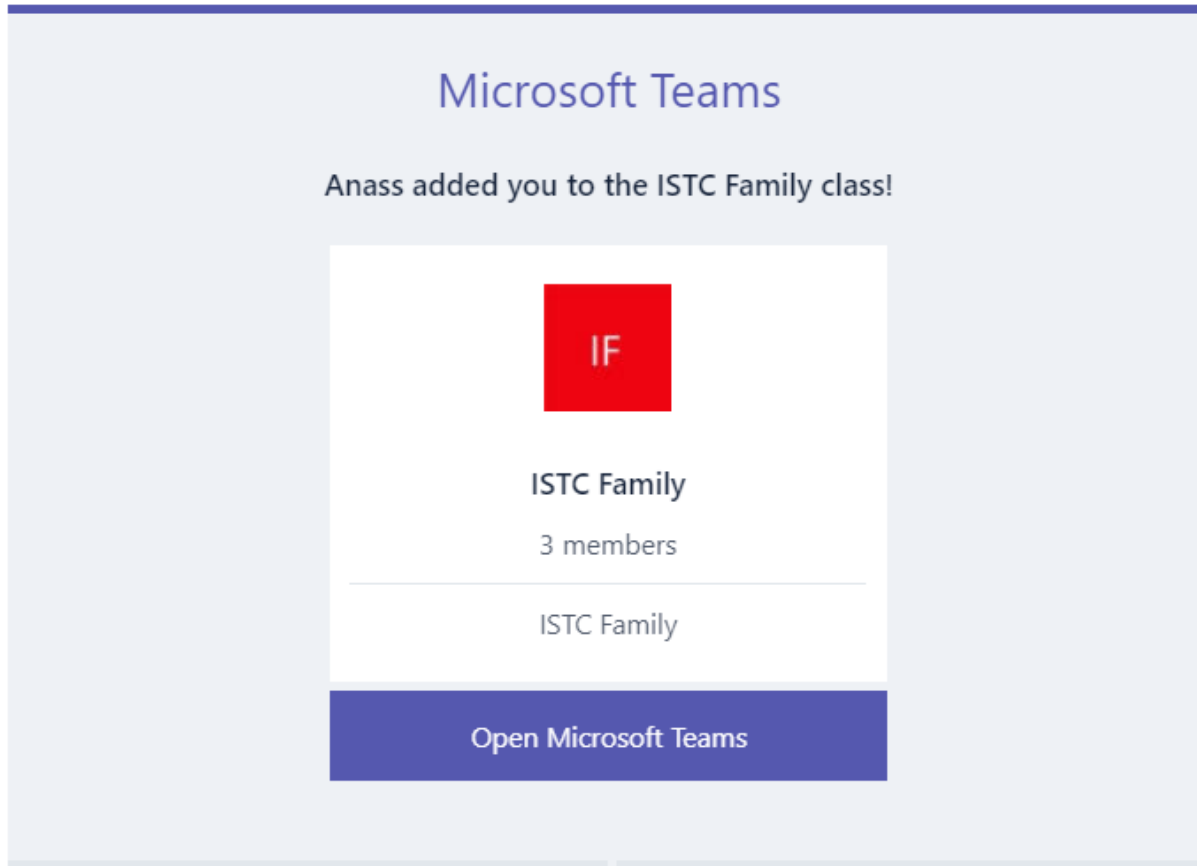
Adding guest to your Team or Channel



Step 4: Enter the guest's email address, select your guest's name.

Click Add. Guests will receive a welcome invitation email to your team.


Adding guest to your Team or Channel



A sample of Teams invitation email that appears in your guests mailbox described in the left screenshot.

Sender: Microsoft Teams
noreply@email.teams.microsoft.com

Now that all that's done, the next thing you're going to do is **set guest permissions using this [link](#)**.



Let's Work Together!

