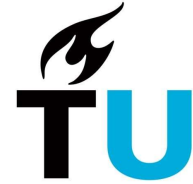


Working with guests as a Team Owner



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Introduction

This document is for you if you are a **Team Owner** and want to work with guests in your team or share files with external users. Learn what guest users are and can do and to add or remove them.

Please Note:

When using Teams, avoid the processing [of special personal data](#) and highly confidential data and follow the directions in [this document](#).

Data can pose a (large) risk to TU Delft if it gets into the hands of unauthorized persons (for example intellectual property, or information under embargo). Look [here](#) for more information about where to store what business information.

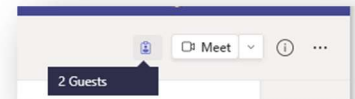
As a Team Owner you are responsible for the content in your team and who can access it. There are types of content you are not allowed to store on Teams and SharePoint online without additional security measures because of their sensitivity. Please check [this document](#) for the details.

What is a guest user?

You can always invite people outside your organization to a Teams meeting, but to make them a direct member of the O365-group of your team, able to post messages and work on files, you need invite them as a guest.

A guest is someone with access to your team but is not an employee, student, or member of the TU Delft. A guest has no e-mail address ending with @tudelft.nl or @student.tudelft.nl.

If you have guests in your team, you see a little tag in the upper right corner of the Post section of your channels. Hover over it to see the number of Guests in your team.



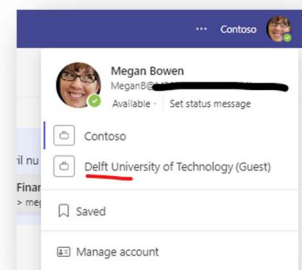
To add a guest, simply invite the user to your team, using their organizational e-mail address. Note that you are not allowed to invite guests to confidential teams. When the team includes confidential information, ensure that the guest has signed the appropriate forms (like an NDA: Non-disclosure-agreement or confidentiality clause).

The guest receives your invitation e-mail. It includes a button 'Open Microsoft Teams'. When they contact our Teams for the first time, they see a confirmation popup to accept the TU Delft invitation.

After acceptance, guests must register for MFA (also called 2FA or Phone verification) in our organization, regardless of whether they're registered for MFA in their own organization. To access our team or a file from a shared link, they must be signed in. During sign in they always must confirm by phone.

Finally, a **Guest account** is created in our organization. It includes a label "(Guest)". The name and e-mail address are visible for all members of the teams the guest is in. Guests can only see members of the teams they participate in.

To participate, the guests must switch to our organization, using a drop down in the upper right corner of Teams (under the photo). When switched they see all teams the TU Delft has shared with them.



The team owner should remove a guest when access is no longer needed.

We also have users identified by the label "External". They are "external access" or "federated" users. They are required to use MFA for every request as well. They do not have to switch to our organization to participate in meetings, chats, or calls but if you need to share files with them or if they need to be part of your team, you need to invite them as a guest.

If you invite someone for a Live event, who is not a user, guest or external, they can still join via the invitation link. In your meeting they will pop-up as "anonymous".



What can a guest user see and do?

To keep our data secure, guests can do less than members. This is configured by our administrator and partly by you as the team owner. The most significant restrictions for guests are:

Video

- Cannot start or stop a recording
- Cannot be a presenter
- Cannot manage break-out rooms
- Share screen: Be aware about what you are allowed to share on your screen.

Teams' functionality

- Cannot create a team
- Cannot become a team owner
- Cannot see and join a public team
- Add users to the team
- Cannot create/delete a channel
As a team owner, you can click the three dots at the right of your team-name and select Manage team. You can then open the tab Settings and under Guest Permissions you can allow guests to create and/or delete channels.
- Cannot Search within files of search for people in your organisation outside the team
- Cannot discover and join a public team
- Cannot share a chat file
- Cannot see all members information & organization chart
- Cannot see your status (if you are available or busy etc.) and you cannot see their status
- Cannot use inline translation
- You cannot include a guest in a chat using an @mention
- Cannot use apps like Stream, Forms, Loops, Approvals, Updates, Versions, Power BI

Documents

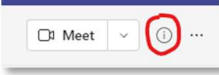
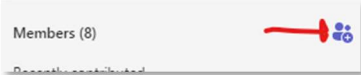
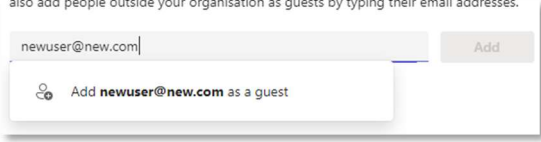

- Unable to share documents with users outside the team
- You cannot 'hide' certain documents for guests only without specific measures
- Note that a guest can handle files just like members, including downloading them.
- To provide guests just *web only access*, an administrator needs to configure a conditional access policy or configure Access control in the SharePoint admin centre.
- Guests which are part of the team, can see all file versions. Guests who only have access to the document library of a team can be included in a SharePoint group with custom permission levels that disallows viewing versions.

Meetings

- Unable to create a meeting (in or outside a team)
- Must wait in the lobby by default (this is controlled in meeting options)
- Can only use the meeting chat during the meeting, not by opening the invite in their calendar.

For latest information, see [Guest experience in Microsoft Teams - Microsoft Teams | Microsoft Docs](#)

Add a guest to my team

<p>Open Teams and go to a Channel in your team (for example General)</p>	<p>(Note: You cannot add a guest to a <i>Shared Channel</i>).</p>
<p>In the upper right corner, click the (i)</p>	
<p>To the right of <i>Members</i>, click the icon</p>	
<p>Enter the full e-mail address of the guest. If the guest is not yet registered in our organization, you will see this white tile. Click the tile</p>	
<p>Click the button <i>Add</i>. You are done.</p>	

Note: This is just one of the ways to add a new guest.

A *new* guest will receive a 'redeem invitation' link and must accept the invite and configure MFA to gain access.



Remove a guest from my team

When access is no longer needed, you remove a guest or member from your team (the O365 group). It can take up to 24 hours before the access is fully withdrawn.



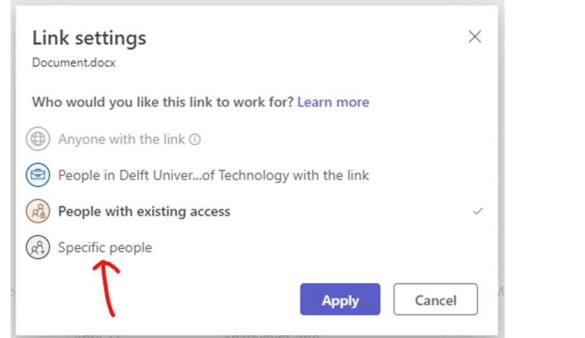
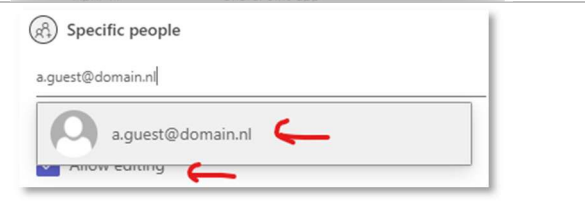
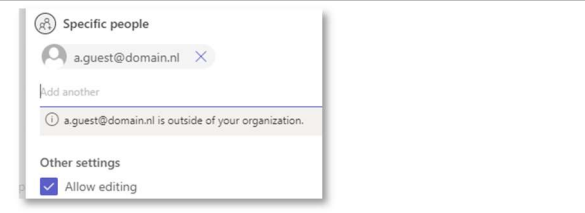
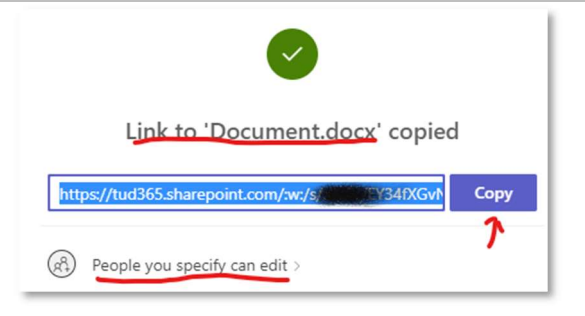
Guests can also leave the organisation. After leaving, they are no longer part of any of your teams. For further details, see Part two, Issues with logging in.

Depending on set policies, the duration of guest access can be restricted to xxx days (for example 186). This is currently not configured, but when configured, a sponsor receives an approval request to approve access for (another) xxx days. If not approved, the guest access is revoked. A review process will ask you as a team owner every xxx days if the access for this guest is still required. If you do not confirm, the access expires.

Other sharing options

Share a file or folder

You can simply share a file or folder and just type the e-mail address of that user. This is a good approach if the user has no experience with Teams. It will not overload them with features and functions they are unfamiliar with. To only share files/folders, follow the steps below:

<p>In your team, open the tab <i>Files</i> and at the top click <i>Copy link</i> to share all files and folders, or click <i>Copy link</i> from the item (file or folder) you want to share.</p>	
<p>IF your link type is not <i>Specific people</i> click on it to change it</p>	
<p>Click <i>Specific people</i></p>	
<p>Enter the exact e-mail address of the guest Click the proposed name</p> <p>It will show up and tell you that the guest is outside your organization.</p>	
<p>If needed check the option to allow for editing</p>	
<p>Click <i>Apply</i>.</p> <p>A sharable link is created. You can see what your link shares with who and if they can read or edit.</p> <p>Copy the link and mail it or use it in a chat to bring it to the guest.</p>	



SharePoint permission groups

You can set additional permissions on files or folders in SharePoint using 'Standard SharePoint File Sharing' technique with SharePoint groups. This is a safe way to share finalized documents with a larger group.

Shared Channels

You can create a *Shared Channel* in your team, just like a normal channel. You can invite people on that channel who are not in the team and there you can meet with them and share just a few files. Only people invited to the channel can see messages and files. Unfortunately, you cannot invite guests to a Shared Channel.

Guests and Microsoft Forms

To allow guests to fill in a Microsoft Form, you need to use an anonymous form. In such a form, you cannot register who filled in the form, so if you need to know who filled in such a form, one of your fields should request the user to fill in information like name, e-mail address. Also, in this case you cannot prevent users from filling out the form multiple times.