Adding Guests to Your Teams

1. Within your Teams application, click the **Teams** icon on the left-side menu and locate the team you would like to add your guests to. If you have not created the team yet, you can do so by clicking the **Join or create team** button.

2. Click on the three dots in the upper right corner of the team where you need to add the guests and select Add Members from the dropdown menu.

3. You will see a pop-up window with an text entry field.
4. Type (or copy and paste) your guest’s email address. Click the option to add as a guest in the dropdown menu.

5. At this point, you will have the option to edit the guest name by clicking the pencil icon next to their name.

6. Click the Add button to add the guest to the team. Your guests will receive an email notification and will be able to access the team, and the files and conversations within the team.