

Guest Access in Microsoft Teams

This document can be used to guide you through the process of bringing in outside partners into your Microsoft Team. Use cases for guest access include After School Programs, Student Mentors, Student Teachers, Vendor Partners, New Hires, and more. This document can also be used to learn the full process of creating a Microsoft Team, scheduling online meetings, and using breakout rooms.

Note: *If you don't already have a Microsoft Team setup, we have also provided those instructions. In addition, we have called out the Guest View tutorials, which we recommend you also share with the guests you add to your team.*

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Tutorials:

Create a Microsoft Team and Add Members

You may need to create a team for the purpose of working with unique groups of students outside of their main classroom teams. This video explains how to create a new class team and how to add members/students to the team. [Watch Now](#)

Add Guest Accounts to your Microsoft Team

This video explains how to add a guest account to your Microsoft Team using a business or personal email account. [Watch Now](#)

Schedule Meetings for Whole/Small Group Instruction

This video explains the process of scheduling online Teams Meetings for whole group and/or small group instruction. These meetings must be scheduled by a district employee. [Watch Now](#)

Setup Break Out Rooms for Small Group Instruction

This video shows the process of setting up channels for small group break out meetings. This is a great way to have several small group sessions occurring at the same time within one class team. [Watch Now](#)

Guest View Tutorials

How a Guest Connects to your Microsoft Team (Guest View)

After adding a guest to your team, it is important that you also send them this video, which will guide the guest through the process of setting up an account within our organization and getting into your team. [Watch Now](#)

Guest Account Capabilities with Microsoft Teams (Guest View)

This video shows what features and functionality is available to a guest in your class team. This video should also be shared with your guests. [Watch Now](#)

How a Guest Conducts a Small Group Break Out Meeting (Guest View)

This video shows how a guest can facilitate a small group meeting within a channel of the class team. [Watch Now](#)

How to Install the Microsoft Teams Desktop Version (Guest View)

This video shows how to install the desktop version of Microsoft Teams, which provides a bit more functionality than the web version. [Watch Now](#)

More Details on Guest Permissions

This documentation from Microsoft provides more details on guest access and permissions within a Microsoft Team. [View Now](#)

For more information, please reach out to:

edtech@fresnounified.org