

TEAMS ESSENTIALS

Adding a Guest to a Teams Meeting

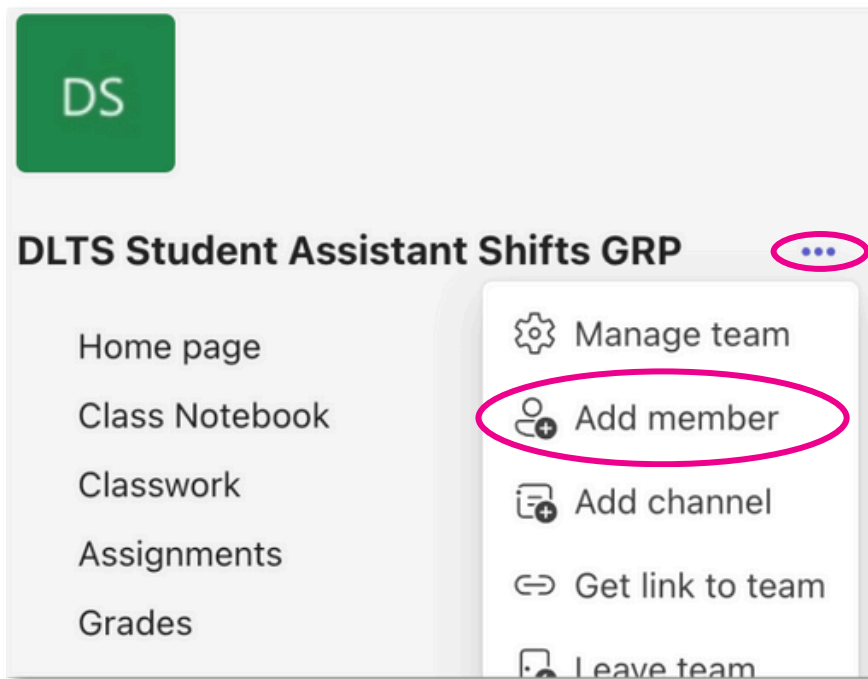
Bringing in a guest speaker is one way to deepen student perspectives on a topic. The following tutorial shows you how to add guests to your Teams meetings. The steps you follow depend on the type of meeting you create.

Adding a Guest Using a Course Team Meeting

If you plan to schedule your meeting using the [Schedule a Meeting](#) option within a channel in your Class Team (see the following image), your guest must be added to the Class Team. Follow the steps below to add a guest to your Team before creating the meeting.

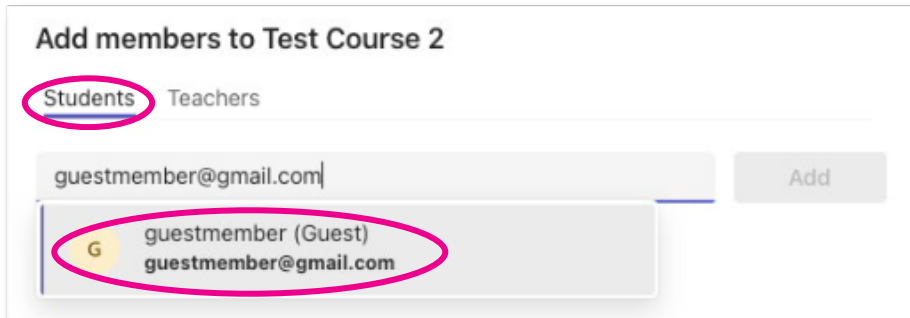
1

Within your Team, select the **3 dots (More Options)** next to the team name and choose **Add Member**. (If your guest doesn't have a Microsoft 365 account associated with their email address, they'll be asked to create one.)



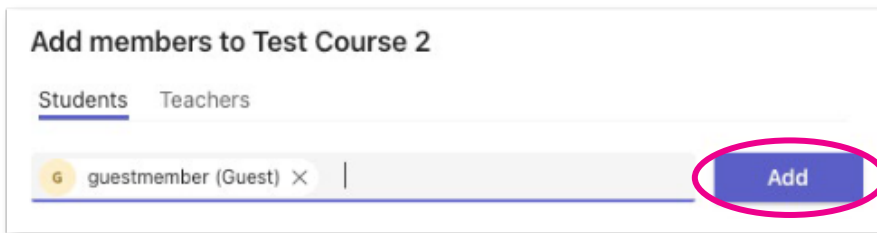
2

Type in your guest's email address and select **Add [email address] as a guest** when it appears. Add them as a **Student**. Adding them as a Teacher, will give them the same rights as you within the Class Team. You will still be able to give them presentation options as a student.



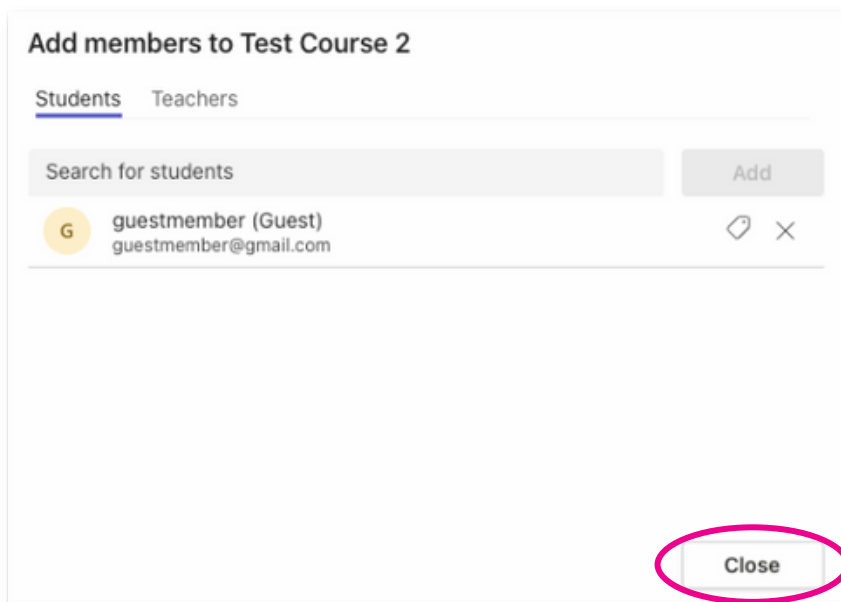
3

The address will populate the line. Select **Add** when the button turns purple.



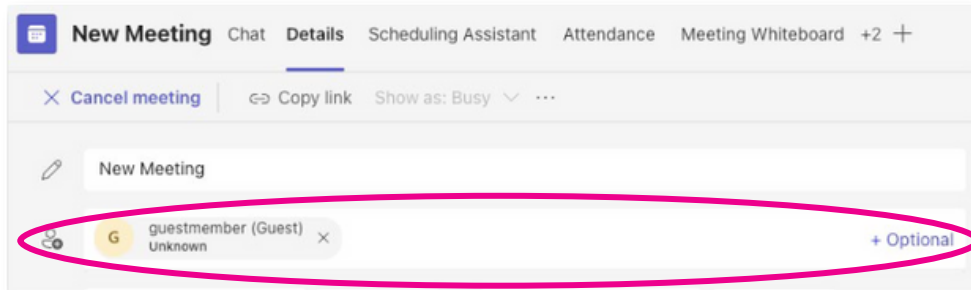
4

The address will move under the line. Select **Close**. When a meeting is scheduled, your guest will receive an email notification with a link to the meeting.



Adding a guest using a Teams calendar meeting

If you plan on creating a Teams meeting through the Teams Outlook Calendar, simply add your guest to the invitation. They will receive an email notification with a link to the meeting.



Setting meeting options

Your default Meeting Options will allow everyone to come straight into the meeting, which is an option you probably want for your guests, but if you would like to change this, you will find your **Meeting Options** in the edit screen of your Calendar created meeting under the close button.

