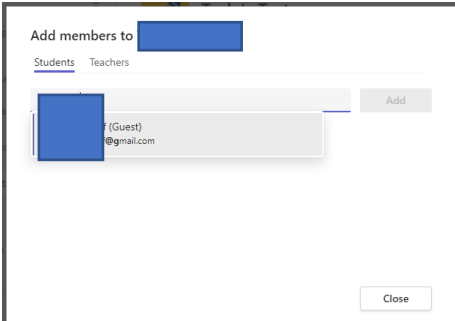
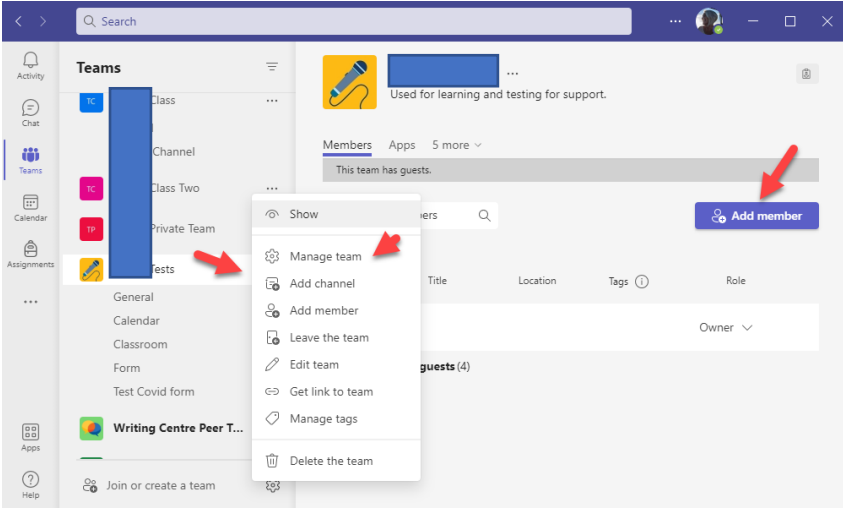


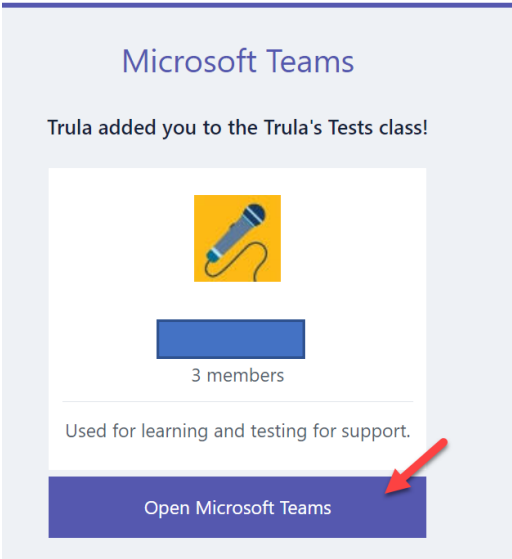
MS TEAMS GUEST ACCESS

SETTING UP GUEST ACCESS TO A CAPU MS TEAM SITE AND THE ABILITY TO EDIT FILES

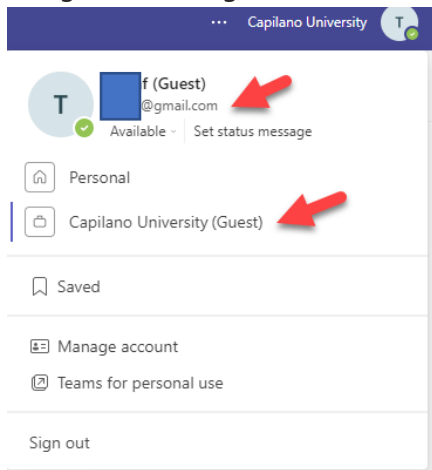
1. The Team owner adds an external email address to a Team site.



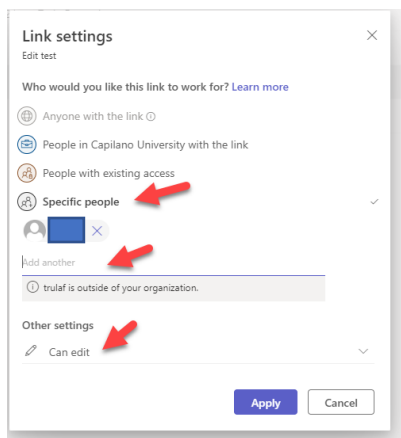
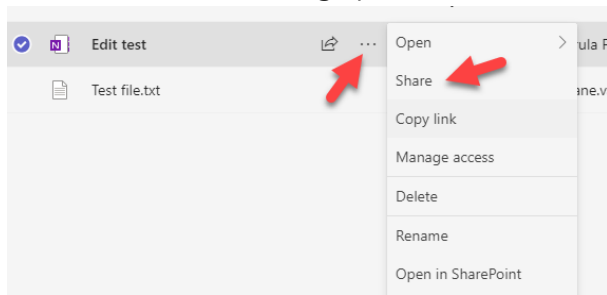
2. The guest must accept the invitation in the email sent.



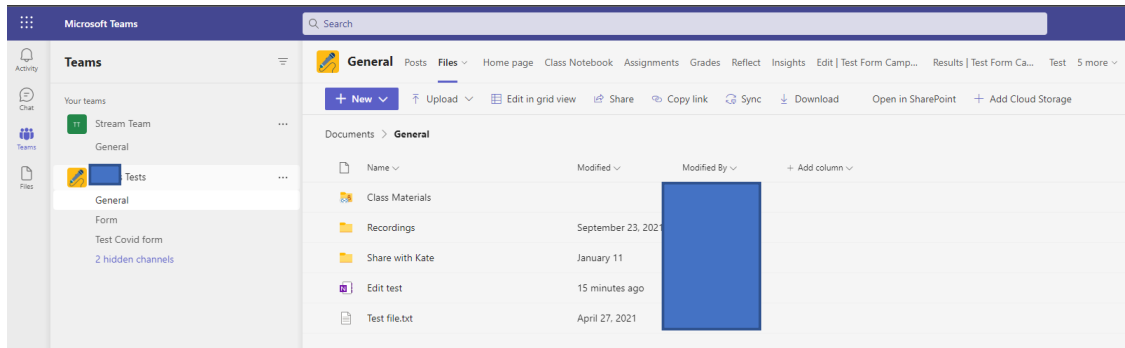
3. The guest then logs into the Team prior to being able to edit a file or see a Team site.



4. The owner can then change permissions to allow file access.



5. or allow a guest to see the entire Team site.



6. After the guest has been admitted the first time they can be added to other Teams.

COLLABORATE ON FILES IN MS TEAMS

As your team works together, you'll undoubtedly have files that you'll want to share and collaborate on. Teams makes it easy to share files and work on them together. If working in Word, Excel, PowerPoint, or Visio files your colleagues can even view, edit, and collaborate on them, right within Teams.

See: [Collaborate on files in Microsoft Teams](#)