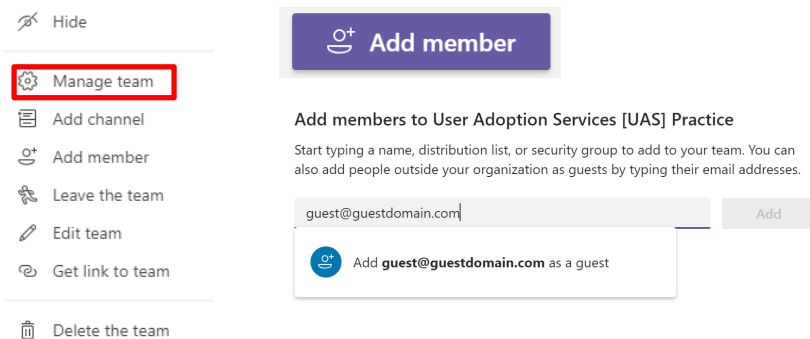


Teams Guest Access

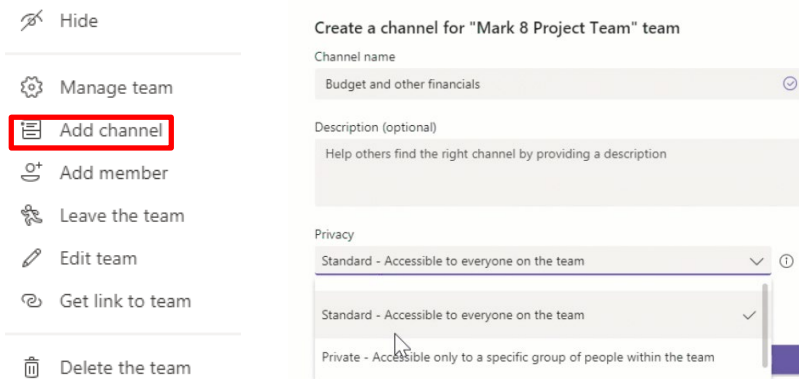
Invite a guest

To invite a guest to your team, browse to your team, click the **... more options** icon, and select **Manage Team**. Click **Add Member** and enter the guest's email address. **Note: Only team owners can invite guests.** By default guest members cannot add or delete channels.



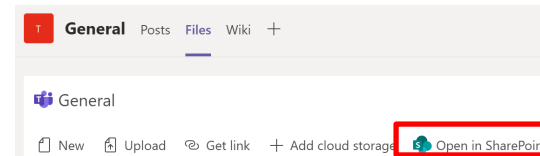
Private channels

To create a private channel, click the **... more options** icon and select **Add channel**. Under privacy, change the option from standard to **Private**. A private channel is only accessible to the members you specifically add.

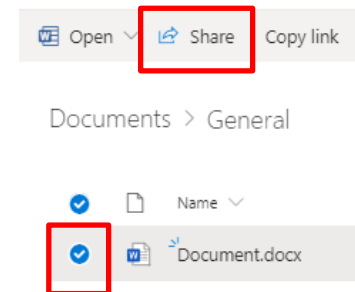


Sharing files externally

To share files externally, browse to the files section of your team and click **Open in SharePoint**.



Once the SharePoint library is open, select the radio button next to the file you would like to share and click **Share**.



Select how you want to share your file. If **People you specify can edit** is not selected by default, click the **>** icon and choose to share with **Specific people**.

Add an email address and a message. Choose to send a link or send email via Outlook.

