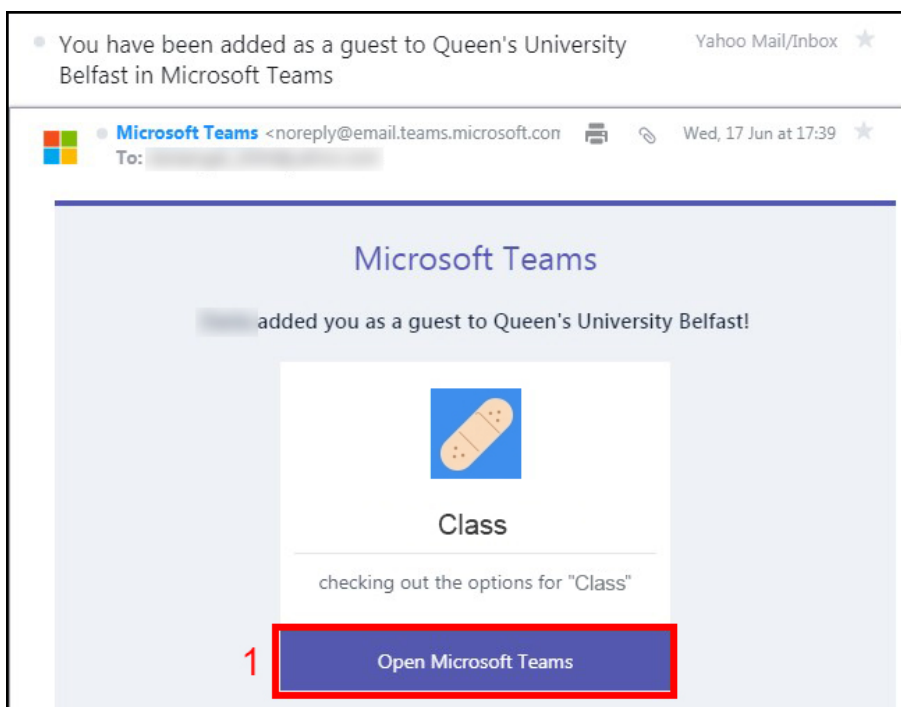


## MS Teams for External Guests

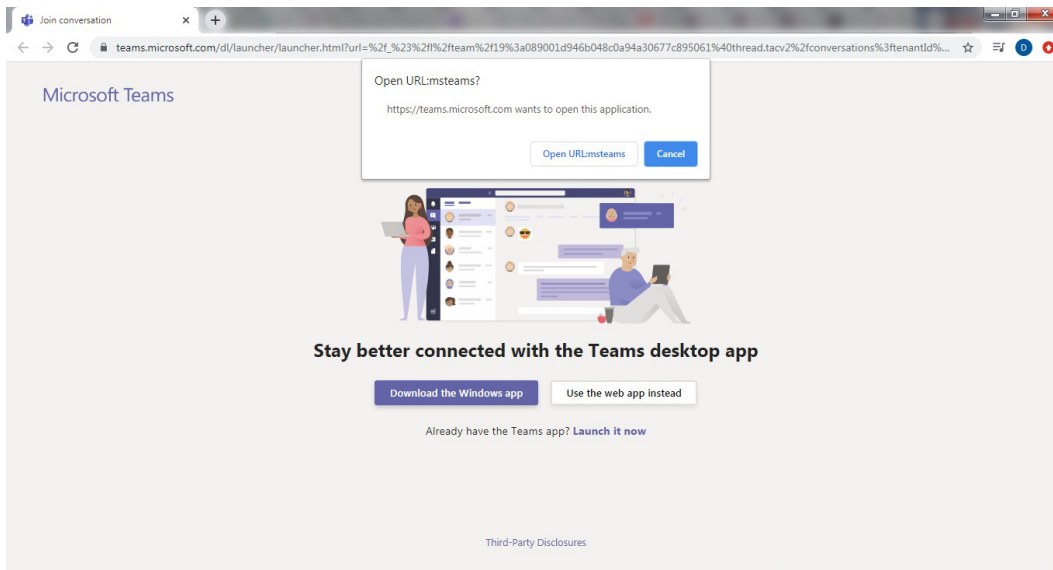
You may be teaching as an external guest at Queen's University Belfast. Queen's uses MS Teams, you may not have an account and that is OK. If you have been added to a class for teaching online, you can access the MS Team teaching space without requiring an MS Teams license.

### Accessing Teams as a Guest

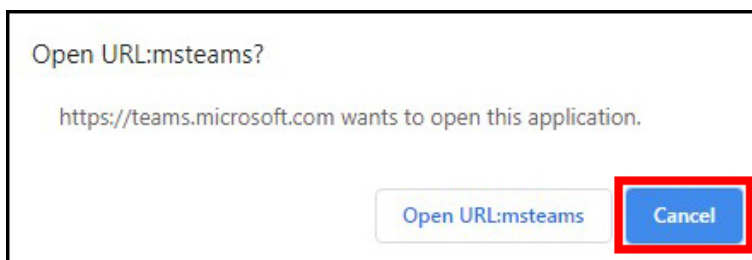
When you have been added to a Team as an external guest, you will receive an email informing you of this. Click on **Open Microsoft Teams (1)**.



This takes you online to a **Join Conversation** page:

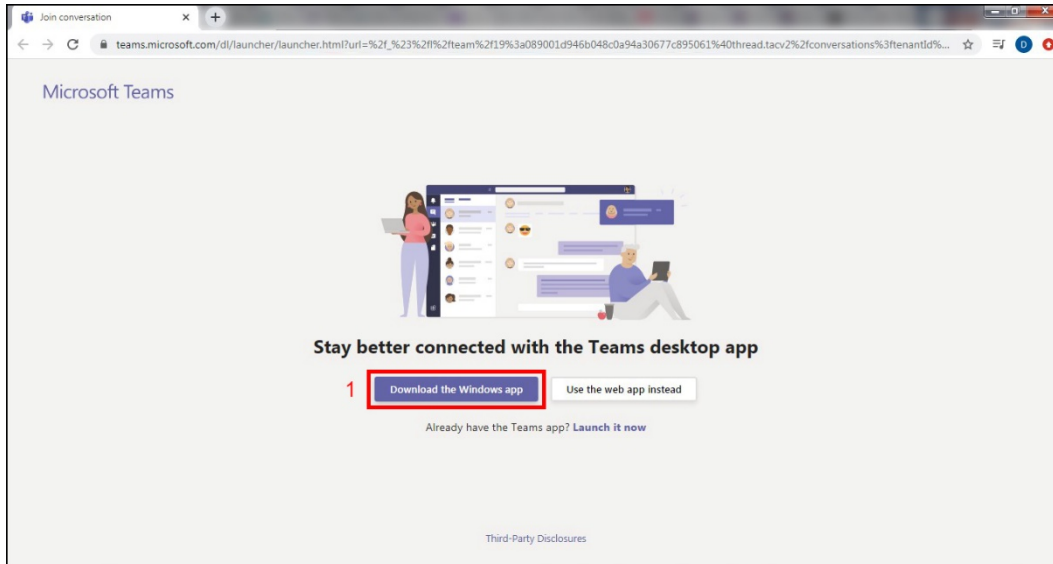


A pop-up dialogue box gives the option to open Teams online. Click **Cancel**:

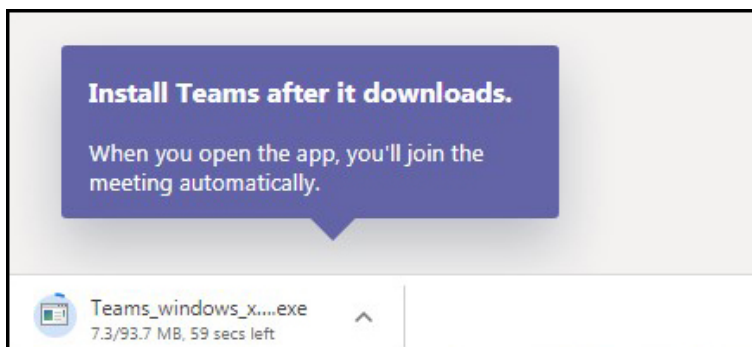


**NB:** Teams is best run from a desktop or laptop computer.

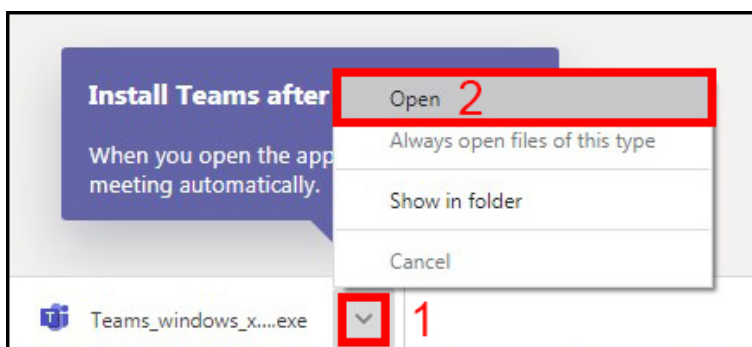
Choose the option to **Download the Windows App (1)** (Teams determines what system you're using, i.e., Windows, Mac, iOS, Android):



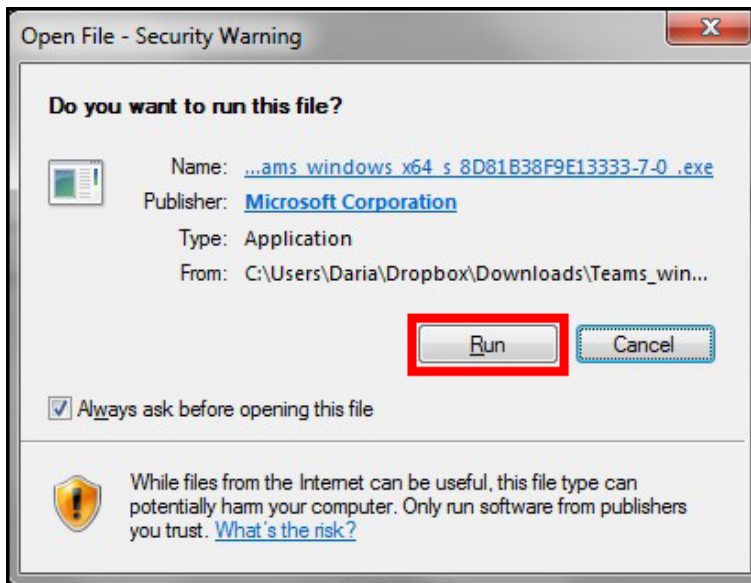
MS Teams will download to the desktop. Give yourself time to do these steps and not just before you need to join the class. Download and install MS Teams to a computer you use regularly to teach from:



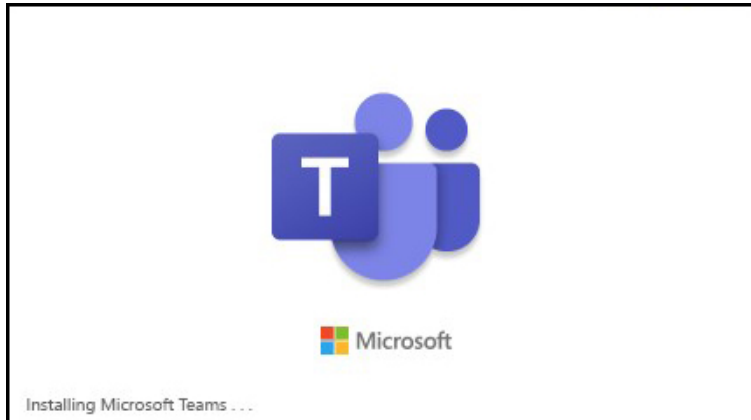
Click the **up arrow (1)** and **Open (2)**:



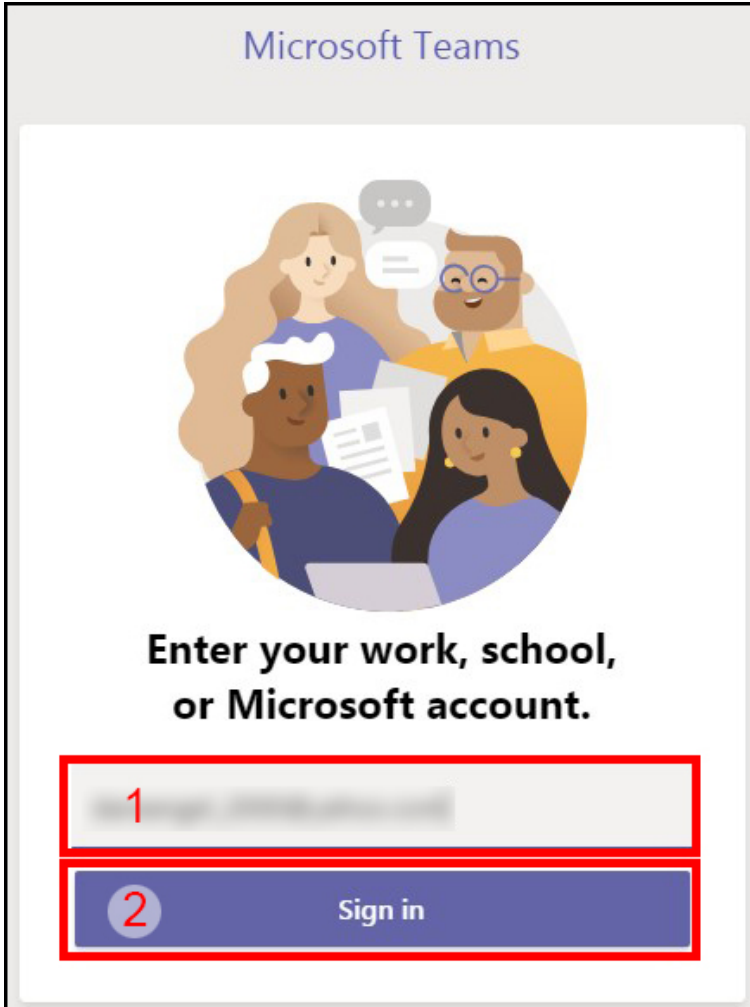
Click **Run**:



Teams will install (*this will take a few minutes*):



Sign in with your **email address (1)** (i.e., the account where you clicked on the link) and **Sign In (2)** (remember your credentials):



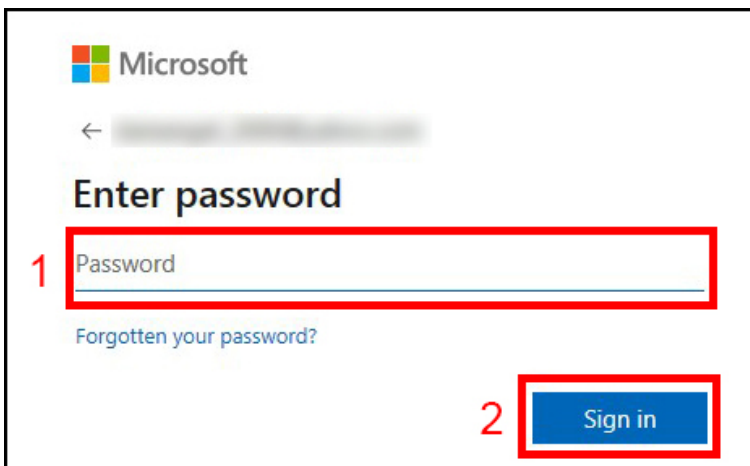
Microsoft Teams

Enter your work, school, or Microsoft account.

1

2

Enter **Password (1)** and **Sign In (2)**:



Microsoft

←

Enter password

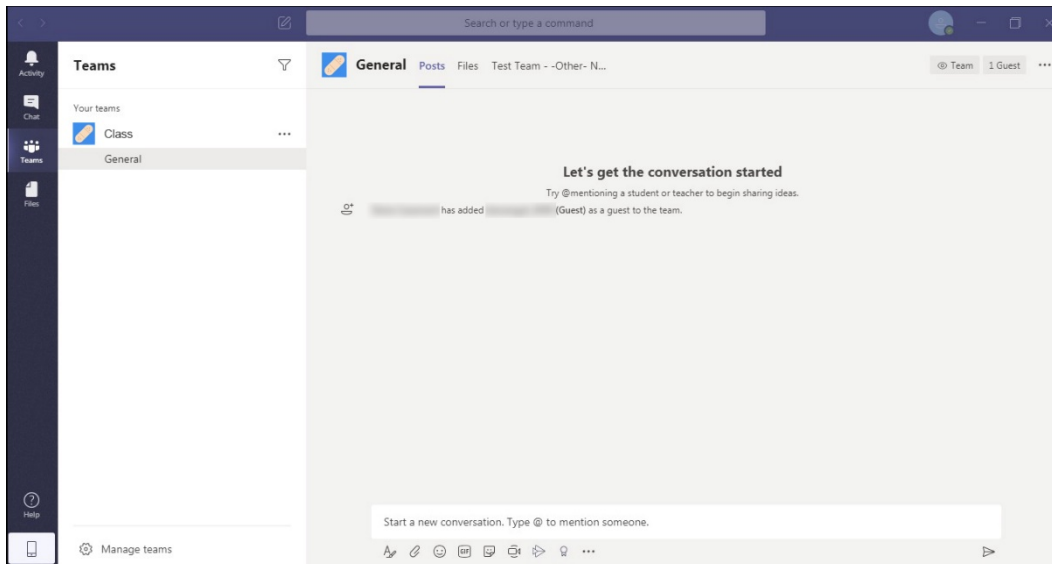
1

[Forgotten your password?](#)

2

You will enter the Team.

**NB:** To access MS Teams after installing, go to the Start (*or Applications*) button and select MS Teams.



## What can Guests do?

Guests **can**:

- Join a scheduled meeting or Meet Now (*it's best to join scheduled meetings*)
- Chat in the Chat window
- View participants list
- Upload files to Files area (*not Class Materials*)
- Create Meeting Notes
- Raise hand

Guests **cannot**:

- Schedule a meeting (*these can be set up in advance*)
- Record a meeting (*these need recorded by an Owner*)