MIAMI INFORMATION TECHNOLOGY

Office 365

Inviting Outside Accounts to an Office 365 Group

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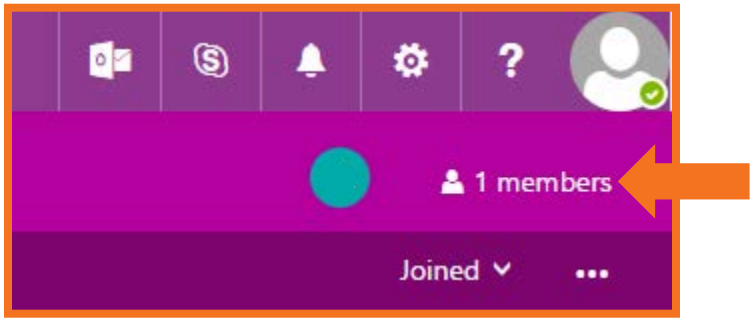
Inviting Outside Accounts to an Office 365 Group

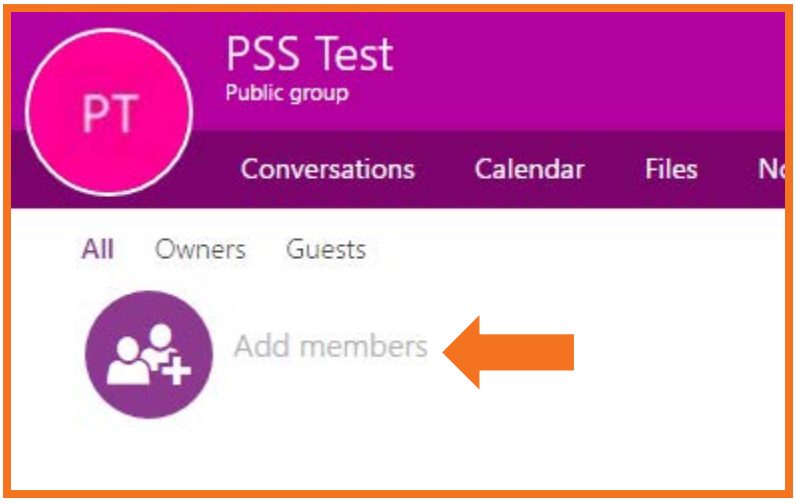
Guest access in Office 365 Groups enables you and your team to collaborate with people from outside your organization by granting them access to group conversations, files, calendar invitations, and the group notebook. Access can be granted to a guest by any group owner.

Invite an Outside Account

1. In the group page, click the members in the top right corner of the page.

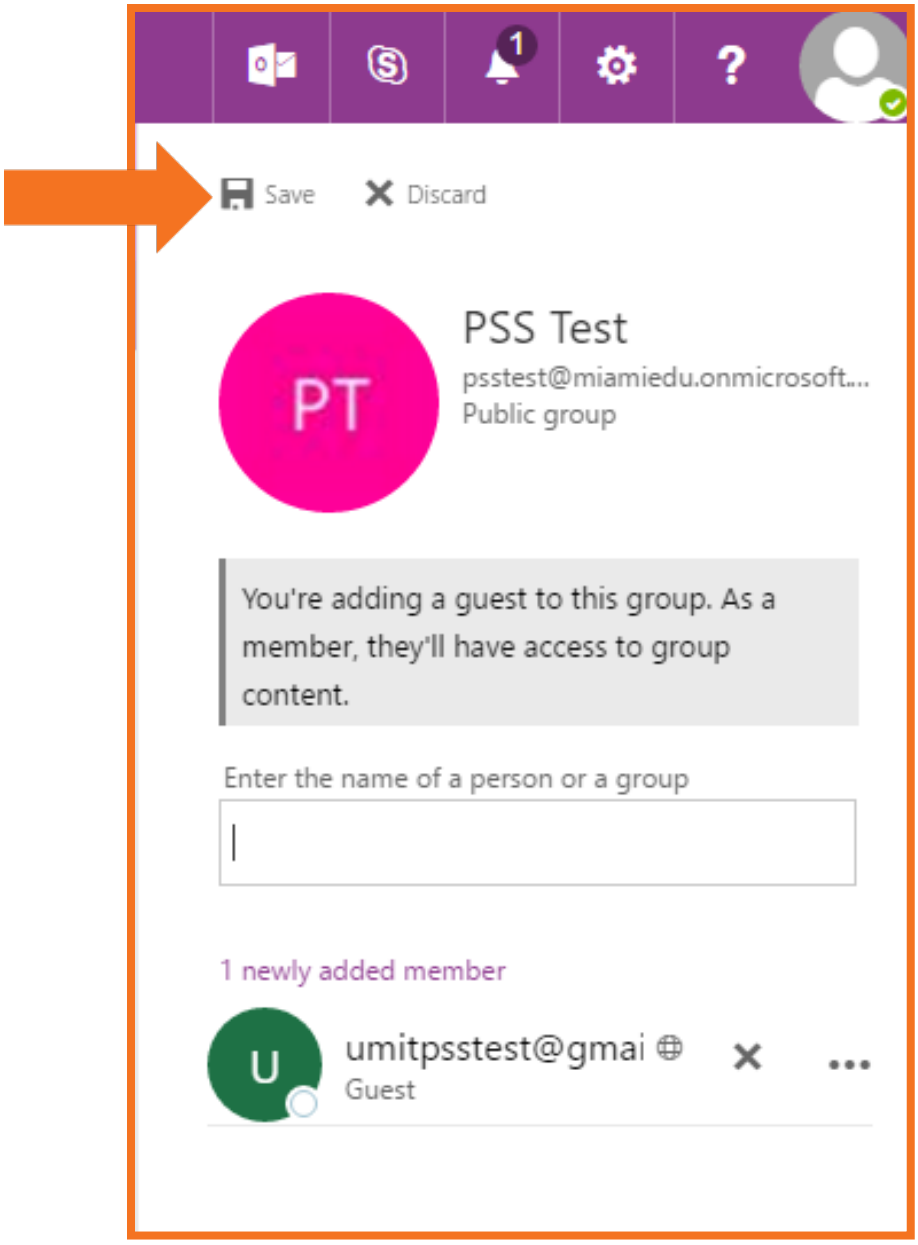


2. Click **Add members**.



3. Type the name of the outside account you want to invite in the box that comes up on the right side of the screen, and press the Enter key.

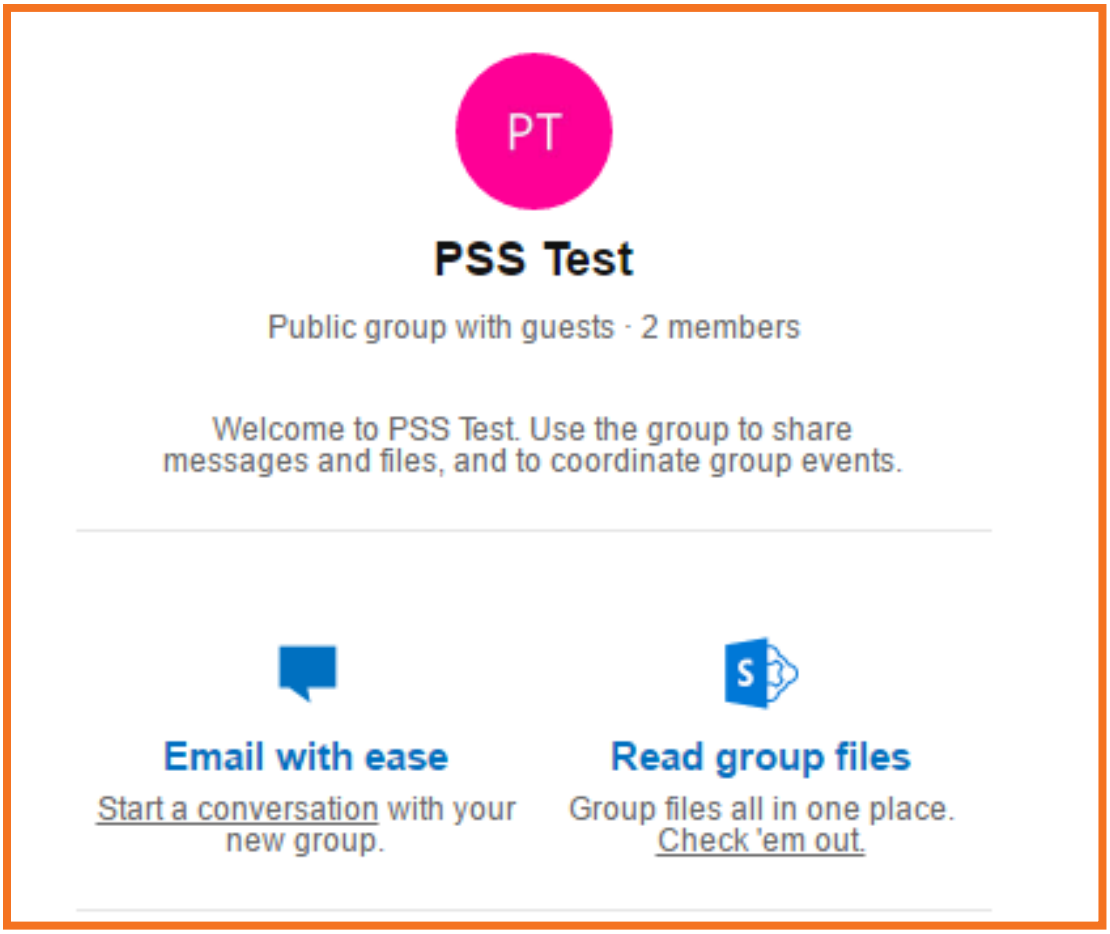
4. The name of the account you added will appear under "# newly added member". You can then add another account, if you wish.
5. When you are done, click **Save** at the top of the section.



The Guest Experience

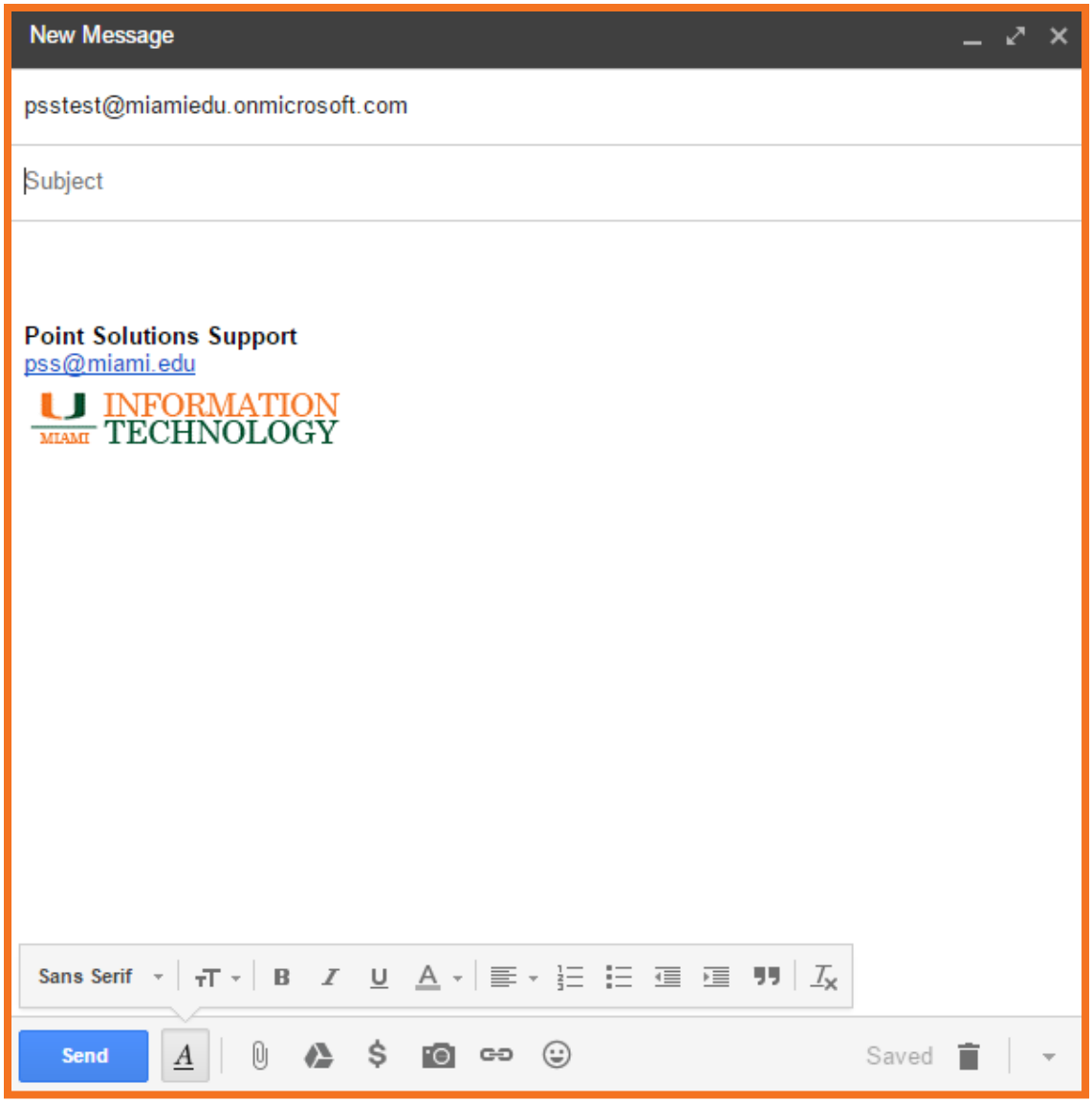
The guest should receive a welcome email once they have been invited to the group.

All of the guest member's interactions will occur through their email inbox. They can't access the group site but can receive calendar invitations, participate in email conversations, and open shared files using a link or attachment.

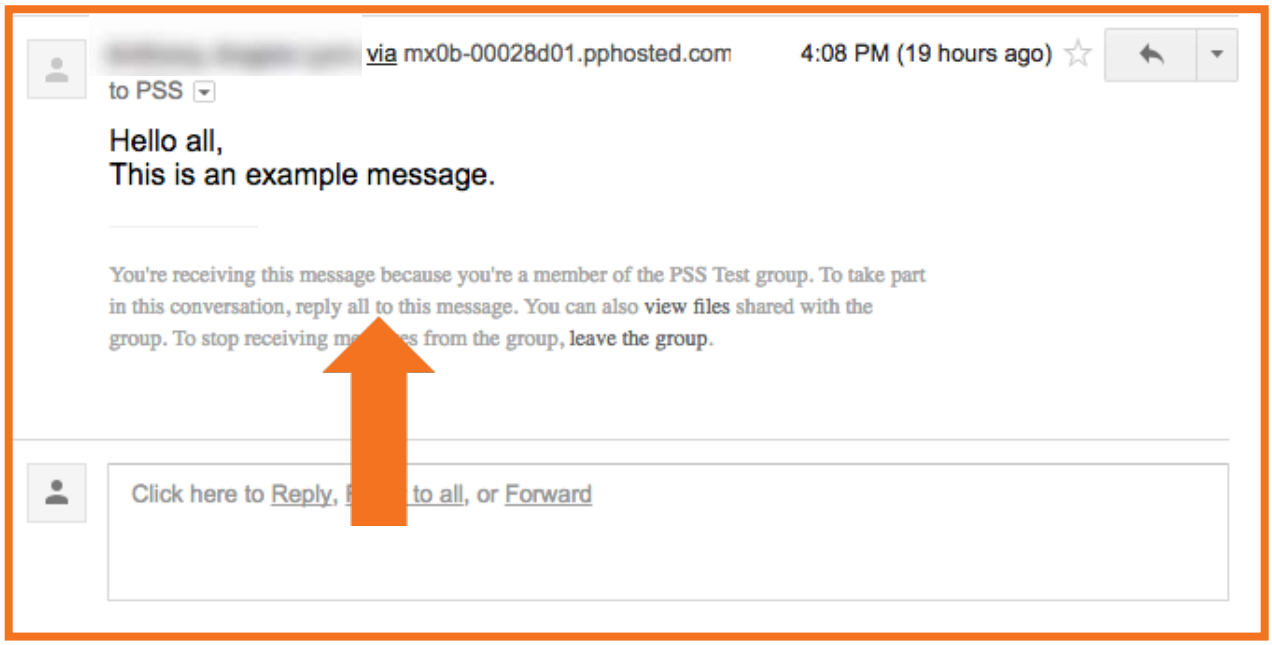


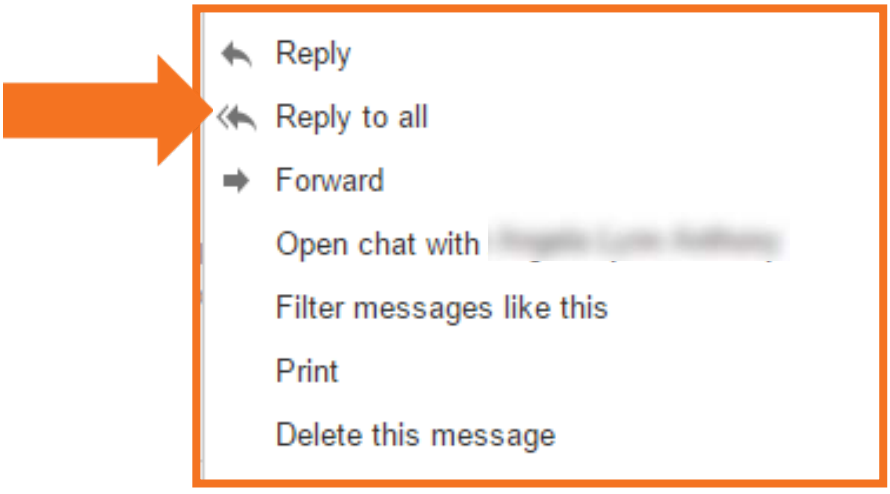
Group Messaging

A guest can compose a message to the group by simply sending the message to the email address of the group (e.g. psstest@miamiedu.onmicrosoft.com).



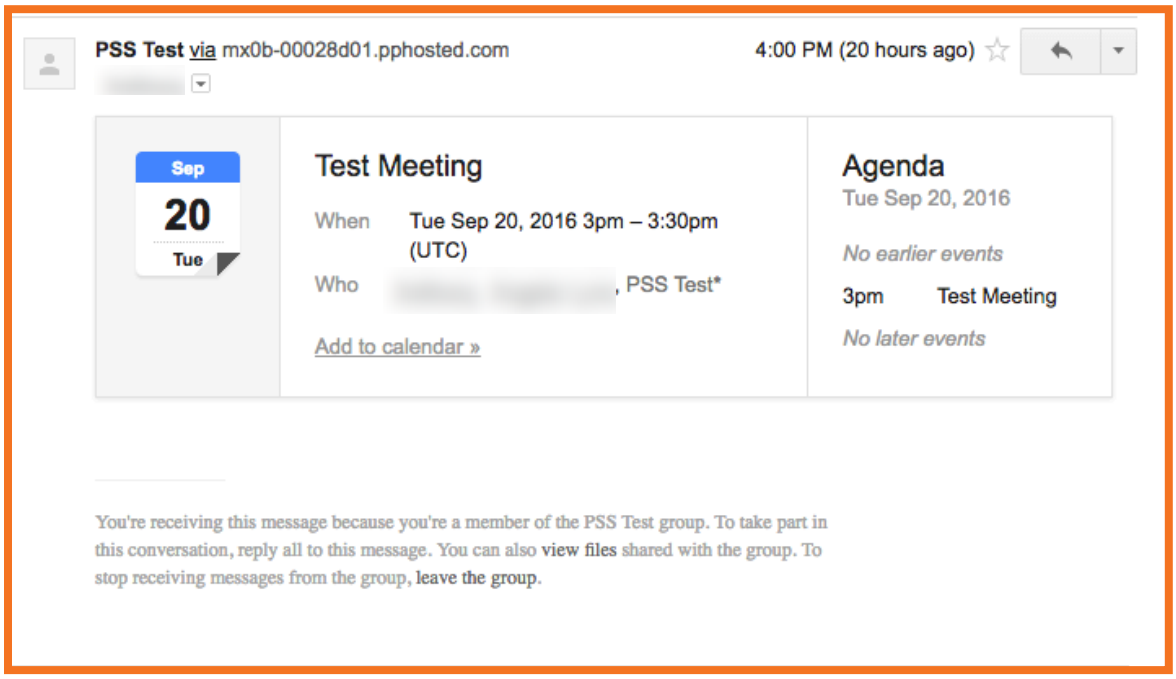
All group emails and calendar invitations the guest receives will include a reminder to use "reply all" in responses to the group.





Group Calendaring

The guest can receive and respond to calendar invitations via email.

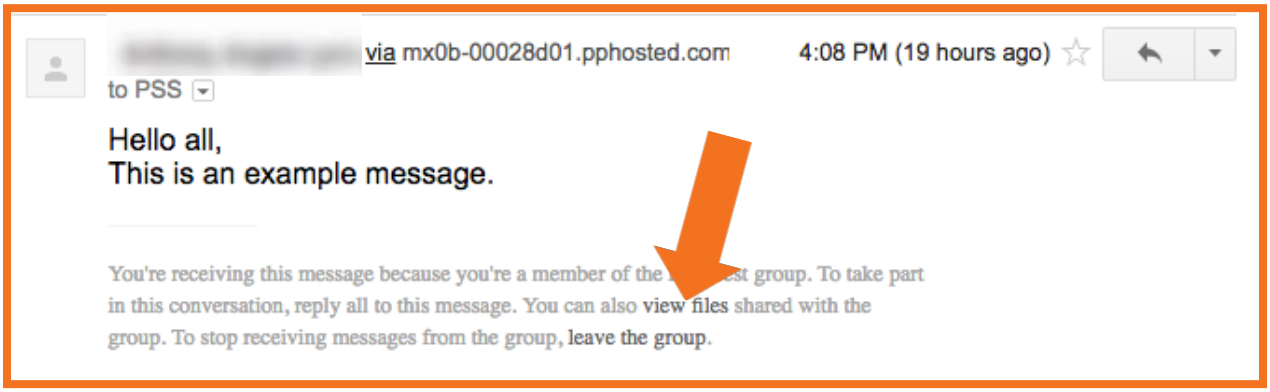


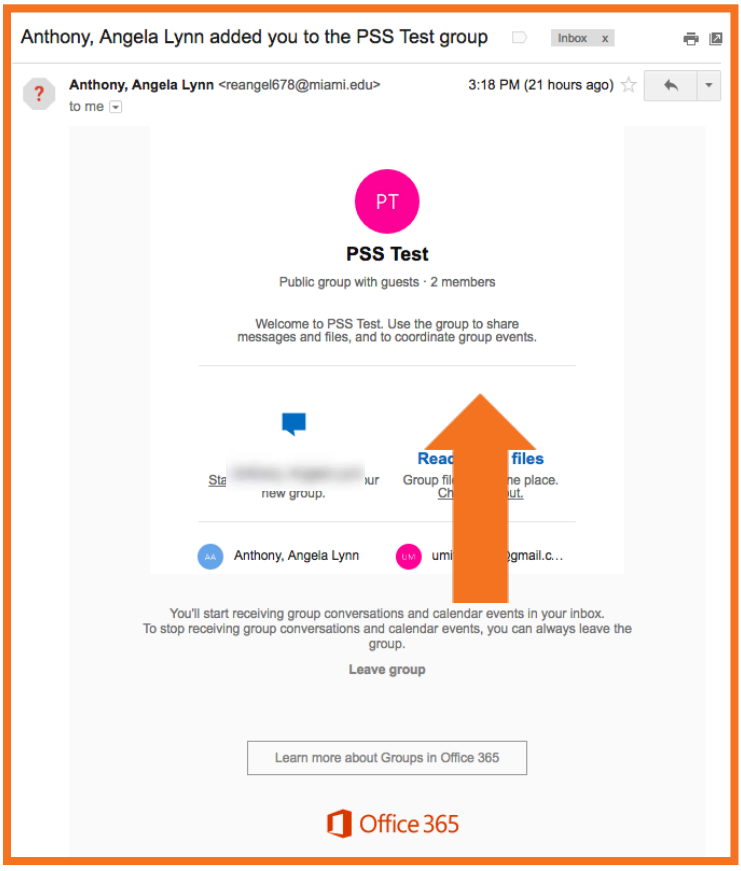
Group Files

Guests can access group files and notebooks.

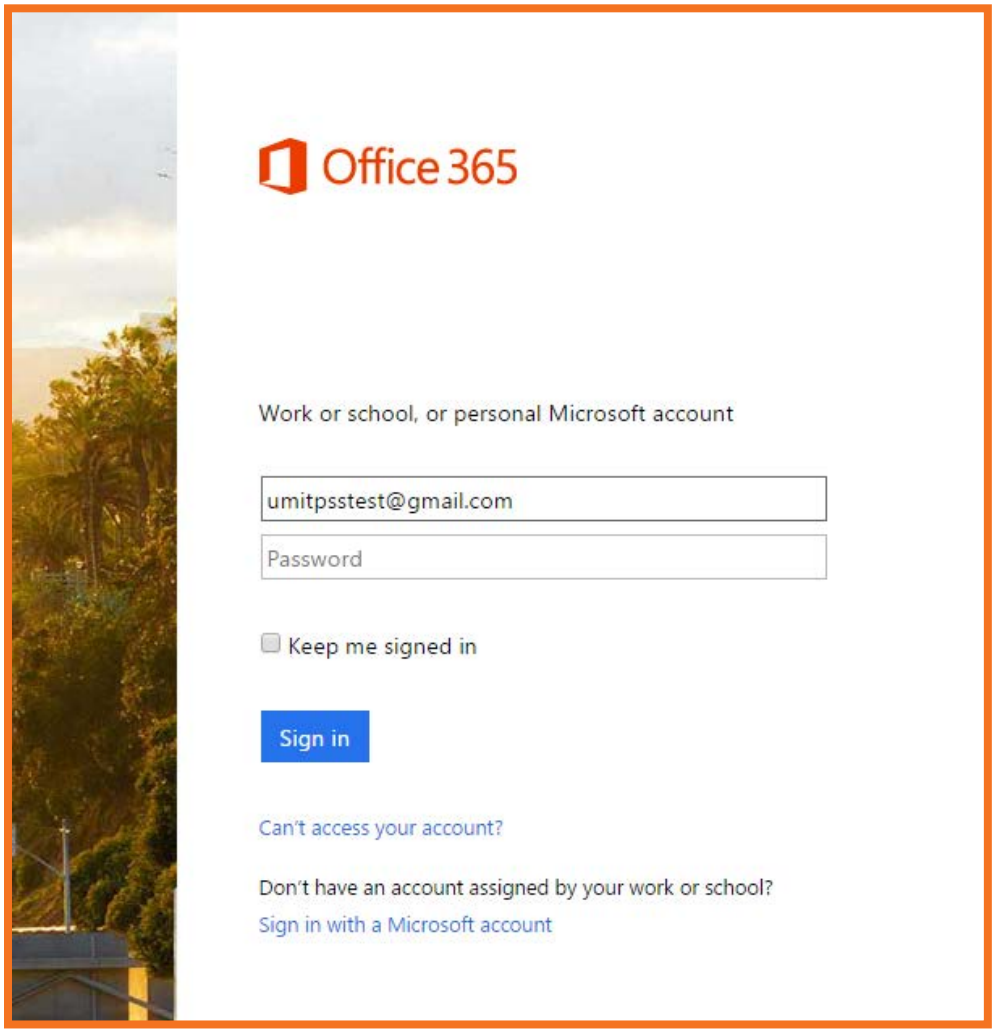
Guests have the ability to view and edit group files or OneNote notebooks.

1. To access group files, click the “view files” link in any of the group messages or the “check ‘em out” link in your initial welcome email.

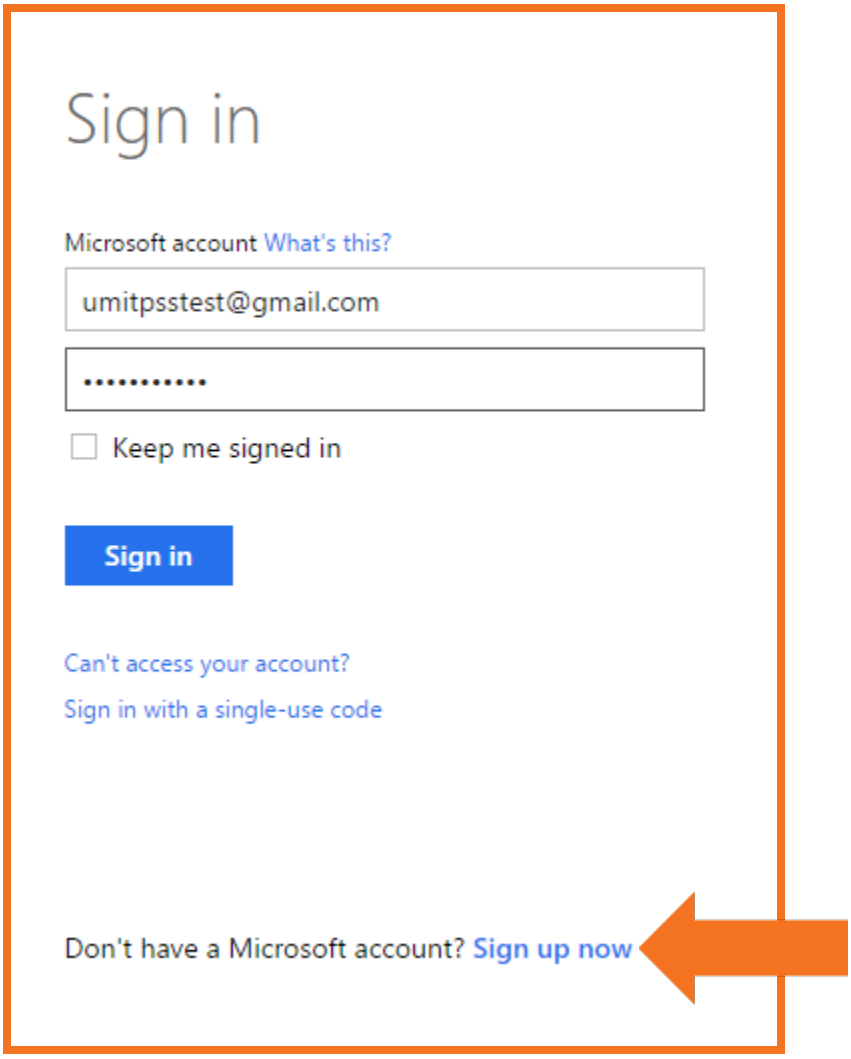
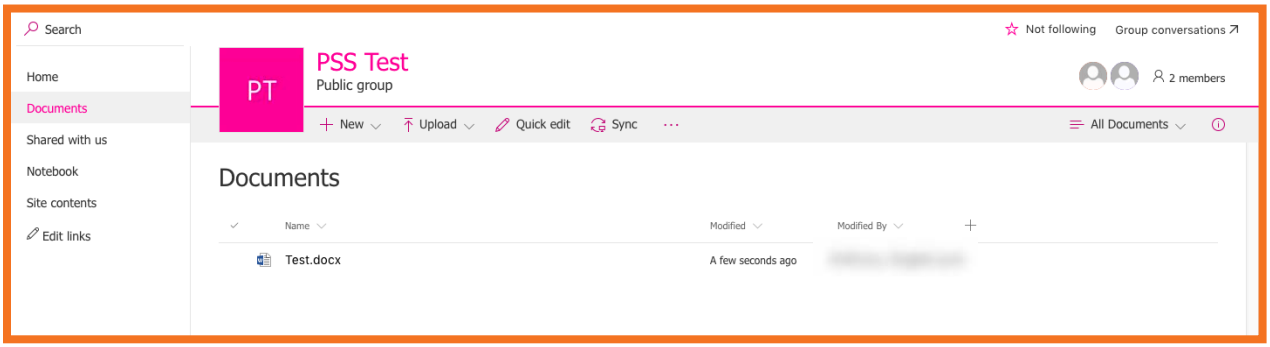




2. You will be redirected to a sign-in page for Office 365. Type your email address in the "Email or phone" field and press the Enter key.


Office 365
Work or school, or personal Microsoft account
umitpsstest@gmail.com
Password
Keep me signed in
Sign in
Can't access your account?
Don't have an account assigned by your work or school?
Sign in with a Microsoft account

3. You will be redirected again to a different Office 365 Sign in page. If you already have an Office 365 account set up with your email, you can simply sign in. If not, click **Sign up now** to create log in information for yourself.



4. Once signed in, you will be able to access the group's files and notebooks.