

# 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.

PT PSS Test			
Public group with guests · 2 members			
Welcome to PSS Test. Use the group to share messages and files, and to coordinate group events.			
-	S		
Email with ease	Read group files		
Start a conversation with your new group.	Group files all in one place. <u>Check 'em out.</u>		



### **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. <u>psstest@miamiedu.onmicrosoft.com</u>).

New Message		-	2>	¢
psstest@miamiedu.onmicrosoft.com				
Subject				_
Point Solutions Support pss@miami.edu INFORMATION TECHNOLOGY				
Sans Serif $\cdot$ $ _{TT} \cdot  _{B}$ $Z$ $\underline{U}$ $\underline{A} \cdot   \equiv \cdot \stackrel{1}{\equiv} \equiv \equiv = = = = 1  _{T_X}$				
Send <u>A</u> U A \$ 10 C=> 😄	Saved	Î	Ŧ	

### **INFORMATION** TECHNOLOGY

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

-	to PSS 💌	via mx0b-00028d01.pphosted.com	4:08 PM (19 hours ago) 🛣	• •
	Hello all, This is an example	e message.		
	You're receiving this messa in this conversation, reply a group. To stop receiving m	ge because you're a member of the PSS Test gr all to this message. You can also view files share as from the group, leave the group.	oup. To take part ed with the	
-	Click here to <u>Reply</u> , <u>I</u>	to all, or Forward		





### **Group Calendaring**

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

Sep 20 Tue	Test Meeting When Tue Sep 20, 2016 3pm – 3:30pm (UTC) Who PSS Test*	Agenda Tue Sep 20, 2016 <i>No earlier events</i> 3pm Test Meeting
Add to calendar »		No later events



#### **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.



# **INFORMATION** TECHNOLOGY



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.

## **INFORMATION** TECHNOLOGY

4	Office 365
	Work or school, or personal Microsoft account umitpsstest@gmail.com
	Password
	Keep me signed in           Sign in
ALA	Can't access your account?
2000	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.

sign in			
Microsoft account	What's this?		
umitpsstest@g	gmail.com		
•••••			
🗌 Keep me sig	ned in		
Sign in	account?		
Sign in with a sing	le-use code		
Den la Leona Ma	crosoft accourt	+2 Cian un nou	



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

∽ Search				☆ Not following Group conversations 7
Home	PSS Test Public group			A 2 members
Documents Shared with us	$+$ New $ee$ $ ilde{ abla}$ Upload $ee$ $\mathscr{O}$ Quick edit $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	•		$\equiv$ All Documents $\scriptstyle{\lor}$ ()
Notebook Site contents		Modified $ \smallsetminus $	Modified By $\lor$ +	
₽ Edit links	Test.docx	A few seconds ago		