



**Business
Technology
Services**

Microsoft Teams Guest Access Guide

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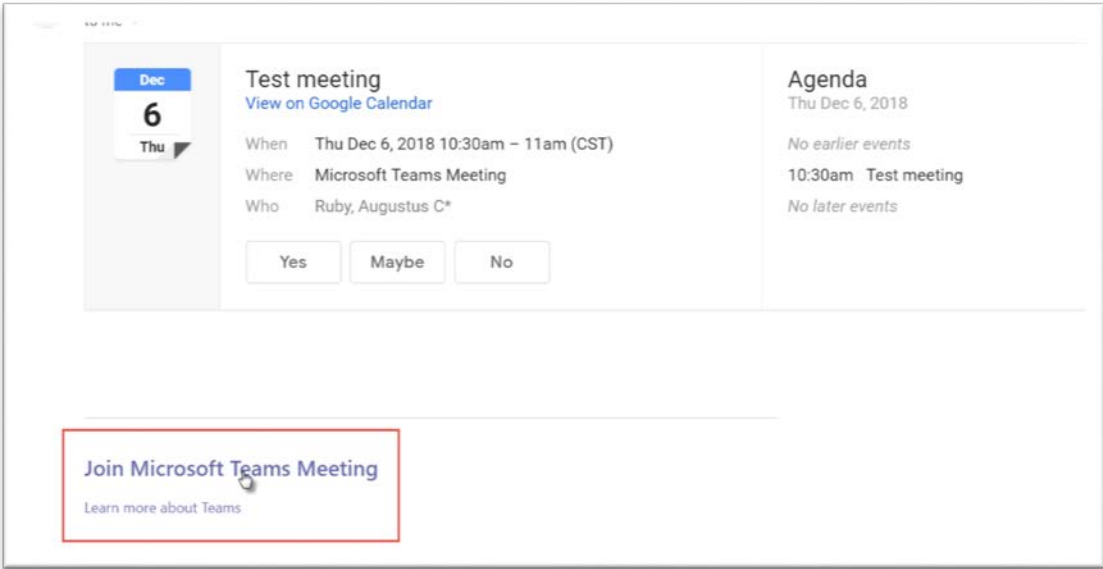
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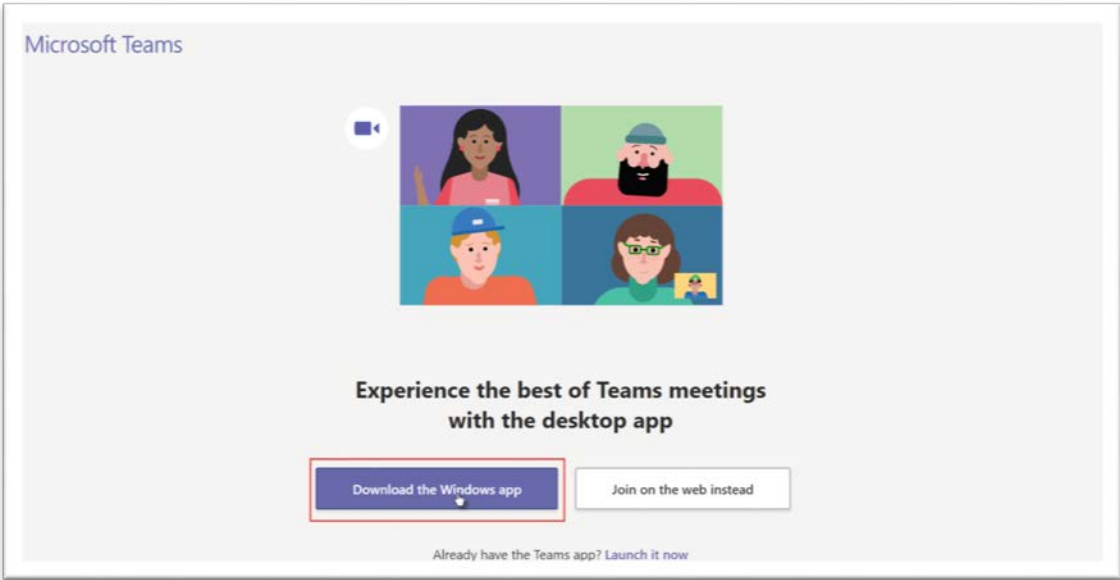
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Guest Users Accessing a Teams Meeting

Users outside of UTA who are invited to a Teams meeting will receive an email with a link to join the meeting.

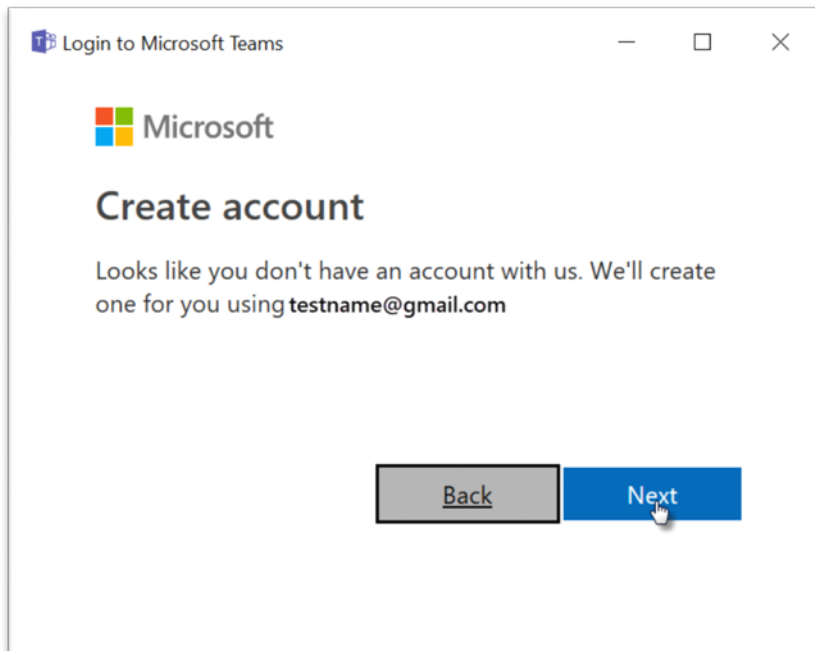
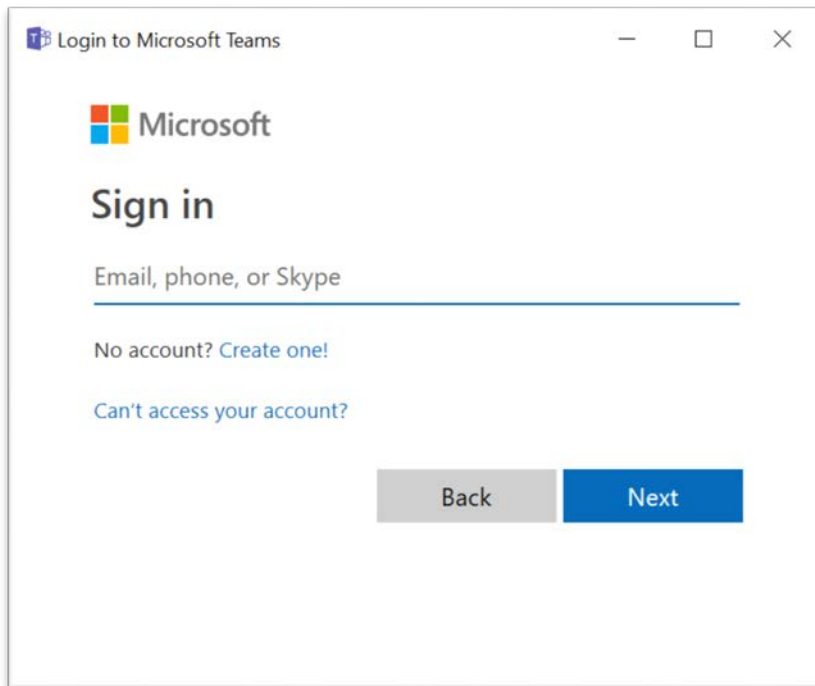


After clicking the link to join the meeting you will be given the opportunity to download the app. Some functionality will not be available without the app.

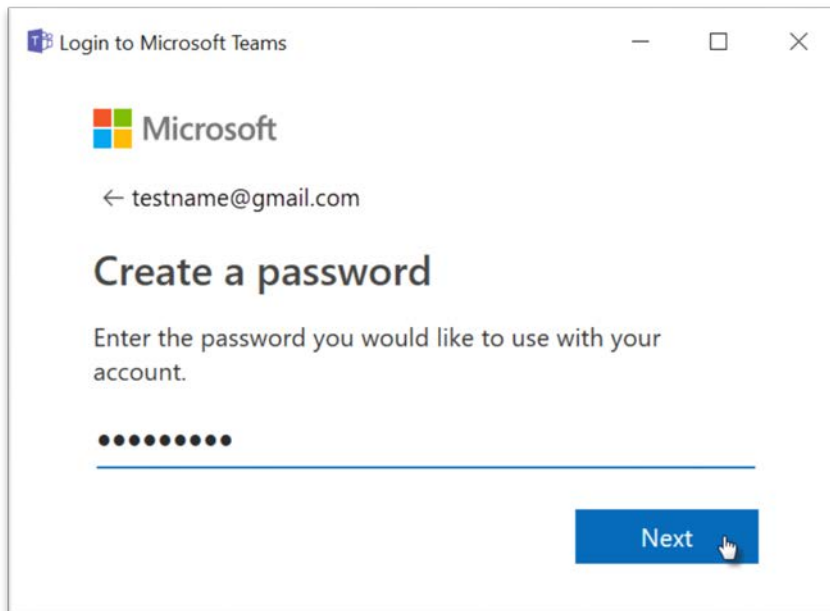


Sign in or Create an Account

If you already have a Microsoft account you can login here (Skip to [Login to Teams](#)). If not, you will need to create one.



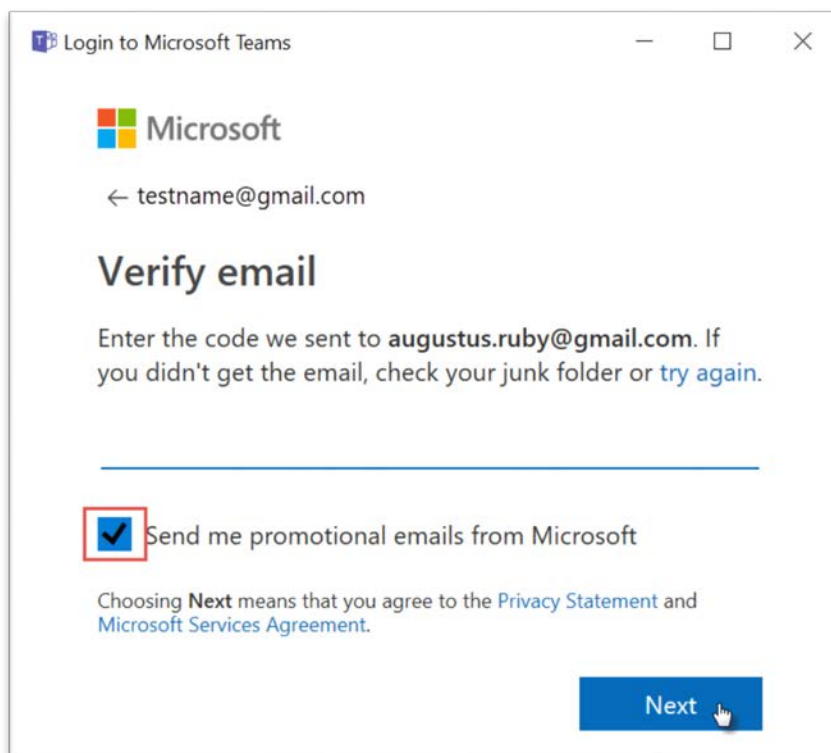
Create a Password for the Account



The screenshot shows a window titled "Login to Microsoft Teams". At the top left is the Microsoft logo and the word "Microsoft". Below that is the email address "testname@gmail.com" with a back arrow. The main heading is "Create a password". Below the heading is the instruction "Enter the password you would like to use with your account." followed by a password input field containing ten dots. A blue "Next" button is located at the bottom right of the form.

Verification Code

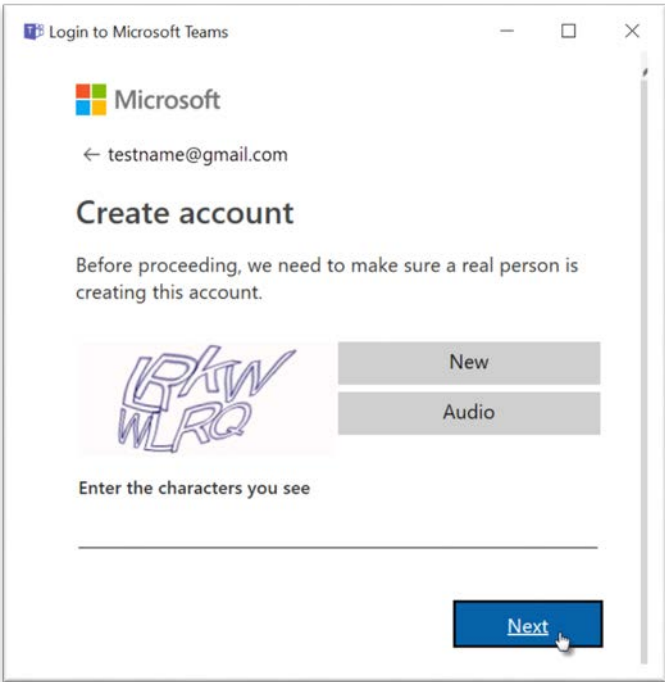
You will be emailed a code for verification. Enter the code here. You may also want to uncheck the box for receiving promotional email before clicking next.



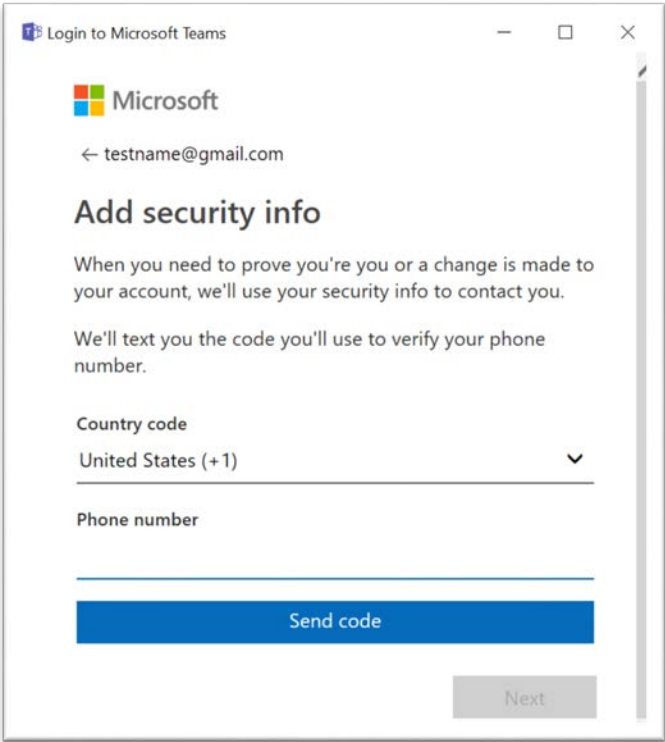
The screenshot shows a window titled "Login to Microsoft Teams". At the top left is the Microsoft logo and the word "Microsoft". Below that is the email address "testname@gmail.com" with a back arrow. The main heading is "Verify email". Below the heading is the instruction "Enter the code we sent to **augustus.ruby@gmail.com**. If you didn't get the email, check your junk folder or [try again](#)." followed by a verification code input field. Below the input field is a checkbox labeled "Send me promotional emails from Microsoft", which is currently checked and highlighted with a red box. At the bottom, there is a note: "Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#)." A blue "Next" button is located at the bottom right of the form.

CAPTCHA Test and Security Contact

Prove you are a real person by typing the characters you see in the image.

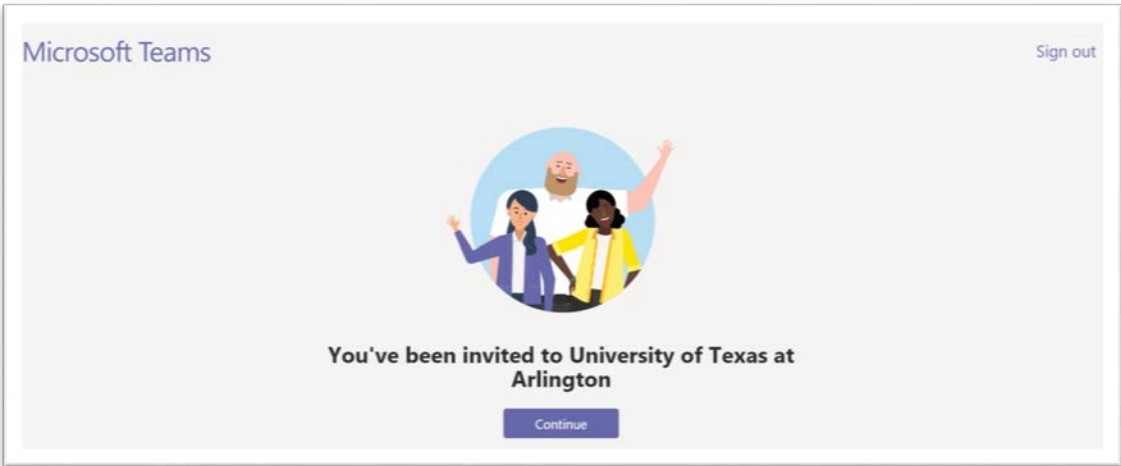


Add a phone number for security contact and click "Send Code."

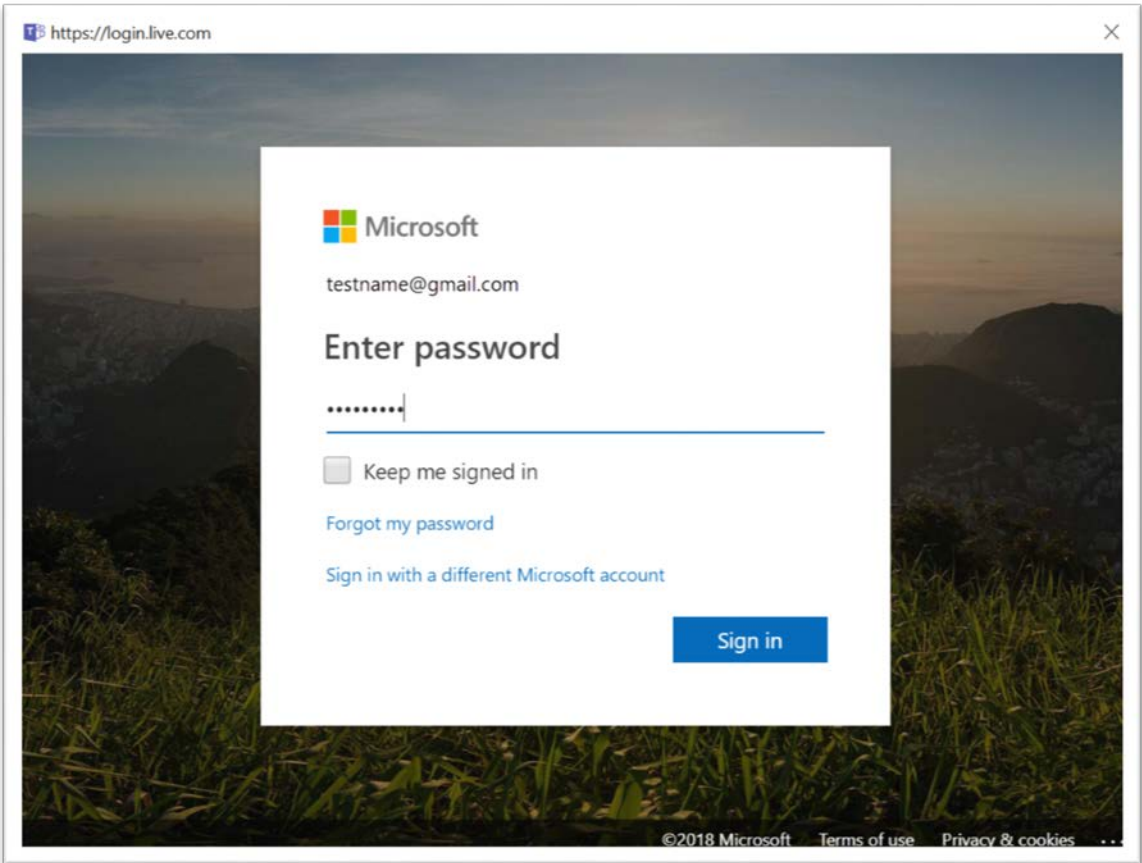


Login to Teams

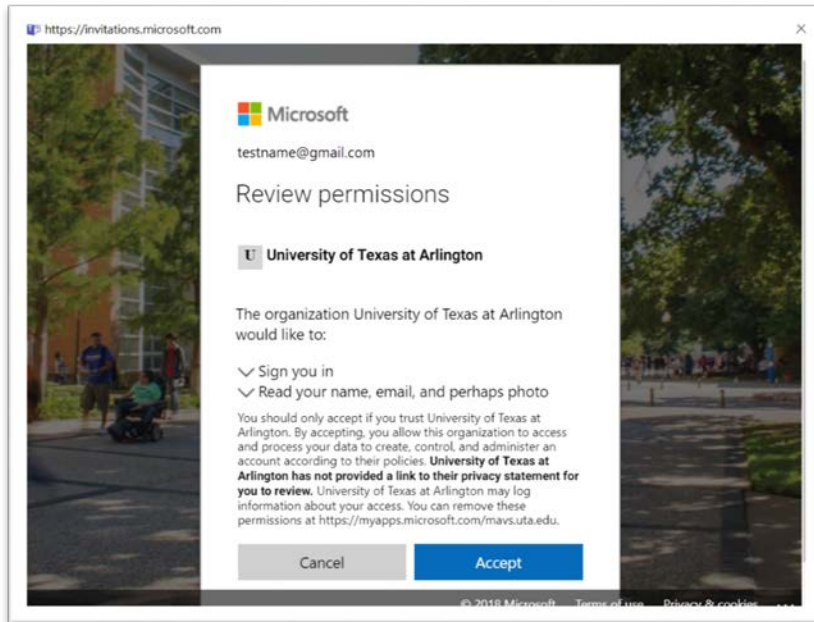
Open the meeting invitation by clicking the “Continue” button.



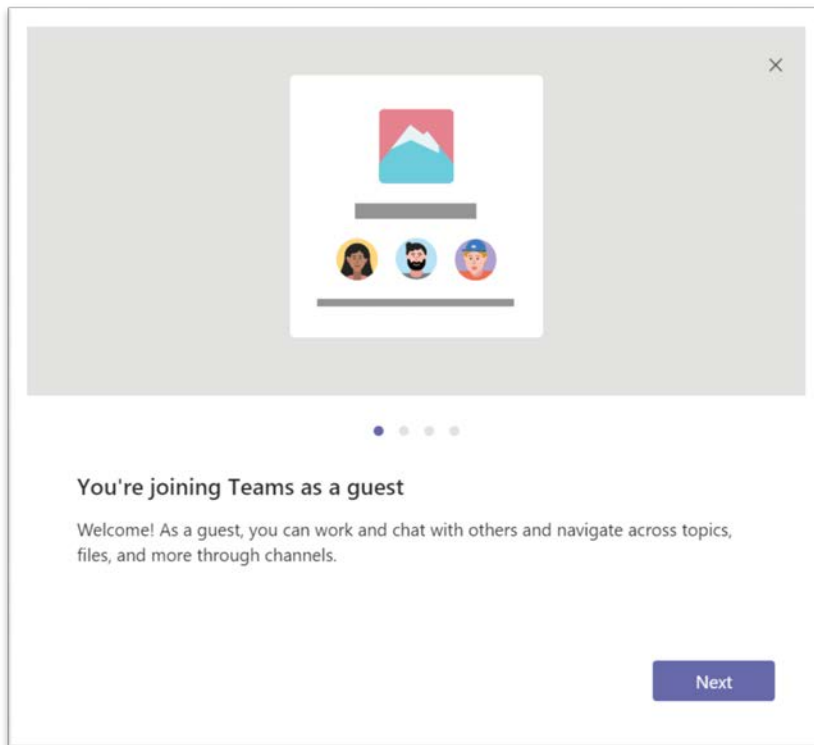
Login with the password you created and click “Sign In.”



You must accept the terms of use to continue.

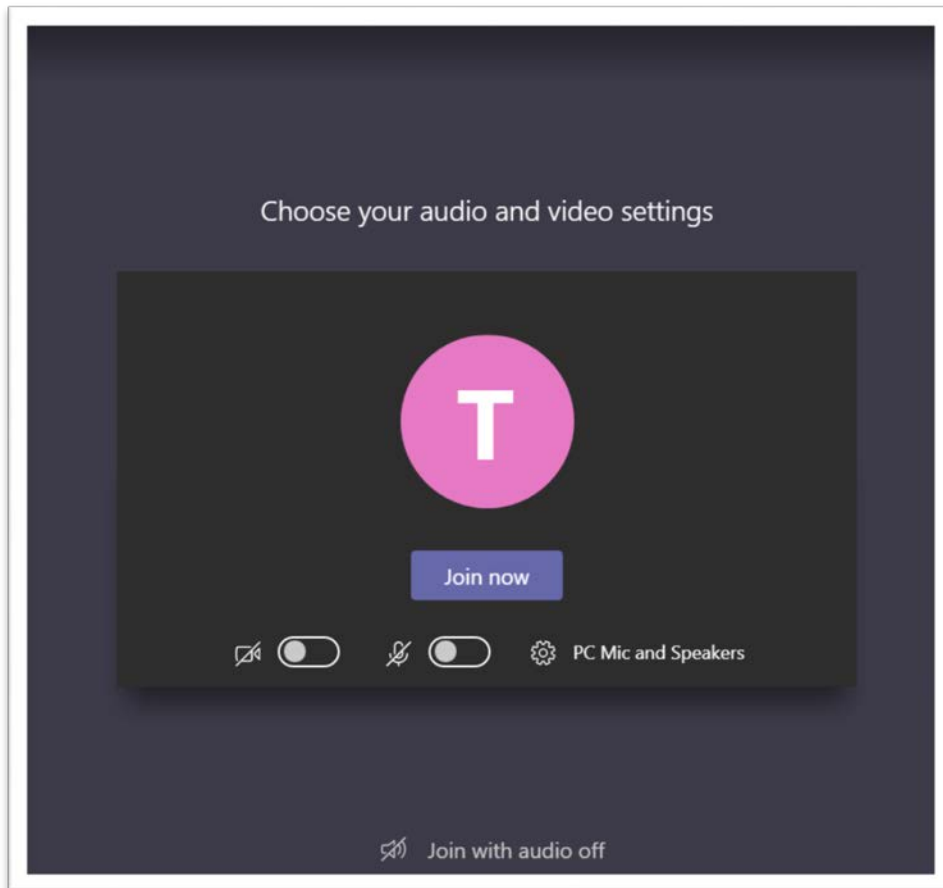


Click the next button to join the team.



Welcome to Teams!

Choose your audio and video settings and click “Join Now.”



More Information from Microsoft

<https://docs.microsoft.com/en-us/MicrosoftTeams/guest-access>