

User Guide for Teachers (MS Teams for Teaching)

- Invite external guest to join Teams meeting

Note:

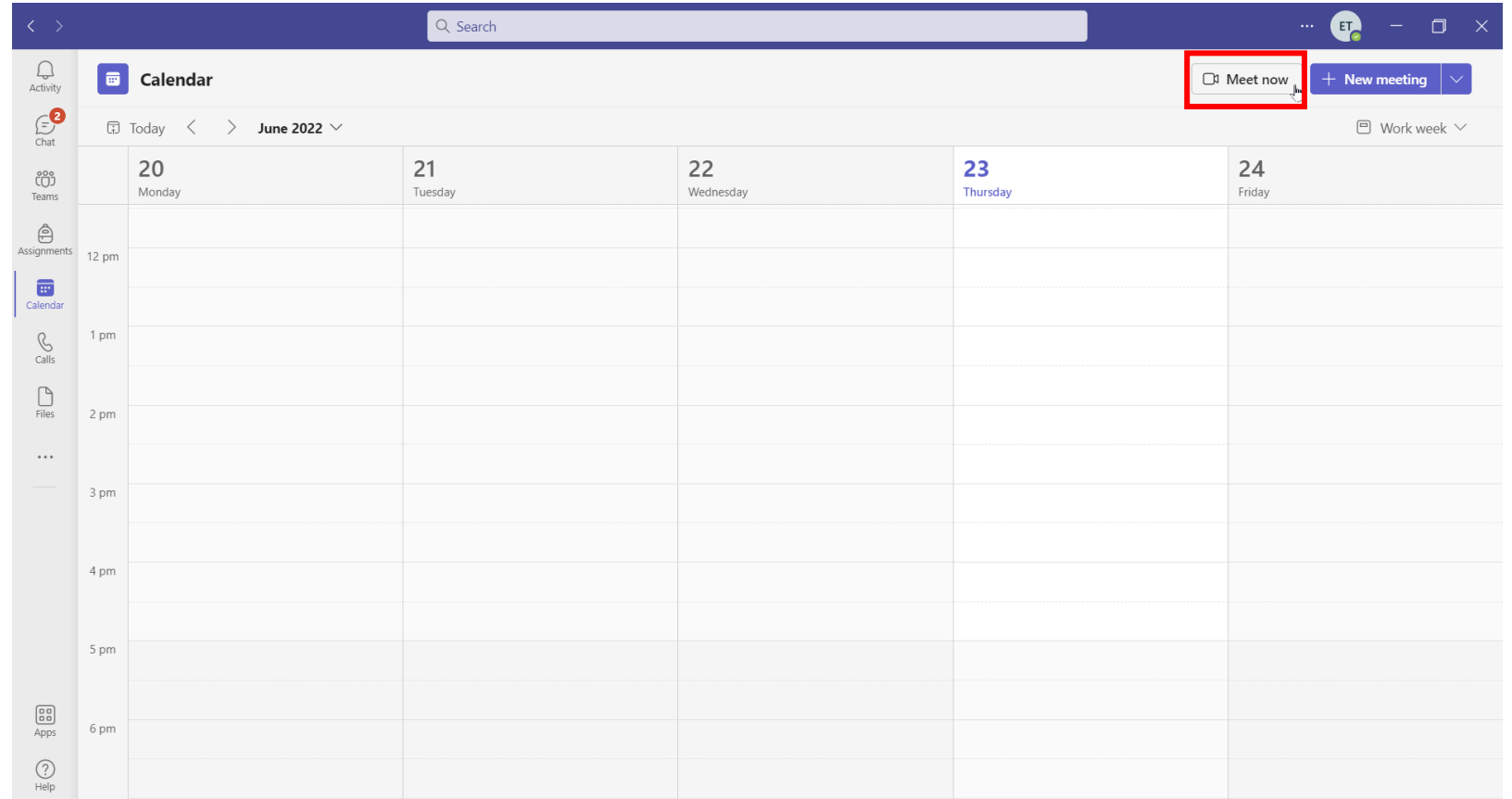
(1) Last updated date of this training document : 6 July 2022, version no.: 1.0

(2) The user-interface (UI) shown in this training document may vary from the latest look of Teams app.

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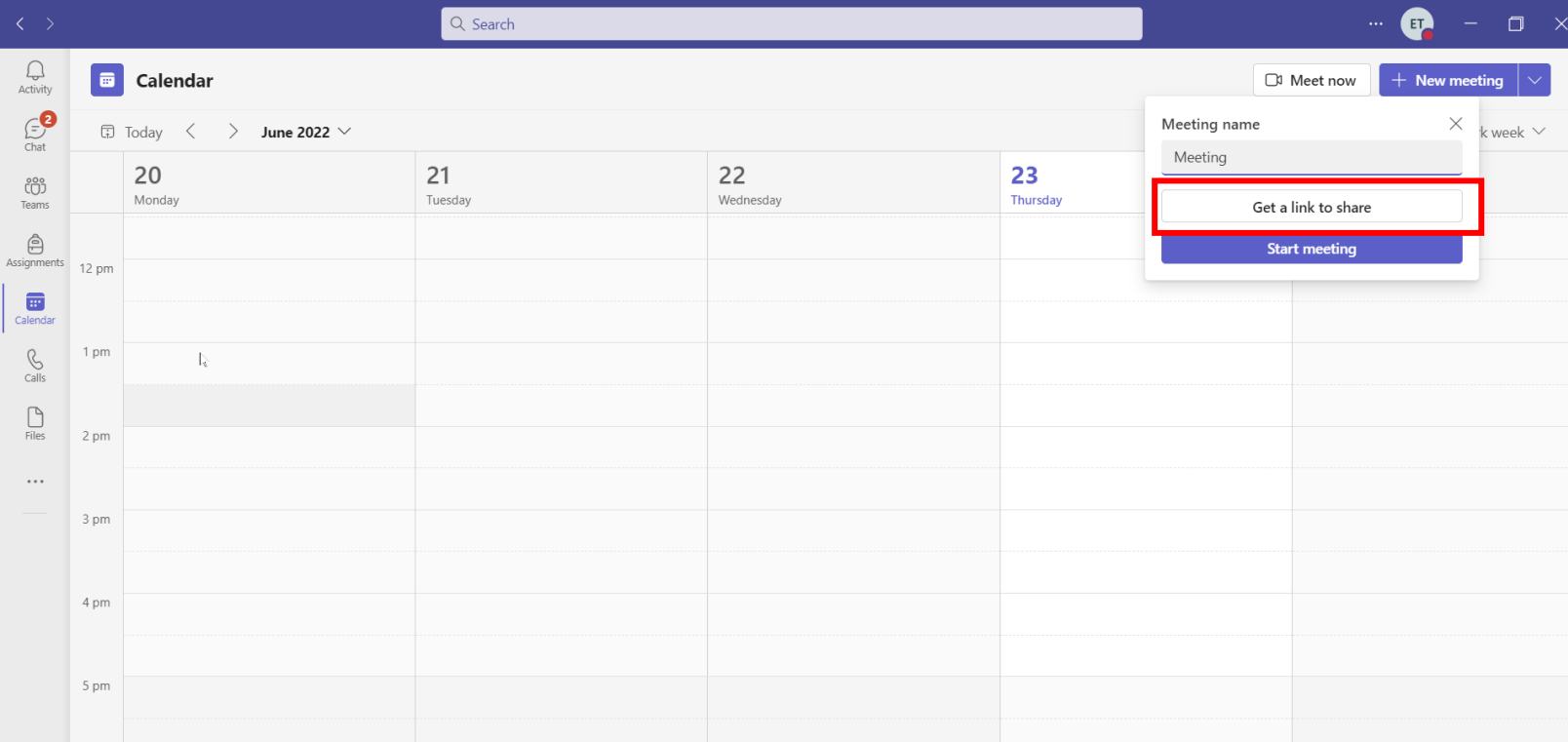
Remarks:

Teacher are able to invite external guest only.



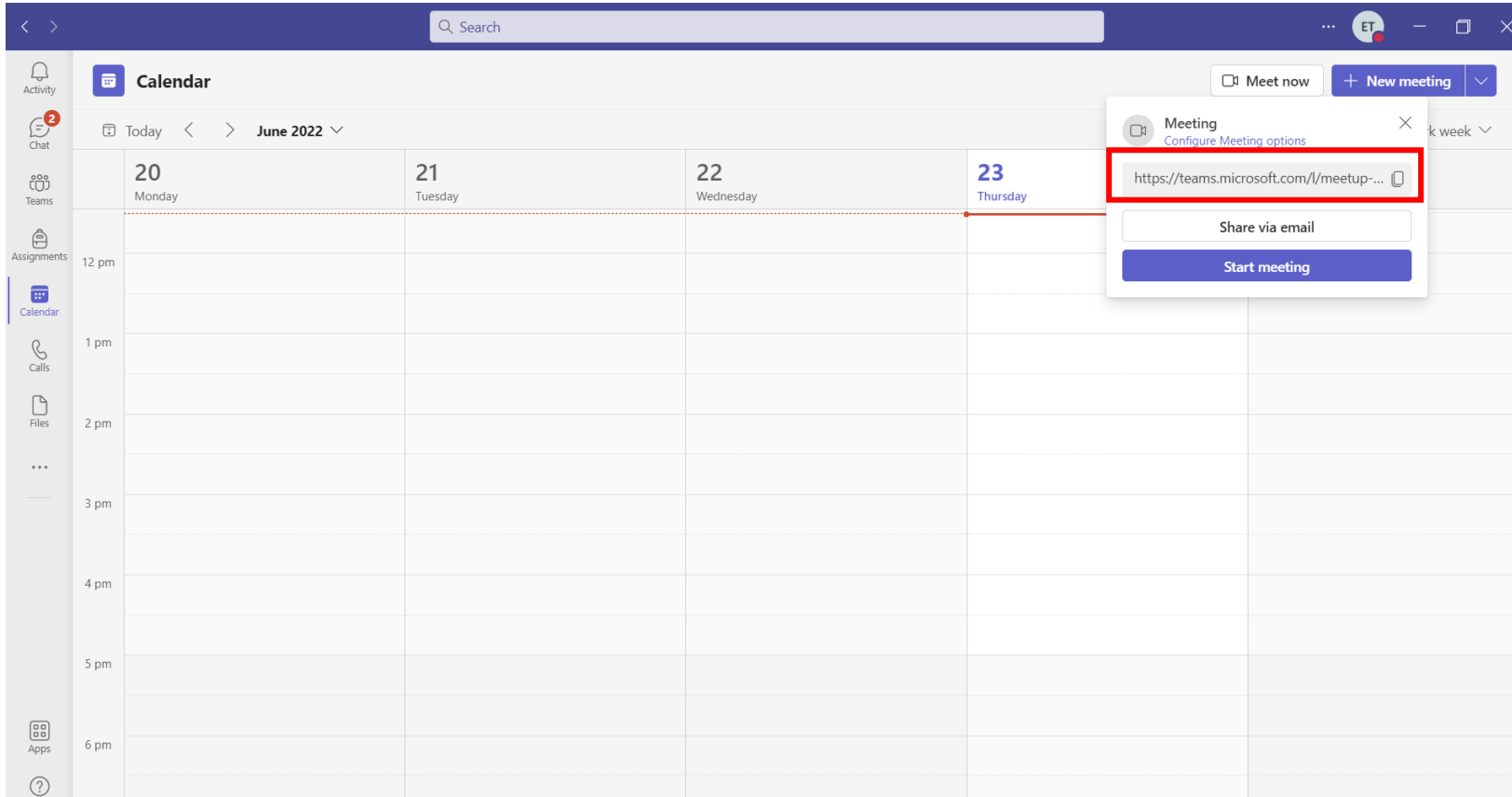
- (1) Click the **"Calendar"** tab on left menu.
- (2) Click **"Meet now"** icon under the sidebar menu.

Invite external guest to join Teams meeting



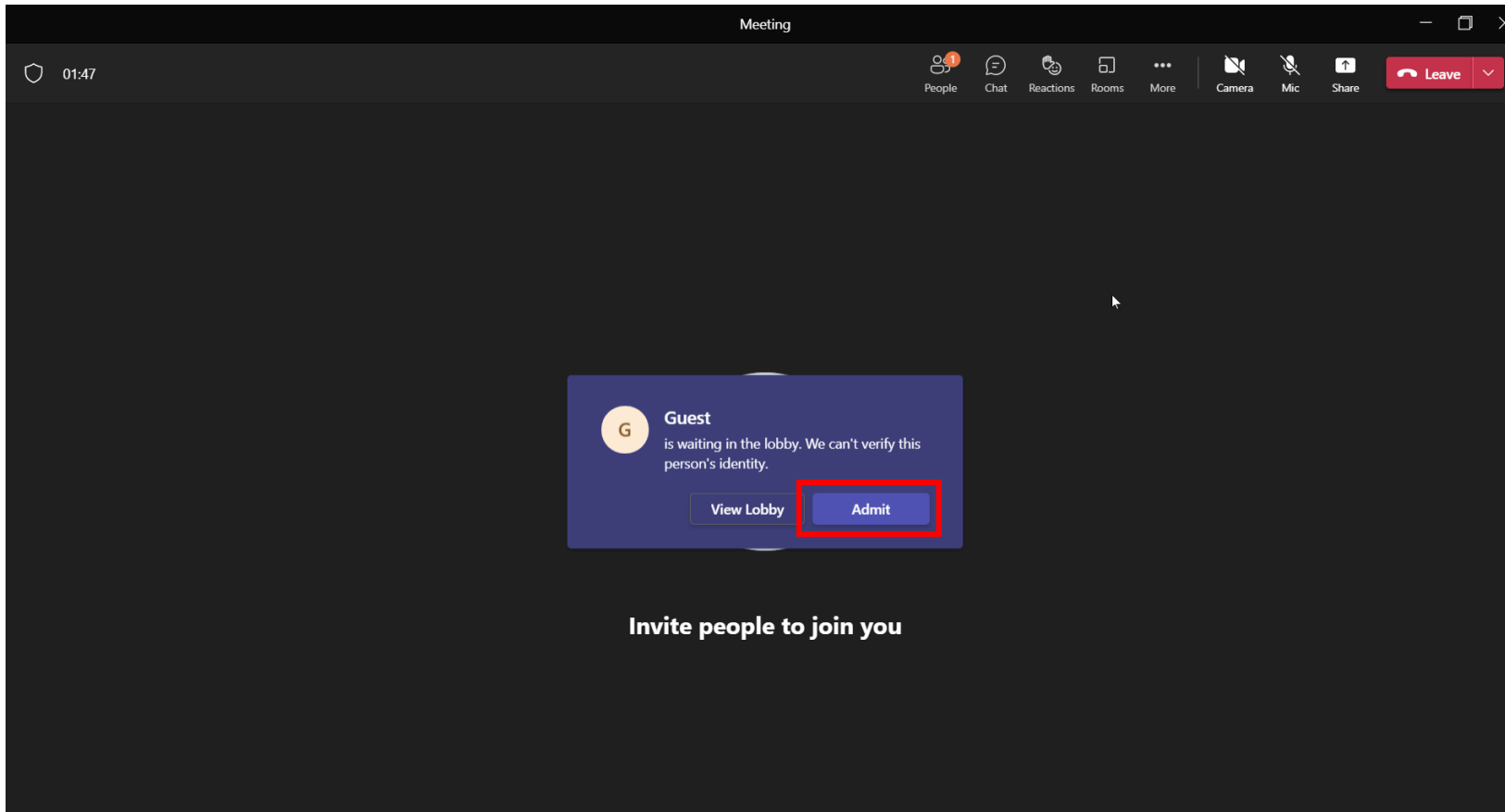
(1) Click **"Get a link to share"**.

Invite external guest to join Teams meeting



- (1) Copy the link and share to guest.
- (2) You may "Start meeting" or enter the meeting later.

Invite external guest to join Teams meeting



Remarks:

Organizer can admit the guest only.



Click admit to let guest enter the meeting.

End

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