

# Welcome!

Let's learn more on how to get started with your  
Guest Access account in Microsoft Teams.



# Welcome to the Team

## Why were you invited to a Sheridan Microsoft Team?

You were invited to a Sheridan Microsoft Team because your Team host would like you to contribute to the goals of the working group in a Sheridan-hosted virtual workspace.

## What is a Sheridan Microsoft Team?

A Sheridan Microsoft Team is a virtual workspace which allows Sheridan employees to collaborate and communicate with internal and external members via chats, conversations, online meetings and file sharing in one unifying application.

## What does it mean to have Guest Access in Microsoft Teams?

Being invited as a Guest to a Sheridan Microsoft Team means that you have been given access to the information, files, chats and conversations that are owned by your Sheridan-hosted working group.



# Things to Consider as a Guest

## Where are your guest chats, conversations, and files stored?

The information, files, chats and conversations that you share with your hosts Microsoft Team are stored within Sheridan College's secure Microsoft 365 Cloud Tenant.

## What Guest Access data does Sheridan store?

Sheridan's secure Microsoft 365 Cloud Tenant will store your guest account email address and any files, chats, or conversations shared by you to your hosts Microsoft Team.

## Is the data you share with your host Team subject to FIPPA?

Yes, all records and information in the custody of Sheridan may be discoverable through Freedom of Information requests since Sheridan is bound by the Freedom of Information and Protection of Privacy Act.



# Let's Get Started

## Step 1:

Locate the email sent by your host to join the Microsoft Team. The sender's address should look something like this. ↓

Microsoft Teams <noreply@email.teams.microsoft.com>  
2020-04-26 9:14 PM



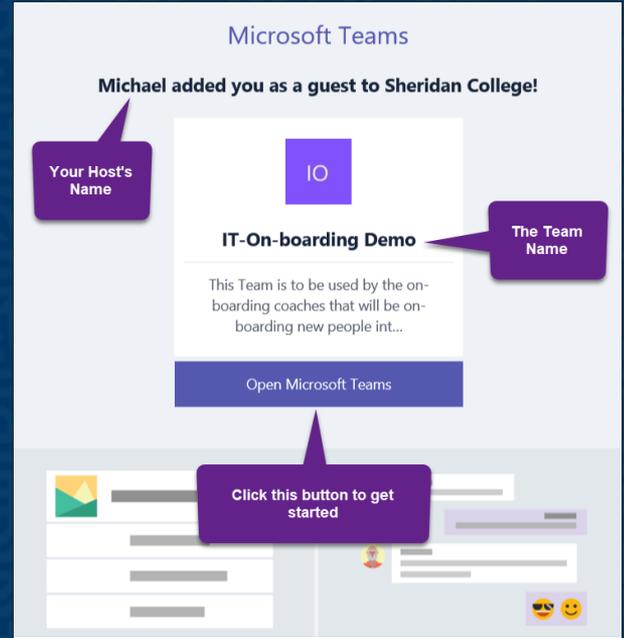
### Helpful Tip:

If you cannot locate the email in your email account Inbox, check your Junk or Spam folders.

## Step 2:

The email should look something like this. →

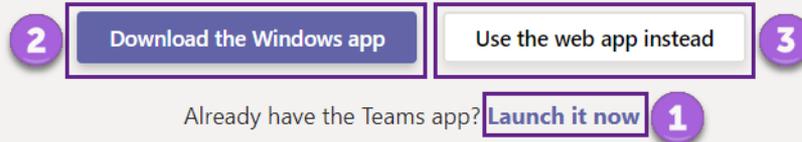
To get started you will need to right-click on the **Open Microsoft Teams** button in the email.



# Select Your Teams Experience

**Step 3:** Choose whether you want to use the Microsoft Teams Desktop or Web App experience.

## Stay better connected with the Teams desktop app



### Helpful Tip:

The Microsoft Teams application can be installed on Windows, Mac OS, Linux, Android and iOS devices.

### Option 1: (Recommended)

If you already use Microsoft Teams, you can open the Team within your existing desktop application.

**Right-click** the **Launch it now** link to open the Team in your desktop application.

### Option 2: (Recommended)

If you are new to Teams and want the richest Teams experience.

**Right-click** on the **Download the Windows app** to download and start the installation of the Teams application on your computer.

### Option 3:

If your organization has restrictions on what applications can be installed on your computer, you may want to use the web app.

**Right-click** on the **Use the web app instead** button to get started.



# Sign-in as a Guest

**Step 4:** Sign-in with your existing Microsoft account or create a new Microsoft account.

## Option 1:

If you already have a Microsoft account, you will be presented with this pop-up.



Just enter your password and right-click the sign-in button.

**Right-click** the orange arrow below to proceed.



A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address "SheridanTeamsDemo@outlook.com". The main heading is "Enter password". There is a password input field with a masked password ".....". Below the password field is a checkbox labeled "Keep me signed in". To the left of the checkbox is a link "Forgot password?". Below that is a link "Sign in with a different Microsoft account". At the bottom right is a blue "Sign in" button. Three callout boxes with purple backgrounds and white text provide instructions: Callout 1 points to the password field with the text "Enter your password". Callout 2 points to the "Keep me signed in" checkbox with the text "Stay signed in until you close your web browser.". Callout 3 points to the "Sign in" button with the text "Click Sign in".

## Option 2:

If you do not have a Microsoft account, you will be presented with this pop-up.



You **must** have a Microsoft account to sign-in.

**Right-click** the orange arrow below to proceed.



A screenshot of the Microsoft "Create account" page. At the top left is the Microsoft logo. The main heading is "Create account". Below the heading is the text "Looks like you don't have an account with us. We'll create one for you using **sheridanteamsdemo@gmail.com**". At the bottom right is a blue "Next" button. A callout box with a purple background and white text points to the "Next" button with the text "Click Next to create a new Microsoft account."

# Creating Your Microsoft Account

Microsoft

← sheridanteamsdemo@gmail.com

## Create a password

Enter the password you would like to use with your account.

Enter your preferred password. **1**

Show password

**2** Click Next **Next**

Microsoft

← sheridanteamsdemo@gmail.com

## Verify email

Enter the code we sent to **sheridanteamsdemo@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

6287 Enter the code that gets sent to your email address **3**

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

**4** Click Next **Next**

Microsoft

← sheridanteamsdemo@gmail.com

## Create account

Before proceeding, we need to make sure a real person is creating this account.

XGSPWMPHPd **New**

Audio

Enter the characters you see XGSPWMPHPd Enter the characters in the image **5**

**6** Click Next **Next**

Microsoft

sheridanteamsdemo@gmail.com

## Review permissions

**S** **Sheridan College** sheridanc.onmicrosoft.com

**This resource is not shared by Microsoft.**

The organization Sheridan College would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You accept your account state access. You can remove these permissions at <https://myapps.microsoft.com/sheridanc.onmicrosoft.com>

**7** Click on the **Accept** button to complete your account creation.

Cancel **Accept**



# Working with Your Host Team

## Chat with the Team

- Starting a one-on-one or group chat
- Share your screen in a chat
- Start a call from a chat
- Edit or delete a sent message

## Discuss with the Team

- Send or reply to a post in a channel
- Create and format a post
- Mark a post as important or urgent
- Use @mentions to get someone's attention

## Meet with the Team

- Join a meeting as a Guest
- Share content during a meeting
- Change your background during a meeting
- Manage your meeting audio settings

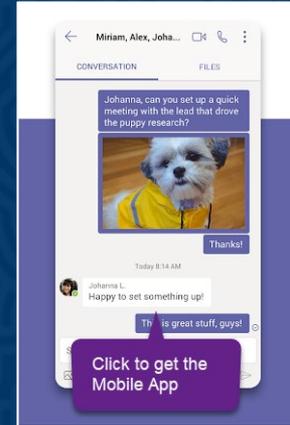
## Share with the Team

- Share a file
- Move or copy files
- Edit a file
- Download a file



### Helpful Tip:

Get the Teams mobile app so that you can join meetings, reply to chats, and share files while on-the-go.



# Frequently Asked Questions

## How do I manage my Teams notification settings?

Please click this [link](#) to learn more on how to manage your notifications in the Microsoft Teams application.

## Why can't I share a file in a chat?

As a Guest in Microsoft Teams, you do not have permissions to share files in chat, but you can still share a file with the Team through a channel post.

## Why can't I create, update or delete a channel?

As a Guest you are subject to the permissions set by the Sheridan-hosted Team Owner. If you cannot perform these actions, it is most likely because your host has disabled these functions for the Guests in their Team.