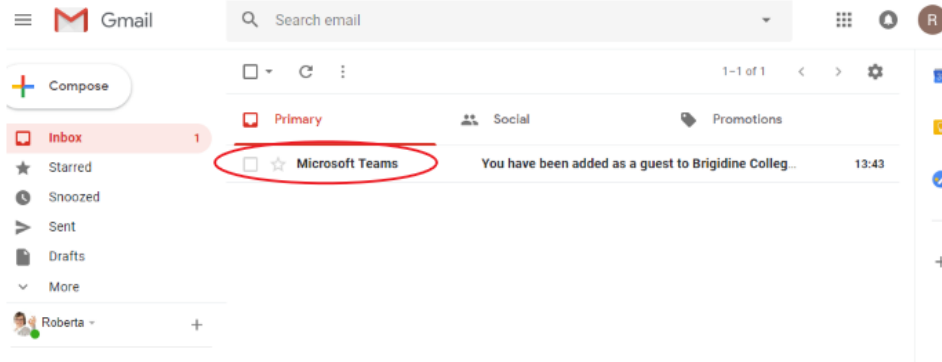# Teams for External Members
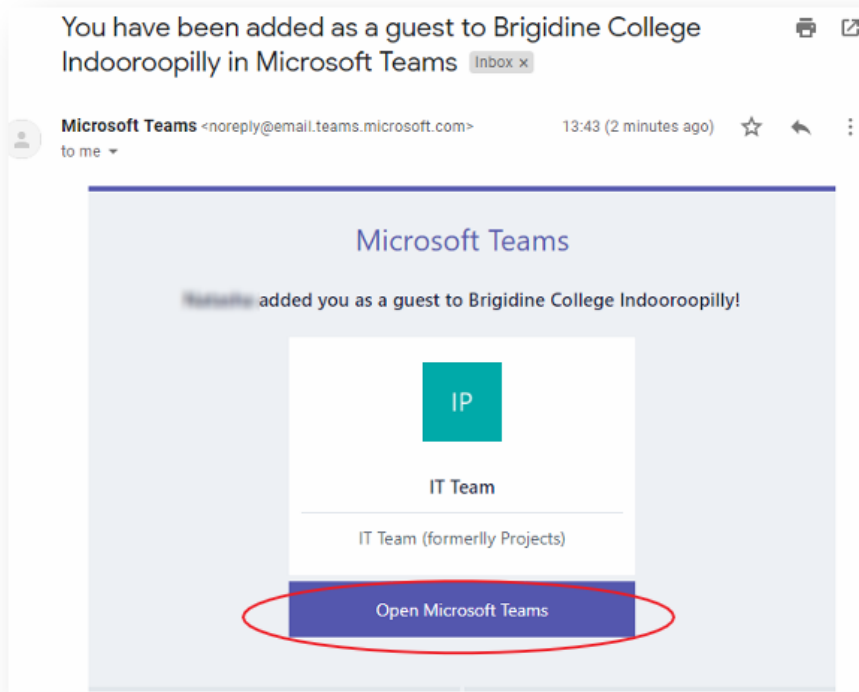
Use this tutorial to view a Team as an external member of Brigidine College.

Instructions

1. Log into your email and open the email from Microsoft Teams.

2. *Click* 'Open in Teams'

3. A new tab will open, c*lick* 'Open web App'.
   You will then be prompted to create an account

Launching Microsoft Teams

If the app doesn't open in a few seconds, try again. Or, join using Microsoft Edge or Google Chrome.

Open web app   Download

4. *Create* a password to use to log into Microsoft Teams.

Microsoft

← robertajira@gmail.com

Create a password

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

•••••••••|

Next

5. *Verify* your email via a code sent to your email and then *click* 'Next'.

Verify your email address Inbox ×

Microsoft account team <account-security-noreply@accountpr   13:48 (0 minutes ago)
to me ▾

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code 7605

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

↩ Reply   ➡ Forward

Microsoft

← robertajira@gmail.com

Verify email

Enter the code we sent to **robertajira@gmail.com**.
If you didn't get the email, check your junk folder or
try again.

7605

☐ Send me promotional emails from Microsoft

Choosing **Next** means that you agree to the Microsoft Services
Agreement and privacy and cookies statement.

Next

6. *Accept* the permissions.

Microsoft

robertajira@gmail.com

Review permissions

B **Brigidine College Indooroopilly**

The organization Brigidine College Indooroopilly would like to:

∨ Sign you in
∨ Read your profile info

You should only accept if you trust Brigidine College Indooroopilly. By accepting, you allow this organization to use your information in accordance to their policies. **Brigidine College Indooroopilly has not provided links to their terms for you to review.** Brigidine College Indooroopilly may view and manage any data you create in the organization, and manage your access to the service. You can remove these permissions at https://myapps.microsoft.com.

| Cancel | Accept |

7. The following message will display.
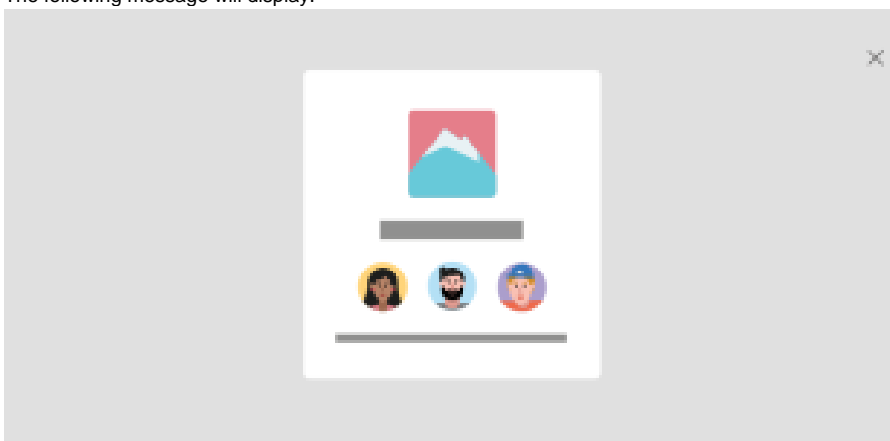
You're joining Teams as a guest

Welcome! As a guest, you can work and chat with others and navigate across topics, files, and more through channels.

Click 'Next' until you reach this screen.

You're ready!
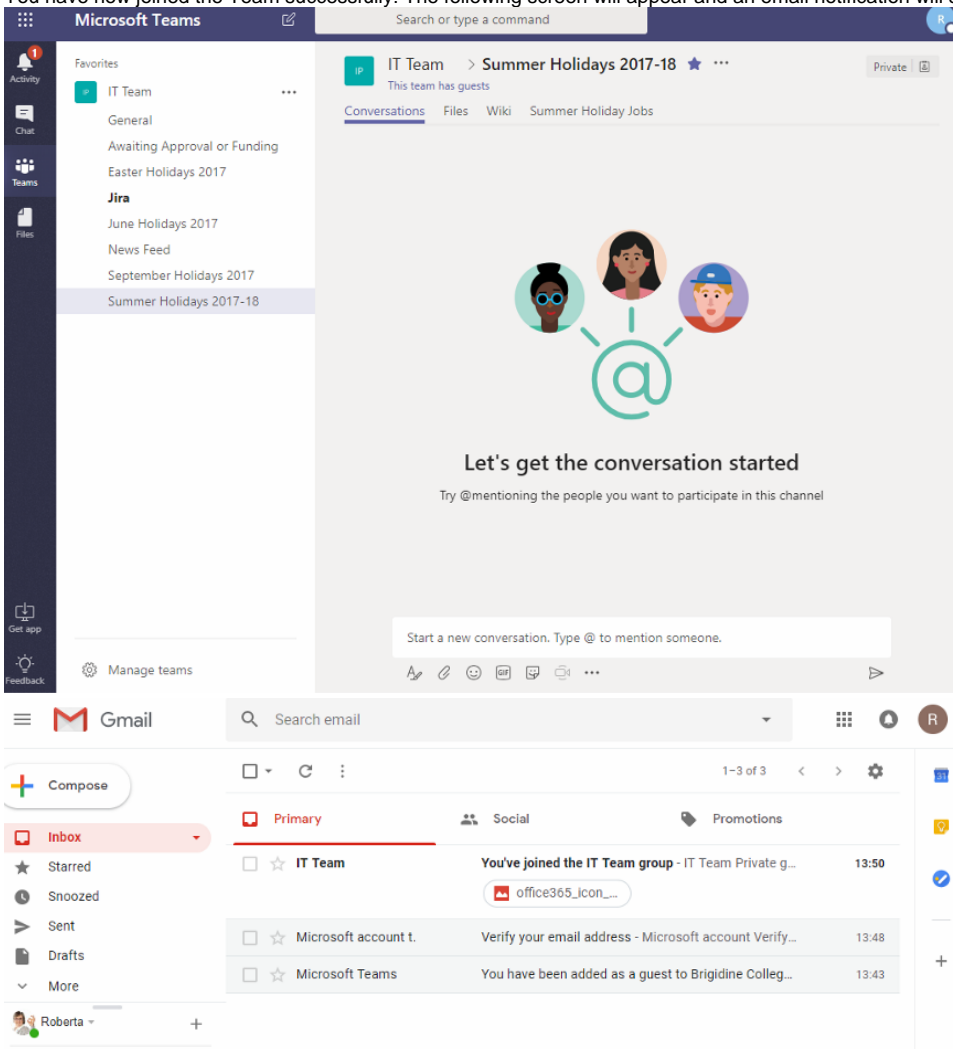
Watch a quick walkthrough of Microsoft Teams, learn more about guest capabilities, or dive right in.

Back   Play video   Let's go

8. You have now joined the Team successfully! The following screen will appear and an email notification will sent.

ⓘ *If you wish to view the Team Regularly, either bookmark the Web app tab or download the app and log in.*

Related articles