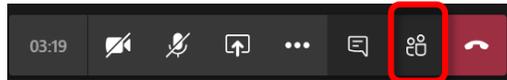


Inviting a Non-USF Member to Join a Teams Meeting Already in Progress

These instructions will walk you through how to invite someone from outside USF to a Teams meeting that is already in progress. The steps are the same whether the meeting is within a Team, a scheduled meeting, or a one-on-one call.

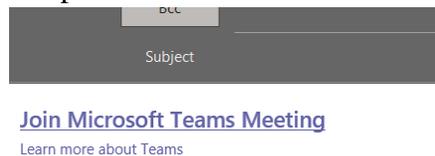
1. Start your meeting.
2. From the Teams control task bar, click the show participant button located next to the hang up button.



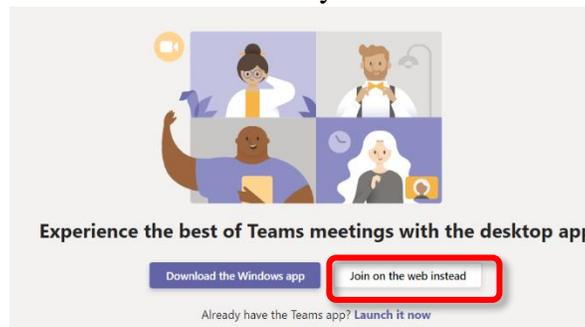
3. If inviting someone with a @stfrancis.edu email address, you may type their name in the “invite someone” bar. Otherwise click the link icon next to the bar to copy join information.



4. Open a new email to the individual you would like to invite to the meeting, paste the information and send to the person.

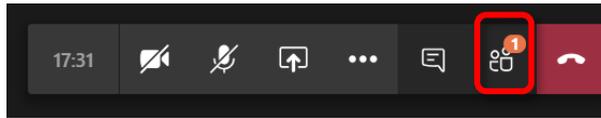


5. When the other person clicks on the link, a web browser will open. They will need to select “Join on the web instead” unless they have an Office 365 account.



6. After selecting to join on the web, they will be prompted to enable their camera/microphone, enter their name, and then join the meeting.
7. Depending on the privacy of your meeting, the guest may wait in the “lobby” until you approve them.

8. You will be notified that someone is in the lobby by a notification on the “show participants” button in the Teams control task bar. Click on the button.

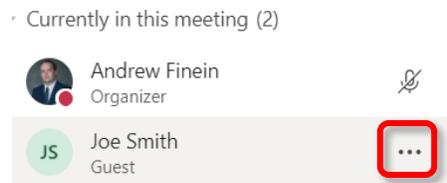


9. In the participants pane, you will see who is waiting in the lobby. Click the X to deny entry to the meeting and the check to admit the guest to the meeting.

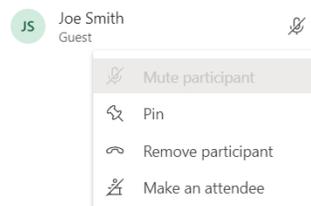


10. Once in the meeting, they will be able to interact in the meeting like everyone else.

11. To grant the guest additional access or remove them from the meeting, move your cursor to their name in the participants pane and click on the three dots to open settings for that user



12. To allow access to share their screen, select “Make an attendee.” To remove them from the meeting, select “Remove Participant.”



For assistance please [submit a ticket to the Technology Support Center](#) and a representative will follow up as quickly as possible.