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# JOIN MICROSOFT TEAMS VIRTUAL WORKSPACE AS A GUEST

How to join a team as a guest in Microsoft Teams

Microsoft Teams

## Join a team as a guest

PLUS DE VIDÉOS

0:01 / 1:52

YouTube

À regarder ... Partager Info...

You have been added as a guest to Contoso in Microsoft Teams

Microsoft Teams <noreply@email.teams.microsoft.com>  
to me

Microsoft Teams

Rob added you as a guest to Contoso!

FA

Fabrikam

Use this team for Fabrikam project

Open Microsoft Teams





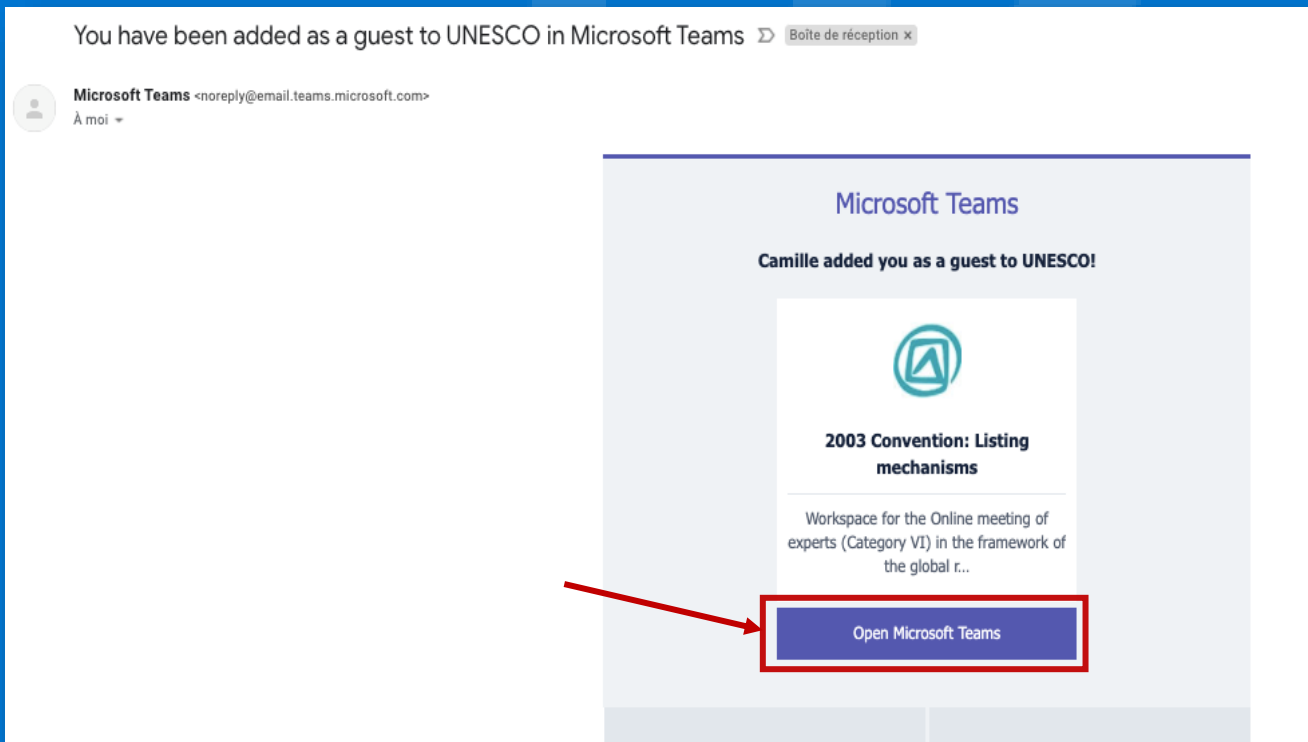
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## STEP 1 : Open the email invitation and select Open Microsoft Teams.

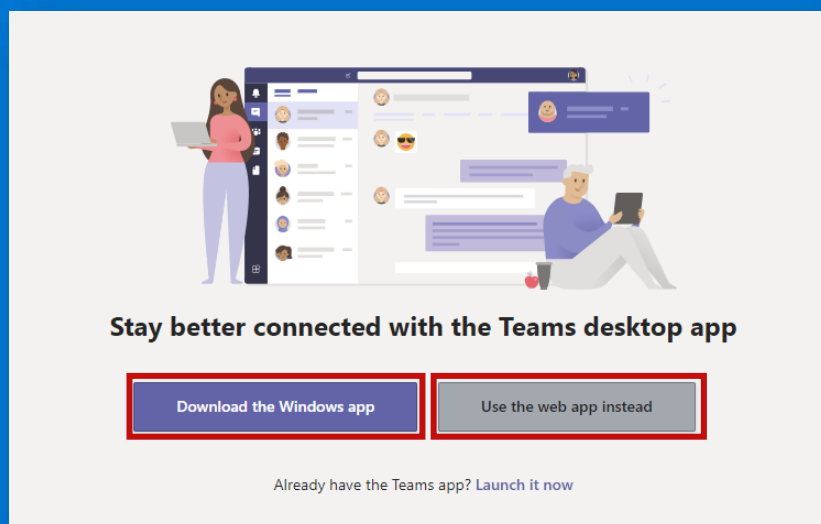
If you don't see the invitation, check your junk or spam folder.



If your email address has not previously been used to create a Microsoft account, you'll need to create one. (See last slide of the presentation)



If you don't want to download the Microsoft Teams app, select Use the web app instead. If you already downloaded the app, you can also just launch it.

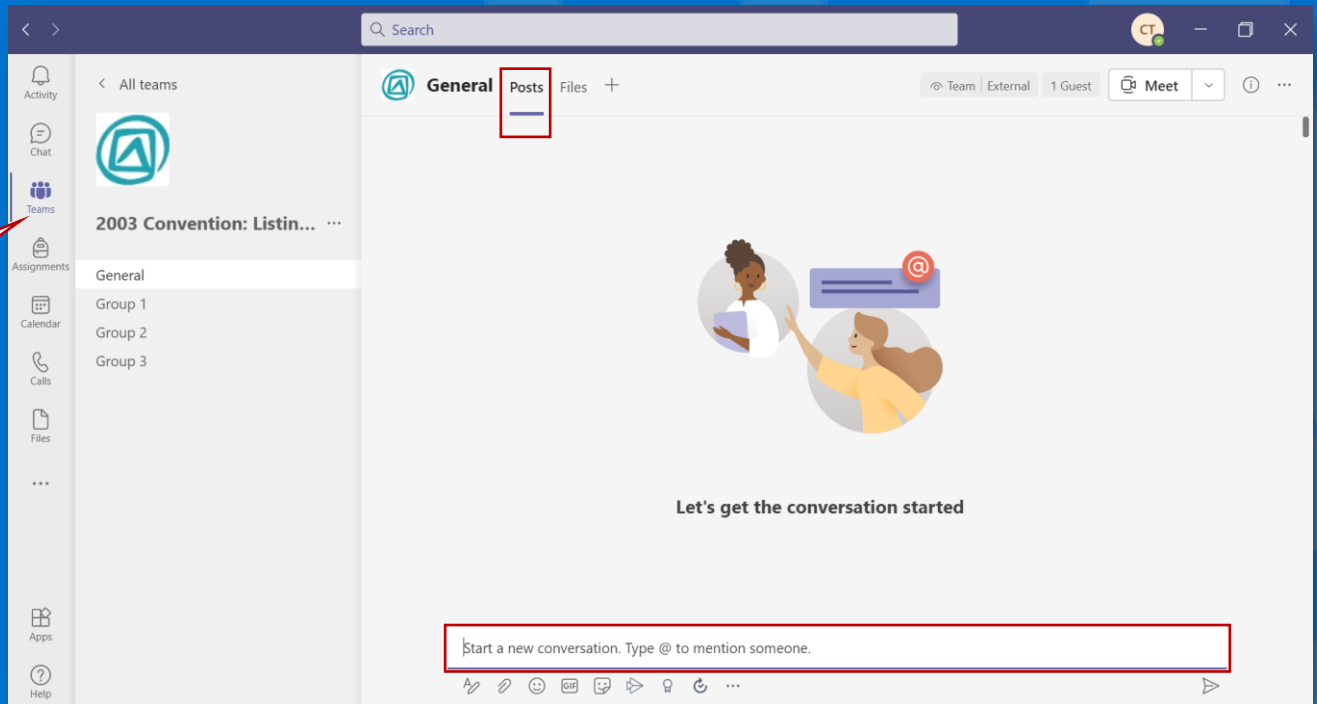




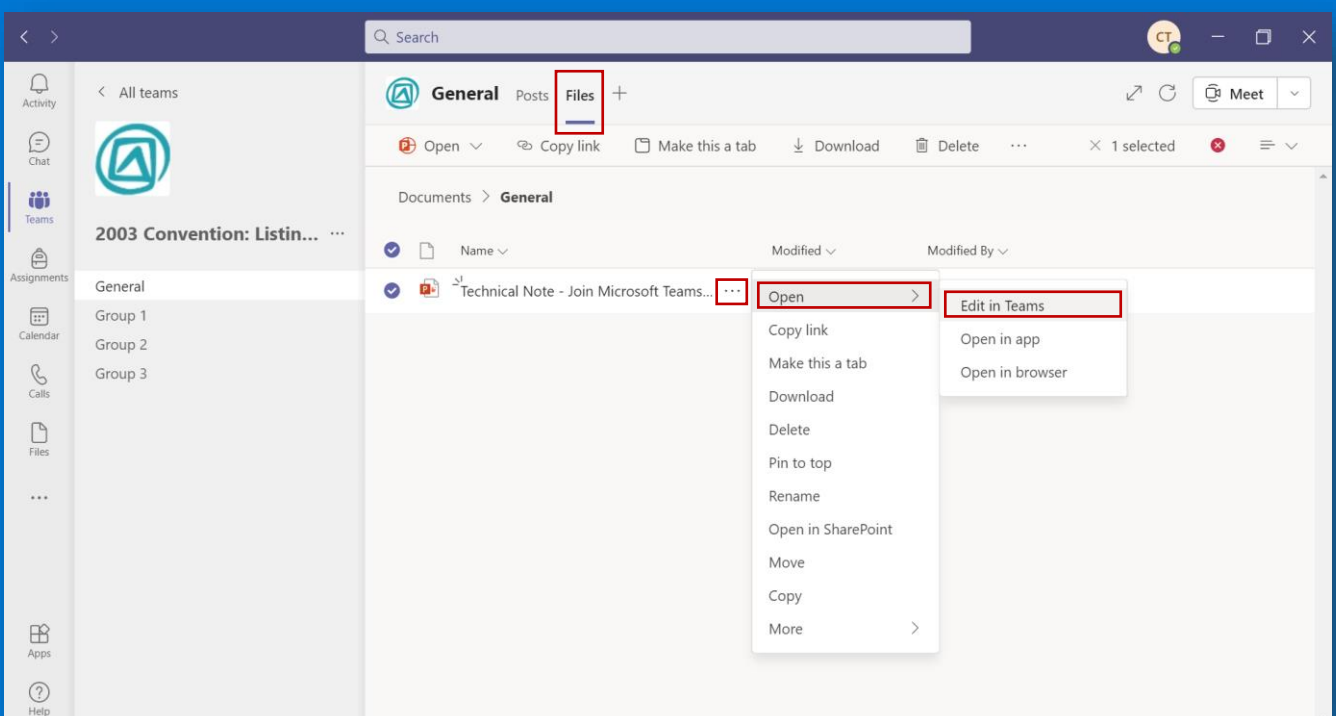
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## STEP 2 : Join the Team and start collaborating

In the Teams (web) app you can view or reply to posts, or create your own posts



You can also select the Files tab to view or edit team documents. If you have not subscribed to Microsoft Office 365, you can still edit the document by clicking on “Edit in Teams”



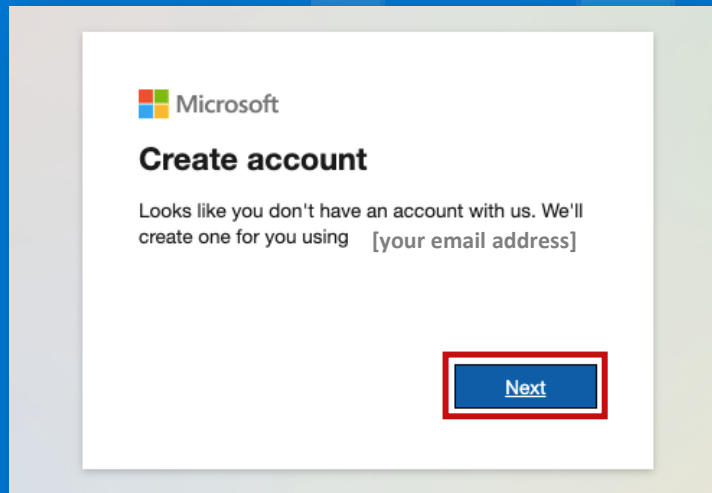


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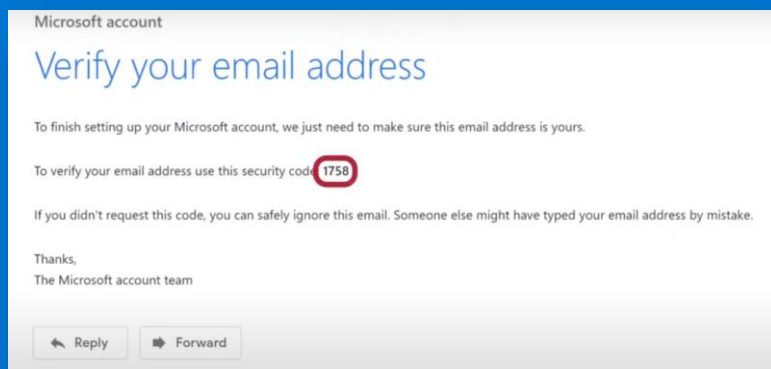
# CREATE A MICROSOFT ACCOUNT

You do not have to subscribe to Office 365, just to create a free Microsoft Account

1. On the Create account dialog, select Next , create a password, and select Next.



2. To verify your email address, open the verification email, and copy the security code.



3. Enter your security code in the Verify email dialog, select Next , enter the CAPTCHA in the Enter the characters you see line, select Next , then Accept.

