



HOW TO JOIN A TEAM/MEETING AS AN EXTERNAL USER (GUEST)

Learn how to join a Teams meeting or access a team as an external user (guests)

European Commission

DG GROW

Directorate-General
for Internal Market, Industry,
Entrepreneurship and SMEs

DIGIT

Directorate-General
for Informatics

DG CNECT

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for Communications Networks,
Content and Technology

Good to know before to start

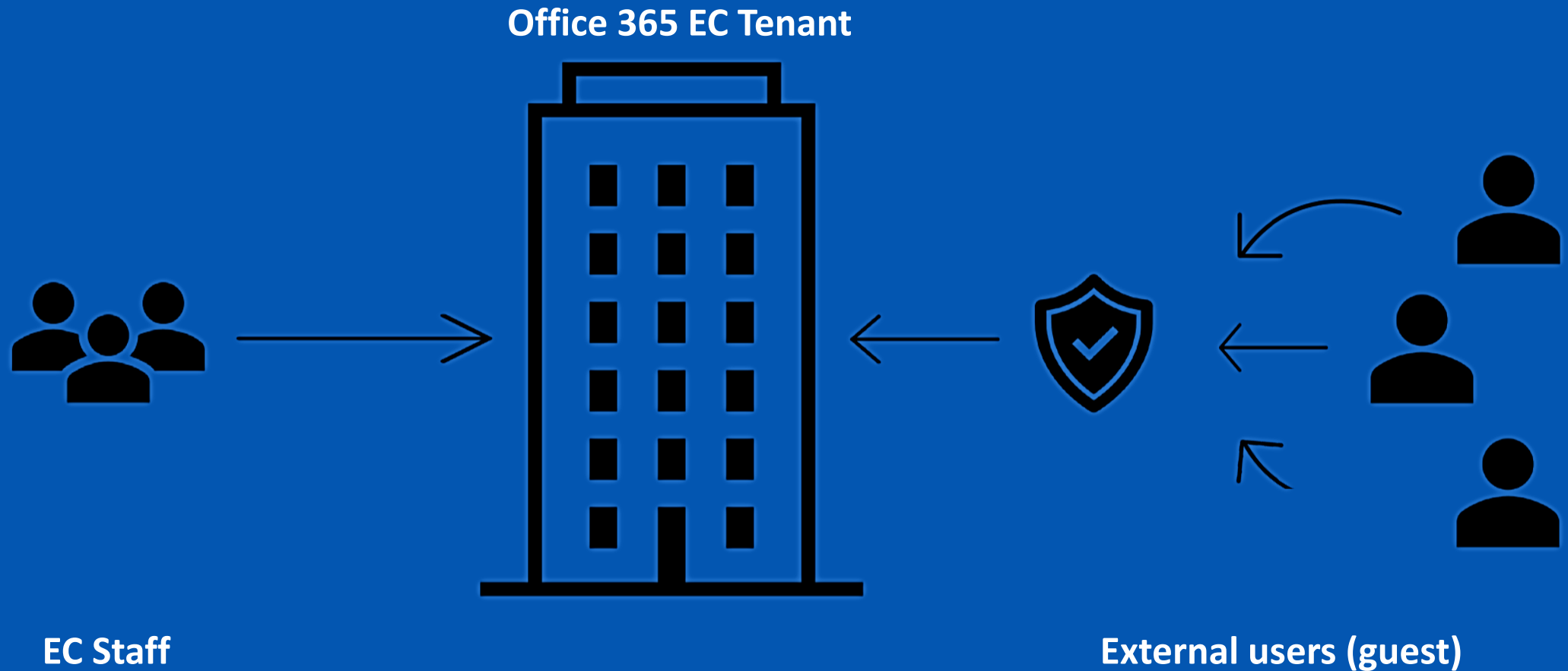
Guest users need to authenticate themselves on the EC Tenant to do anything on Teams.

You can authenticate from “home” via O365

Otherwise, a “one-time password” (**OTP**) will be provided to join the EC's tenant.

To give full collaboration on a team it is necessary **to be a member of the team**.

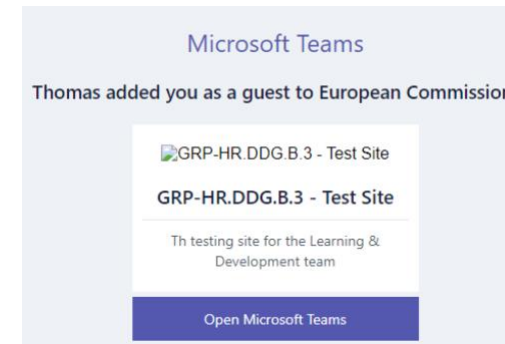
Authentication is required **to join a meeting**: the easiest way to leverage **OTP** is to be invited to a Team.



An Office365 tenant is a set of Microsoft services the European Commission is providing to its staff. It is a boundary where the services live and interact. All EC Staff are members of the "ec.europa.eu" tenant, and can invite guests to join it.

Join a team or a meeting as guest user (1/3)

You will receive an invitation to join the team/meeting.



Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

teams@vteams.tech.ec.europa.eu

Video Conference ID: 123 479 067 5

[Alternate VTC dialing instructions](#)

Joining is available only from a Commission videoconferencing system.

[Learn More](#) | [Help](#) | [Meeting options](#)

How to proceed?

1 Open the email invitation and select **“Open Microsoft Teams”** or **“Click here to join the meeting”**.

**If you do not see the invitation, check your junk or spam folder.*

You can access MS Teams meeting and team(s) without a Microsoft account. If you have one jump to point 3.

If you do not have a Microsoft account please keep the email invitation to connect the following times. If you lost it ask your contact at the Commission to add you back to the team.

Join a team or a meeting as guest user (2/3)

- 2 Enter the “one-time password” (OTP) code you received via e-mail (valid for 30 min) and access the meeting or the team you were invited to.



wde21362@zwoho.com

Sign in

We'll send a code to wde21362@zwoho.com to sign you in.

Send code

European Commission

Account verification code

To access European Commission's apps and resources, please use the c

Account verification code:

47474181

If you didn't request a code, you can ignore this email.



← wde21362@zwoho.com

Enter code

We just sent a code to wde21362@zwoho.com

47474181

Sign in

- 3 Review permission* and click on Accept

*Asked the first time the guest access the EC Tenant.

Review permissions

E

European Commission eceuropaeu.onmicrosoft.com

This resource is not shared by Microsoft.

The organization European Commission would like to:

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

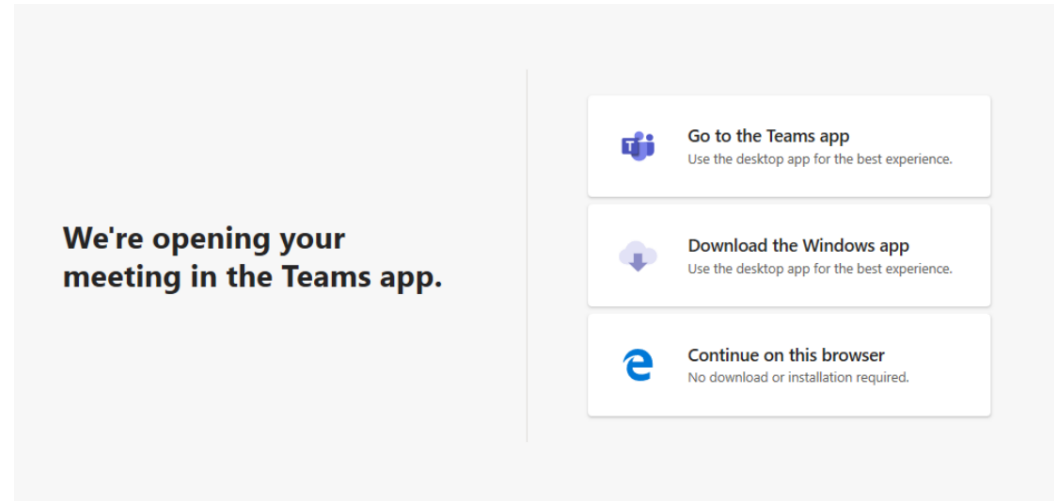
You should only accept if you trust European Commission. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. [Read European Commission's privacy statement](#). European Commission may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/eceuropaeu.onmicrosoft.com>

Cancel

Accept

Join a team or a meeting as guest user (3/3)

4 Download the Microsoft Teams app or select “Use the web app”.



In the Teams web App you can:

- View or reply to posts
- Create your own posts
- Select Files tab to view or edit team documents

Join a teams from another organisation tenant

If you already use the Teams app in your organisation, joining a team as a guest is a lot simpler.

1. Open Microsoft Teams App and choose **Yes** to switch to the team you are invited to. Now you can collaborate on the project in Teams.
2. To switch back to your company's team, select it from the **Organization** drop-down (on the left of your profile picture).

