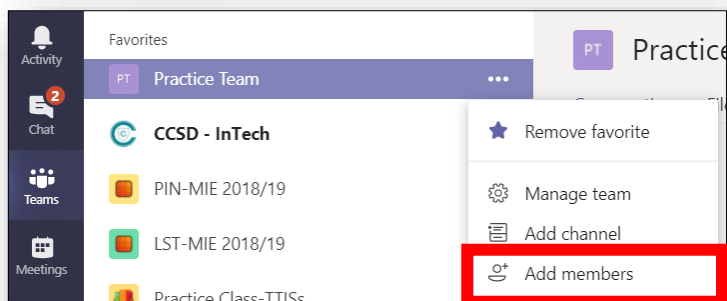# Microsoft Teams-Add a Guest User

These directions explain how to add a guest user from outside the Cobb County School District to a team in Microsoft Teams.
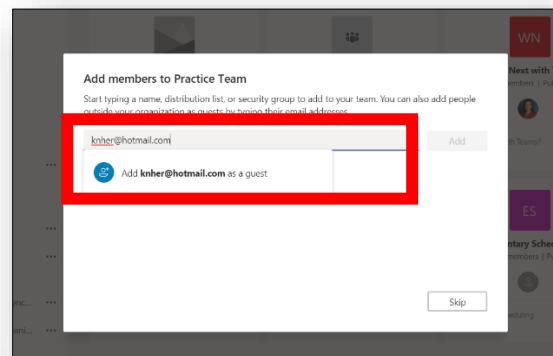

1. Open **Microsoft Teams**.

2. Right click on the **name of the team** where the guest is to be added.

3. From the drop-down menu, select **Add Members**.

4. Type the **email address** of the guest.
   Note: Teams will automatically add anyone outside your organization as a guest.

5. The guest will receive an email notification with the link to join the team.

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