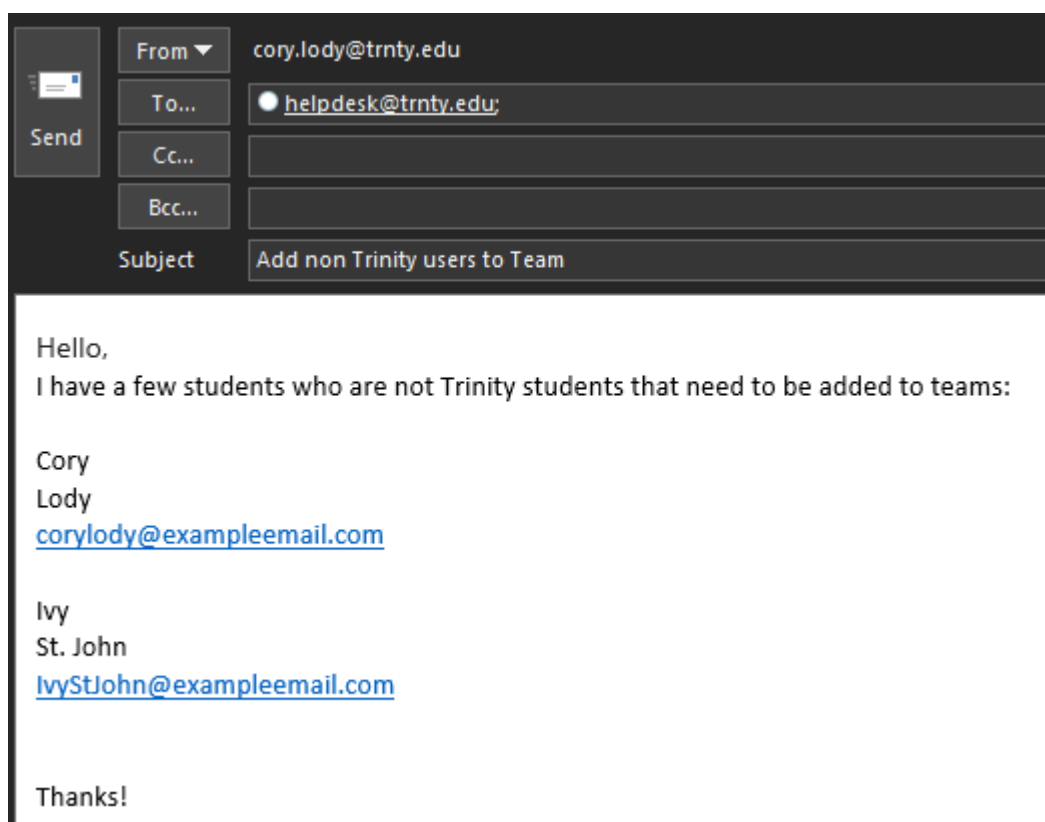


# Using Teams with Non-Trinity Users

## Inviting users without Trinity accounts to join a Team

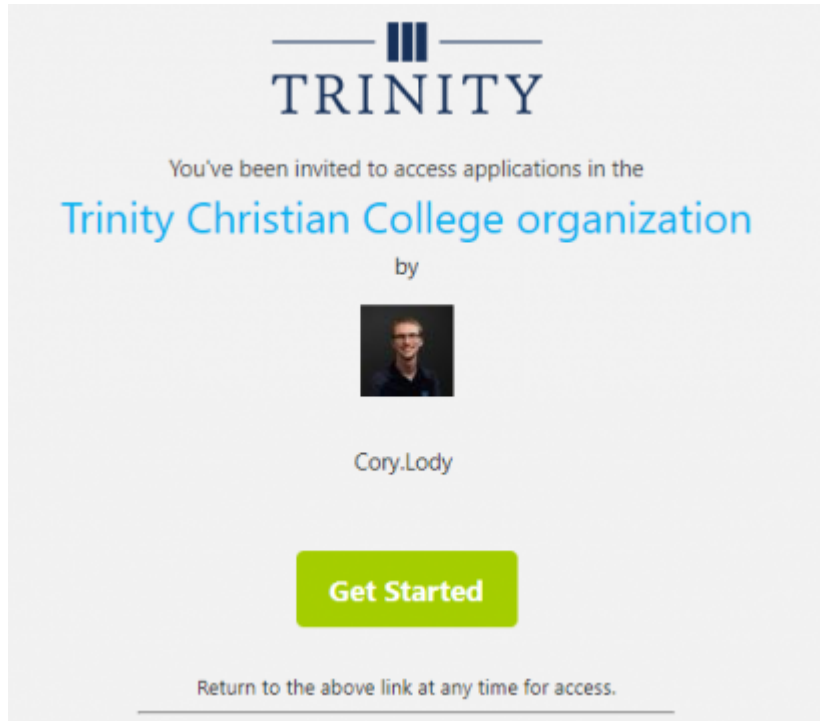
If a Team is created and you would like a non-Trinity user to join, they will need to use a guest account provisioned by IT.

1. Obtain their full name and email address, and send it via email to the IT HelpDesk (this can also be done in bulk with an attached spreadsheet, or similar). Something like the below email will work.



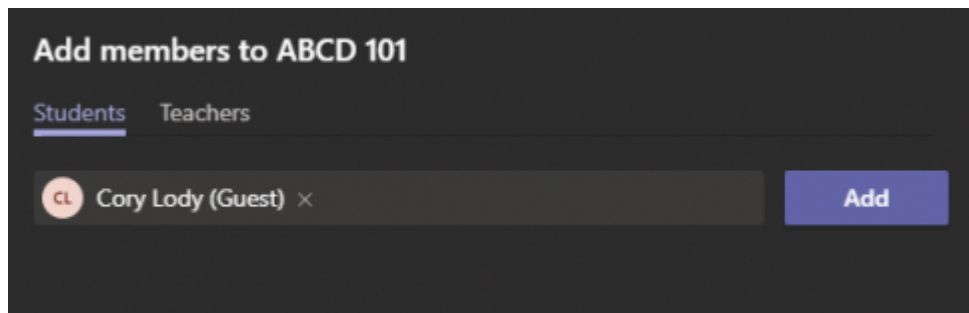
2. Wait for a response from IT. We will need to manually create accounts for any users you request. If you have a lot of accounts needed, feel free to use a table or spreadsheet in your email to simplify the process.

3. Once IT responds, the non-Trinity users will have received emails informing them that they have been invited to use applications provided by Trinity. The email will appear as below.



4. When they click **Get Started**, they will be prompted to create a password, and enter some general information.

5. After their account has been created, you may add them to a team as you would any other user. Do note however that it may take a short while after we create their accounts before they can be used with Teams. Guests will also have to be invited manually as depicted below - they cannot use Team codes or links to join.

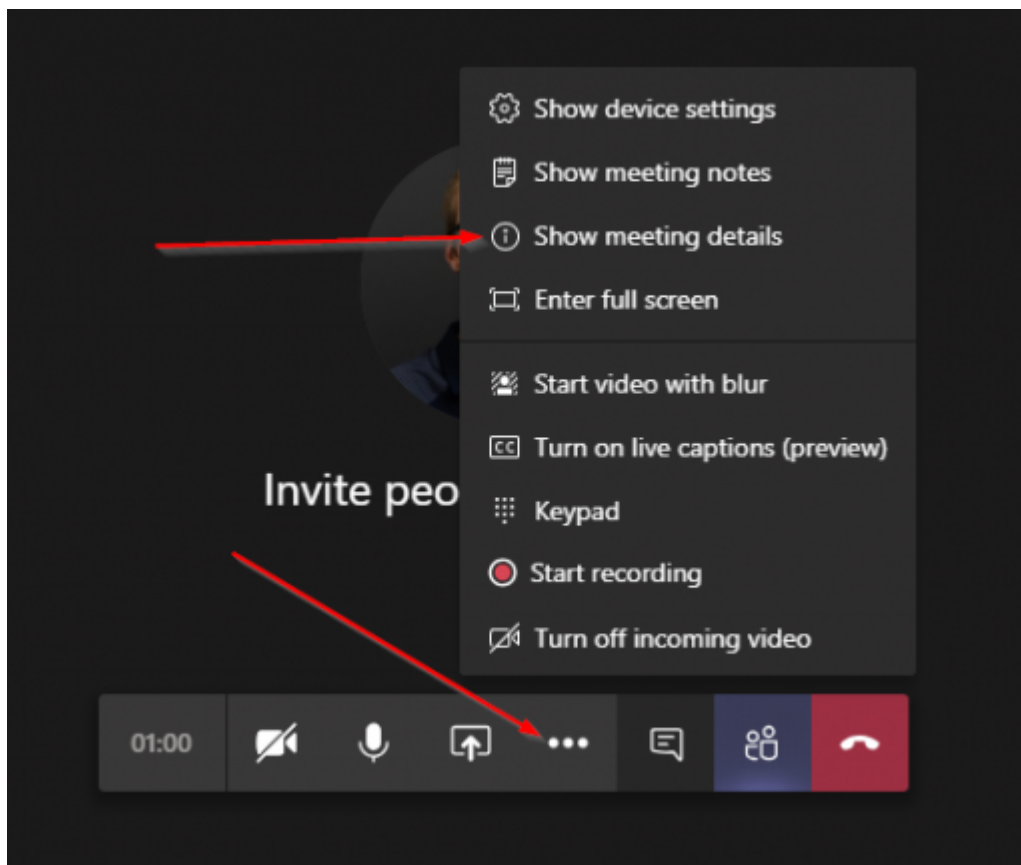


## Inviting non Trinity users to a Teams meeting (not within a Team)

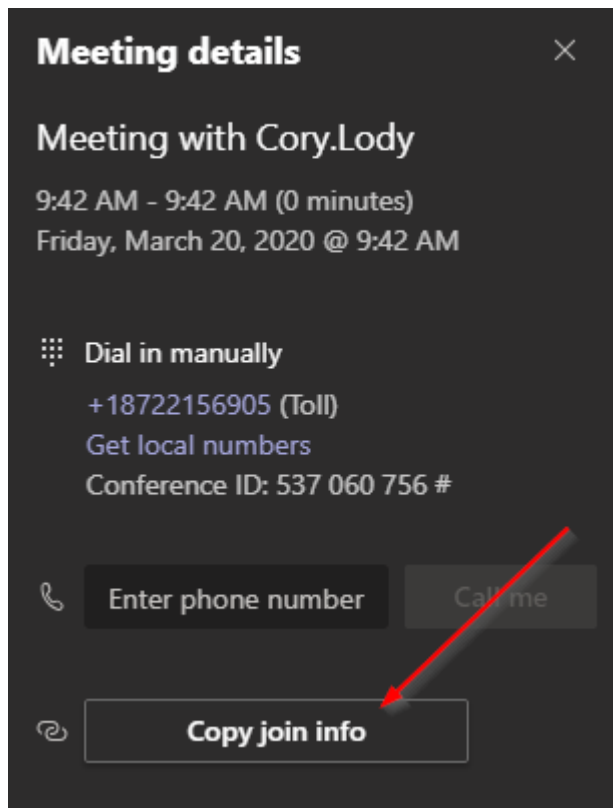
If you are holding a one-off meeting, not within a Team, you may invite any public user to join anonymously without a Trinity account. Note that they will not have access to the meeting in the future, chat will not persist for anonymous users, and they will not be able to access a saved recording without it being shared publicly with them

If you are looking to do this for a scheduled meeting, add them to the invite, and they will be emailed this information.

1. [Start a one-off meeting](#).
2. Within the meeting, click the 3 dots along the bottom of the window, then click **Show meeting details**.



3. Click the **Copy join info** button.



4. Share this copied information with whomever you would like to participate in the meeting.