Guest Access

Welcome



Guest Access – Guest Capabilities

A guest user can:

- Access Teams resources
- Access files in Teams
- Share files in a Teams channel
- Attach files in Teams chat and download private chat files
- Be added to and participate in a 1-2-1 or group chat or call
- Be added to a channel and participate in channel conversations
- Post/edit/delete their own messages
- Be added to meetings without the use of dial-in
- See the availability of other users in the Teams



Guest Access – Terminology

Guest access - terminology:

- Requestor Organisation the NHSmail organisation who raise the initial Azure B2B allow listing request for Guest Access
- Guest Organisation the organisation that the guest users belong to
- DSPT Data Security Protection Toolkit



Guest Access Process

Requestor Organisation Eligible Guest Inviter Azure B2B allow list creates Eligible Guest group members create request raised via guest access for Guest Inviter group via **NHSmail** portal NHSmail portal Organisation NHS Digital signed copy Initial request reviewed **Guest completes** returned to Requestor by NHSmail Feedback verification process for Organisation and team guest access domain allow listed **Guest Partnering** GPA returned to Verified guest added to Agreement (GPA) sent NHSmail Feedback relevant Team/Channel to Requestor team for review and by Requestor Organisation approval Organisation

