

Composition Bands M365 Migration Guidance

M365 Cross Tenant Teams Access

Overview

Following the initial O365 user and Teams migrations, there may be a requirement to access a Team that resides on a different tenant from your account. This may occur at any point between the initial account migrations and the final migration wave.

There are a couple of steps that need to be completed before you can access these Teams.

Step 1: Enabling cross-tenant access

The relevant tenant must first be configured to allow access for users from the other tenant. Where we have identified that this is required, IT has already implemented the necessary settings.

If access is required for users from a domain that has not previously been enabled, a request will need to be submitted to IT so that the appropriate access can be configured.

Step 2: Adding access to the Team

The owner of the Team will need to add you to the Team as a **guest**, using your current email address. Where we have identified that this is required, we have contacted the relevant Team owners and asked them to take this action.

Step 3: Accessing the team

Once **all required permissions** are in place, open Teams and click on your profile icon (your initials) highlighted in **Red**. You should then see the option to switch between the **Middleby** and **Composition Brands** tenants.

The tenant you are currently connected to will be displayed next to your initials, as highlighted in **Blue**. The alternative tenant available will be shown in the area highlighted in **Green**.

Step 4: Switching between teams

The Teams visible in your Teams list will depend on which tenant you are currently connected to. You may therefore need to switch between the two tenants to access different Teams.

This will be necessary until all Teams have been migrated to the Composition Brands tenant.

*Note – If a file is shared with you from a Team that you do not have direct access to, only **Step 1** will need to be followed. However the file will need to be re-shared with you using its new link.*

