

Composition Bands M365 Migration Guidance

Teams – How to add a Guest User or Member

Overview

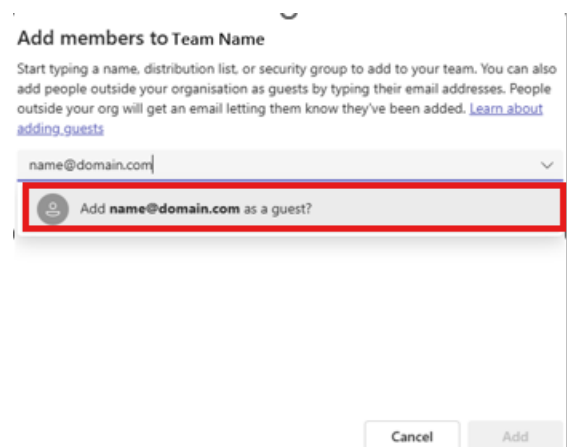
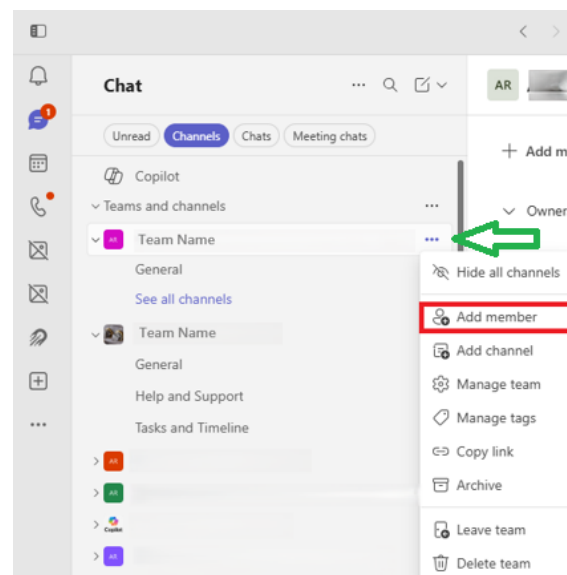
The migration to the Composition Brands O365 tenant will happen over 3 waves. Individuals will need to be added as guest users to teams whilst the user account resides on a different O365 tenant to the Team.

Users may need to be re-added as members once the user and Team return to residing on the same tenant.

This document details the steps to be followed to add 'Guest Users' to a team, however the same process is followed to add Members.

Guest users and Members can only be added by Team Owners.

1. Open Microsoft Teams
2. Go to Teams and channels and find the Team you want
3. Click the ... next to the Team's name
4. Select 'Add member'.
5. Enter the person's email address (*if the email address is on the same tenant the email address will be recognised and can be added as a member*)
6. Teams will show an option to Add as a guest, select this option



7. Optionally edit their display name by clicking into the 'Add Name' option

Add members to Team Name

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. [Learn about adding guests](#)

Type a name or email

8. Click the tick once the name is updated

 Test User 9/255  

9. Select Add.

Add members to Team Name

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. [Learn about adding guests](#)

Type a name or email

 Test User 

10. You will get confirmation the individual(s) has been added



Done

It might take a while for guests to show up in your member list

11. The Guest user will receive an email similar to the below. The email will be from the individual adding the guest.

Subject: FW: You have been added as a guest to Team Name in Microsoft Teams

From: Team Owner <name@domain.com>
Date: 8 September 2026 at 10:32:05 BST
To: <users email address>
Subject: You have been added as a guest to Team Name
Reply-To: Team Owner <name@domain.com>

