

NCC SharePoint & MS Teams (External Guests)

How to join a Microsoft Teams from an email Invitation

This guide shows the steps required to accept an NCC email invitation and register your mobile phone to receive a one-off code via a SMS (Text Message) each time you require access.

Starting from the **Microsoft Teams email invitation** that an NCC colleague will have sent to you ... (check your Junk emails if you can't locate it)

Click Open Microsoft Teams

NOTE there will be a second email titled **You've joined the xxx (EXTERNAL) group,** this will contain a link to optionally access the associated SharePoint site if required.



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You will now be able to access Microsoft Teams via you Web Browser or Teams application.



- When you sign into the NCC's MS Teams or SharePoint site in the future you may be prompted to enter the code that will be sent to your mobile phone
- At step 8, the default method of authentication is to utilise and install a Smartphone App called Authenticator. For simplicity we don't demonstrate this method, but it is an option you may be familiar with and want to follow