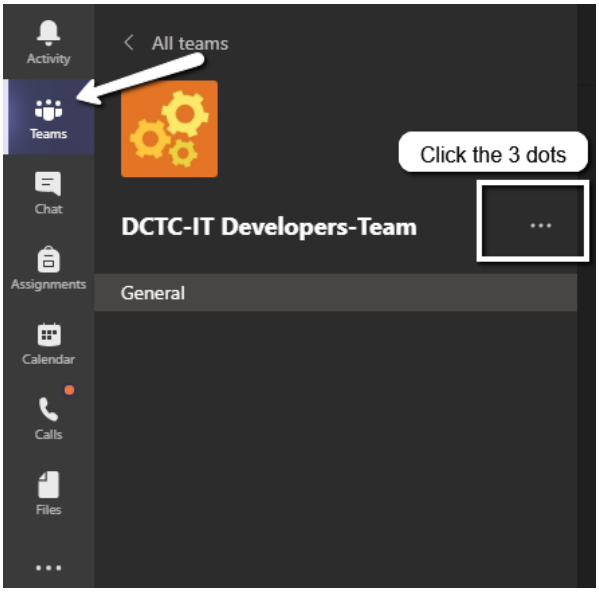
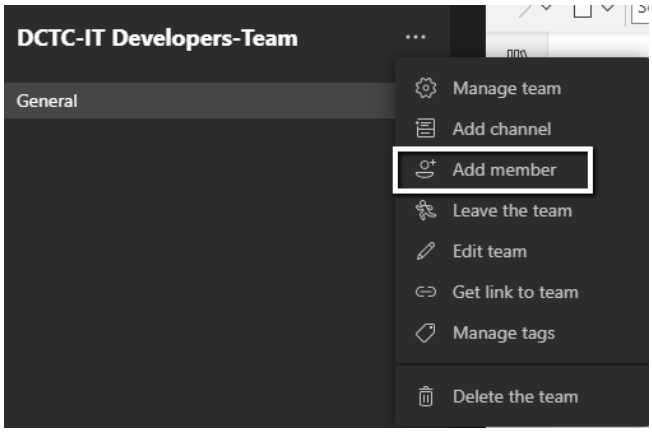
Adding Community Members to a Microsoft Team

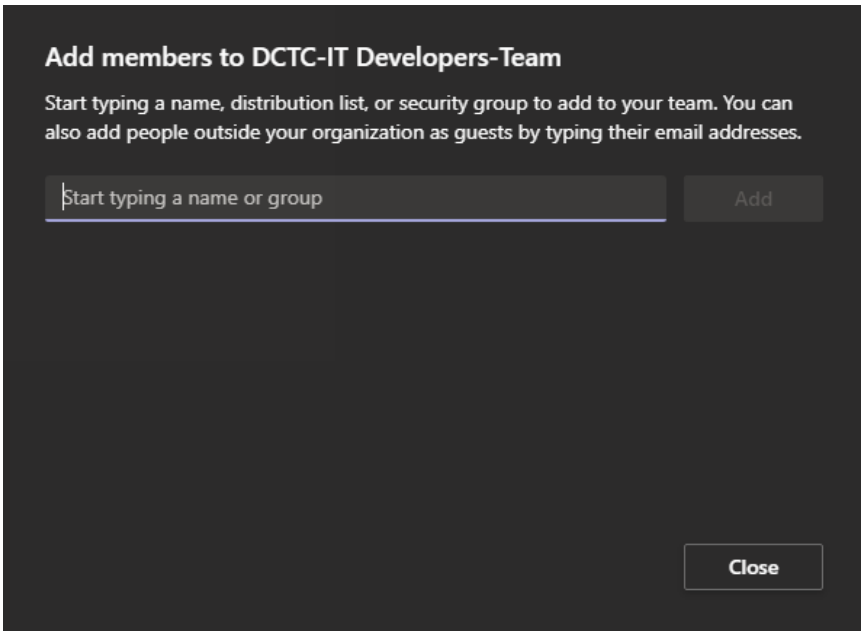
Must be a Team Owner to invite new members, the "Add Member" option will not appear if not an owner.

In Teams, click the Teams icon on the left, then click "Add member"





The "Add members …" screen will then appear. Enter the email address of the intended new member, then click "Add". An email will be sent on your behalf inviting them to the Team.



References:

- https://docs.microsoft.com/en-us/microsoftteams/guest-access
- https://support.microsoft.com/en-us/office/add-guests-to-a-team-in-teams-fccb4fa6-f864-4508-bdde-256e7384a14f?ui=en-us&rs=en-us&ad=us
- https://docs.microsoft.com/en-us/microsoftteams/guest-experience