

Collaborating with
guests on
SharePoint &
Teams

UseIT at
SFS

Agenda

- 1 Definition of a guest
- 2 Settings impacting Guest access
- 3 Guest permissions in Teams & SharePoint
- 4 Managing guest access in Teams & SharePoint (Live demo)
- 5 Inviting guests to collaborate in Teams & SharePoint (Live demo)
- 6 Sharing files with guests in OneDrive (Live demo)
- 7 Onboarding a guest
- 8 Access reviews



1 Definition of a guest

Internal users

Guests

Definition

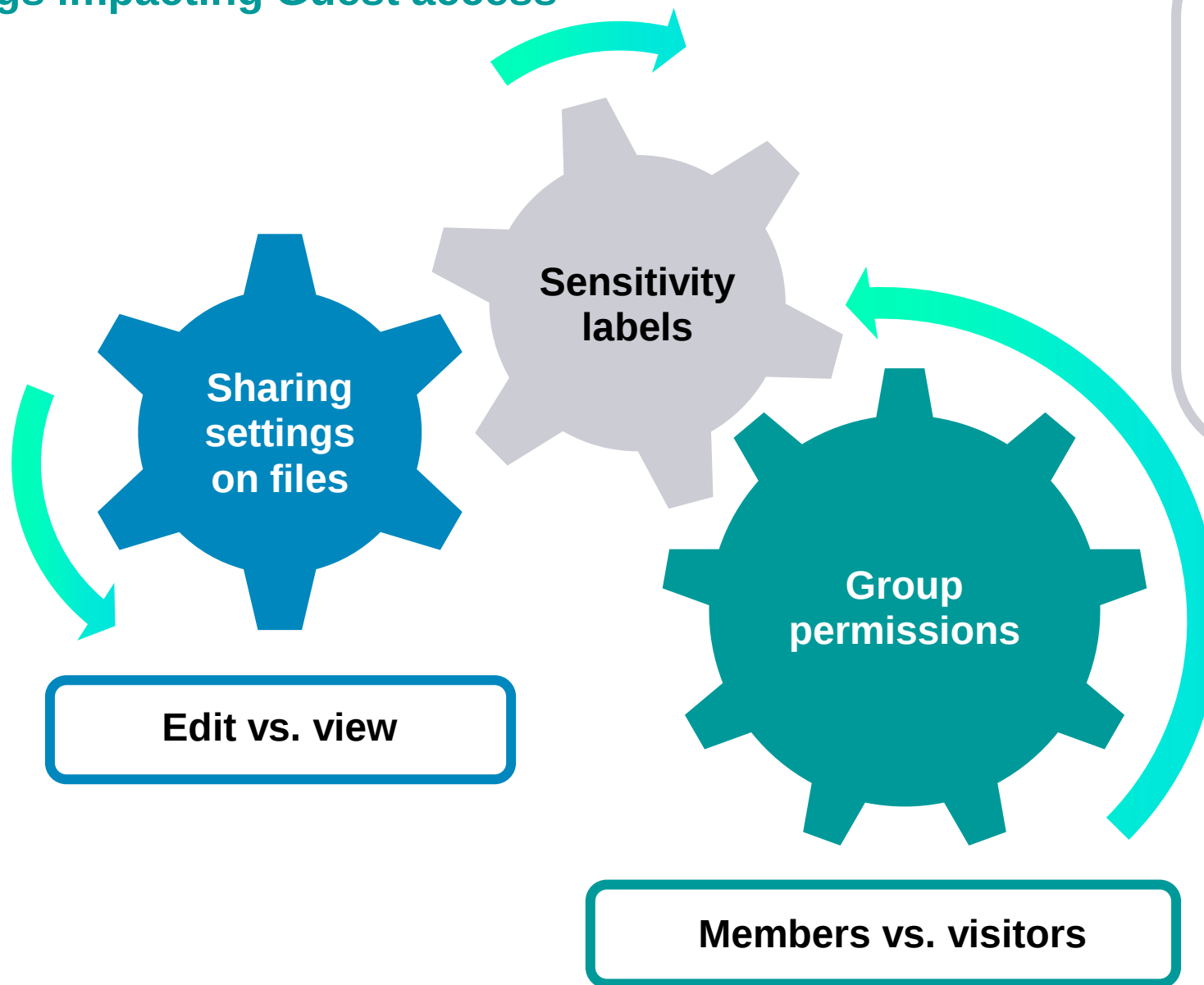
- Employees with @siemens.com address
 - Partners with .ext@siemens.com address
 - Have an SCD entry
-
- Specific Siemens divisions such as Healthineers, Logistics, Siemens Energy etc
 - Suppliers such as @atos.net
 - Customers or anyone else
 - No SCD entry

Access

Automatic access to all resources available.

- Sites & groups need to be enabled for guest access
- Guests need to be separately invited
- Limited access to different resources

Settings impacting Guest access



Full access:

C0 - Unrestricted or C1 – Restricted

Limited access:

C2 – Siemens and Guests

Request via MyIT:

C2 – Siemens and Guests
(allow untrusted devices):

Guest permissions in SharePoint



CAN



Access sites, lists, and libraries



Create, read, modify, upload and delete documents (depending on permissions)



Download documents to local PC (up to Restricted C1)

CANNOT



Access with mobile app



invite other users to access the site or contents, or share the content further



Be a Site Owner or Site Administrator

Guest permissions in Teams

CAN



Access the Team and channel



Participate in a private chat or channel discussions and meetings



Make and answer calls



Create, edit, upload and delete documents (depending on permissions)



Download documents to local PC (up to C1)

CANNOT



Access with mobile app



Search within files



Schedule meetings or access calendars



Add tabs or channels



Create a team, invite other users or share the content further

Onboarding a guest in Siemens (1st time)



Step 1 - Email notification and Sign in to verify the account



Step 2 – Give guest consent to store data (name, email & photo)



Step 3 – Authenticate with an MFA method (Microsoft Authenticator)



Step 4 – Accept Terms of Use for guests

Onboarding a guest manual

Guest Access Reviews



Group owner



Review access every 6 months,
60 days to react



Manage all guest accounts in the team.

[Learn more from the Access Review Wiki page](#)



Guest



Review access every 12 months,
30 days to react



Account **is removed** if there is no reaction. Access can be restored, and guest can be invited again.

[Learn more from the Guest Access Review OnePager](#)

Useful links about Guest Access:



- [Microsoft 365 Guest Access \(SharePoint site\)](#)
- [Microsoft 365 Guest Access FAQ \(wiki\)](#)
- [Microsoft Information protection \(SharePoint site\)](#)
- [Sensitivity labels for Documents \(manual\)](#)
- [Sensitivity labels for sites \(manual\)](#)
- [How to enable and manage guest access in SharePoint \(manual\)](#)
- [How to enable and manage guest access in Teams \(manual\)](#)
- [How to onboard guests in Microsoft 365 \(manual\)](#)
- [Microsoft 365 Access Reviews FAQ \(wiki\)](#)
- [Guest Access Review at Siemens AG \(One-Pager\)](#)

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