Guest collaboration in the Microsoft 365 (M365) platform allows GW to work with individuals who are not institutional members of the University. More simply put, it allows those with an @gwu.edu email address to collaborate with those who do not have an @gwu.edu email address. Currently, this functionality is only available to staff and faculty of the University.

Please Note: It is important that the content that is shared or collaborated on remains consistent with GW’s data information privacy policies located here: [GW Privacy Policies](#).

Inviting Guests
While the method of inviting guests to collaborate in the individual services in the M365 platform may vary from service to service, there are several common elements to the process:

1. Within the service (e.g. Teams, GW TeamSites), navigate to the location where you can add members or share content with users.
2. In the dialogue that follows, enter the email address of the guest user(s) that you would like to collaborate with.
3. Depending on the service, the guest user may receive an email with an invitation link to the collaboration resource.

There are also limitations to inviting guests to services. For more details about guest collaboration for a particular service (OneDrive, Teams, SharePoint, and other Microsoft 365 services), please refer to the individual service guest collaboration documentation located at [it.gwu.edu/microsoft-365](#).

All guests are required to use 2SA when accessing GW content. The lifecycle of a guest account is as follows:

- Stage 1: The guest is notified after 15 days of inactivity.
- Stage 2: After 30 days of inactivity, the guests’ account is disabled
- Stage 3: After 60 days of inactivity, the guests’ account is deleted.

Special Note About Allowable GW Email Addresses
If the intended guest has a gwu.edu address, it will begin to populate as the user is typing. That is the preferred email address and should be used.

There are some GW email addresses that cannot be invited as guests due to system configurations. These include the following:

- Eadtst.gwu.edu
- Gwmail.gwu.edu
- Email.gwu.edu
- Law.gwu.edu

For specific questions about allowable GW email addresses, please contact mis@hermes.gwu.edu.