Guest Collaboration in Other M365 Services

The primary services, Microsoft Teams, SharePoint and OneDrive, are where guest collaboration is more prominent. However, some other services have varying levels of guest collaboration as well. This document will address those ‘smaller’ services.

Power Apps
Users have the ability to collaborate with Guest users who are already a part of our organization via Teams, SharePoint or an Admin on Apps created in PowerApps. Keep in mind that there are licensing implications to inviting an established guest user that may impact that users’ ability to use Power Apps.

Power Automate
Users have the ability to share a flow created in Power Automate with guest users who are already a part of our organization. There are 3 primary ways to share a flow: add an owner to a flow, share a flow with run-only privileges, and share a copy of a flow.

Planner
While guests cannot be invited directly from Planner, guests who are already members of a group used in Planner, will be able to sign into Planner and see tasks assigned to them. In order to directly access planner, guests will need to navigate to https://tasks.office.com/gwu.edu and sign in with their guest credentials.

Whiteboard
Guests cannot access Whiteboard even if they have been provided a link to the board. When attending a Teams meeting, they will be able to view and collaborate on the board during meeting, however, they will not have continued access after the meeting ends.

Forms
Guests cannot be invited to a Form directly. In order to allow a Guest user to complete a form created in MS Forms, the form would be required to be configured using the setting ‘Anyone with the link can respond’. Keep in mind that with this option, there is no ability to record the name of the responder or restrict to 1 response per person. However, if the user has a work/school account in another organization AND has been added as a guest within our organization, they will be able to complete the form if ‘Only people in my organization can respond’ is selected.

Forms also gives the ability to share a form as a template or collaborate on a form:
- Anyone you provide the link to duplicate the form, the duplicated form will be stored in that users’ organization.
- Individuals within the organization (@gwu.edu address) and guests who have a work/school account in M365 will be able to collaborate on a form.

Stream
Guests are unable to access Stream, even if they are members of a group being used within the service.
Sway
You cannot explicitly share a Sway with a guest. If the Sway is configured as ‘anyone with a link’ can access, then anyone with the link, including non-GW members, will be able to access the Sway.

Staff/Class Notebooks
Guests cannot be members of a notebook. Guests can be shared to a notebook and the guests will have default read-only permissions to the notebook. This is the equivalent to link sharing in OneDrive or SharePoint.