# How to add guests as Team Site members

MS team **site owners** can now add guest accounts themselves to the MS team environment (Global Directory), so that they can be added to Team sites as members.

However, this would only work for guests from the pre-approved domain list which include UN agencies and other international organization. If guests don't belong to the list of approved domains, an iNeed to helpdesk need to be raised to register the guests.

If you are site owner and want to register new guest users , In your web browser, go to

https://uimc.un.org. Login using your UN email address and Unite Identity password. Confirm using the verification method you set up for MFA.
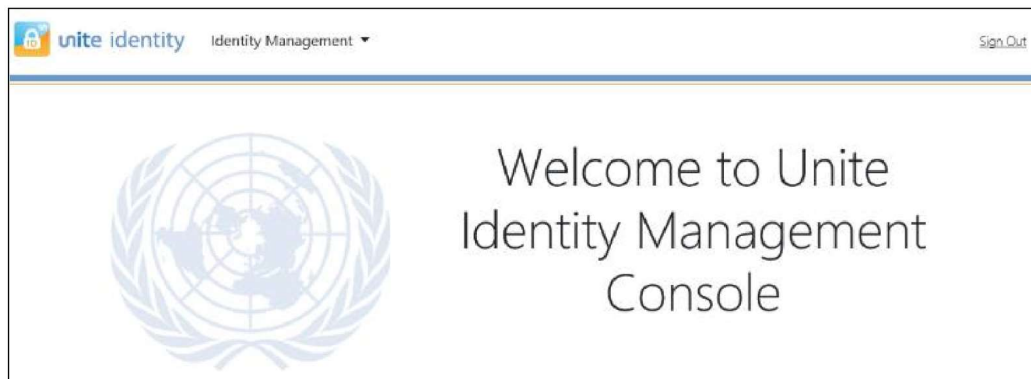
Once you have logged in successfully, at the top of the page, click on Identity Management. A drop-down menu will appear. Click on Add Guest.
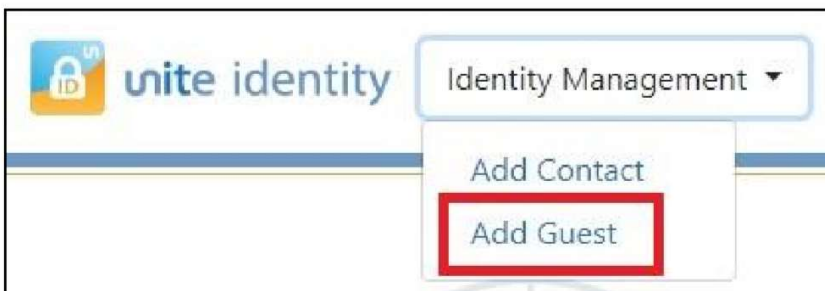
On the following page, fill in the external contact information. The First Name, Last Name, and Email fields are required. Once you have completed for the form, click on Save.

UN Guest Invitation

First Name*

Last Name*

Email*

Notes

Save   Clear

You will then receive the following message. It may take up to an hour for the guest account to become visible in the UN tenant.

Invitation request created successfully to █████@unicef.org

For more assistance and technical support, contact ICTS Service Desk via channels below

Email - ICTS.ServiceDesk@un.org , Local Service Desk - +254-20-76 2-1111