Adding Guest to Piazza

1. Select the Piazza tool from your course menu.
2. Select the Manage Class from the top menu bar.
3. Scroll down to the Enroll Students section.
4. Enter the email address of your guest speaker or area expert and select Add Student.
5. An email invitation will be sent to the user with a direct link to activate their account.
   a. Once received, external users will always access Piazza through the external web interface (https://piazza.com) and not through Sakai.
   b. All posts that are visible in Sakai will also be visible to users through the web interface.