

Manage Workspace guests

*Supported editions for this feature: Workspace guests in **Google Chat** are supported in all Business and Enterprise SKUs. Workspace guests in **Gmail Client-side encryption** are supported in Enterprise Plus SKUs with the Assured Controls add-on. [Compare your edition](#)*
(/admin/getting-started/editions/compare-google-workspace-editions)

If your users will be collaborating only with external users that use Client-side Encryption (CSE), see [Provide external access to client-side encrypted content](#)
(/admin/security/provide-external-access-to-client-side-encrypted-content).

What are guests?

Workspace guest accounts let people who don't have accounts within your organization—such as a contractor who uses a different email system—securely collaborate with your users in Google Workspace apps.

How guest accounts work

When someone in your organization sends an encrypted email or invites an external user to a chat, Google Workspace creates a guest account for them. The guest receives an invitation to set up their account. After the guest acknowledges the Google Workspace Terms of Service and that any data they access belongs to your organization, they can start working with your users.

Guests are automatically added to the **Workspace Guests** organizational unit of your Admin console, where you can manage their accounts. You can update their information, control which services they have access to, set password requirements, and use other security features. For added security, guest accounts cannot be moved into other organizational units.

What can guests do?

Workspace guests can view and respond to encrypted emails, join chats, access shared documents and drives, and participate in meetings as a guest in your organization.

> Email capabilities for guests

Workspace user ability	Supported for guests?
Receive and reply to encrypted emails on external accounts	✓ Only with the Assured Controls Add-on (/admin/users/advanced/update-workspace-guest-out-settings#additional-guest-settings)

> Chat capabilities for guests

Workspace user ability	Supported for guests?
Create Space	
Browse Spaces	✓ Guests can only browse spaces they're added to by members of your organization
Message Search	✓ Guests can search chats and Spaces they are in
Request to Join Spaces	
Chat with external users in a DM	
Chat with internal users in a DM	✓ When sent a message request
Chat with other guests in a DM	✓ Only with guests created by the same host domain

Workspace user ability	Supported for guests?
Join a space marked as external created by an external organization	 When added by a user from your organization
Join internal spaces	
Add others to a space	
Modify space details	
Use people suggestions	 Suggestions only include users who have messaged the guest
Use @mention people suggestions in a Space	 Suggestions only include users who have messaged the guest
Upload files to a space marked as external	 With administrator permission
Upload files to a DM	 With administrator permission
Access files uploaded to space marked as external	
Access files uploaded to DM	
View public spaces using a URL	
Be invited to multiple spaces	
Find, install, and run Chat apps	
Add Webhooks to spaces	
Initiate Meet requests	
Block users	

Workspace user ability	Supported for guests?
Report users	
Report messages in spaces	
React with emoji in spaces	✓
React with emoji in DMs with organization users	✓
React with custom emoji	
Create, assign, or mark a space task as completed	
Use @All in a space	✓ With Space Manager permission
Pin a message, Google Docs file, or link to Chat Board	✓

> Drive capabilities for guests

Workspace user ability	Supported for guests?
Read the name and description of a file or folder	✓
Read the content of a file	✓
Read the list of items in a folder	✓
Download a file	✓
Copy a file	
Add comments to a file	✓
Modify the name and description of a file or folder	✓
Modify the content of the file	✓

Workspace user ability	Supported for guests?
Access historical revisions	✓
Remove items from the My Drive folder	
Share items from the My Drive folder	✓
Share a shared drive item	✓
Share a Shared Drive folder	✓
Add files to shared drives	✓
Modify the name or description of a shared drive	
Add shared drive members	
Access detailed file permissions	✓
Reorganize items within a shared drive	
Move items outside of a shared drive	
Move items into the trash	
Recover items from the trash	
Empty the trash	
Delete a file or folder	
Delete items in shared drives	
Delete an empty shared drive	

> Meet capabilities for guests

Workspace user ability	Supported for guests?
Join a Meet call from a Chat invite sent by an internal user	✓

Note: Guests don't have access to Gmail, Google Calendar or Gemini in Workspace. They can't be included in Dynamic Groups.

Guest account limits

You get 5 free guest accounts for every paid Business and Enterprise license in your organization. For example, if your organization has 10 paid user licenses, you can have 50 guest accounts.

Turn off guest account invitations

By default, your users can invite guests to your organization using Google Chat or Gmail Client-side Encryption (CSE). If you don't want your users to be able to invite guests, you can turn off guest account invitations in either Google Chat, Gmail CSE, or both.

Turn off guest account invitations in Chat

1. Sign in (<https://admin.google.com/>) with an *administrator account* to the Google Admin console.
2. Go to **Menu**
 - ≡
 - Security**
 - >
 - Access and data control**
 - >
 - External sharing**
 - >
 - Guest invitations.**
3. Clear **Allow users to send guest invitations to people outside your organization.**
4. Click **Save**.

Turn off guest account invitations in Gmail

1. Sign in (<https://admin.google.com/>) with an *administrator account* to the Google Admin console.

2. Go to **Menu**



Data



Compliance



Client-side encryption



Gmail



Encryption with guest accounts.

3. Clear **Allow users to send client-side encrypted messages to recipients who aren't using S/MIME.**

4. Click **Save.**

How guest accounts work with visitor sharing

Guest accounts are different from [visitor sharing](#)

(/admin/drive/allow-sharing-to-non-google-users-with-visitor-sharing). With visitor sharing, your users can invite people without a Google Account to collaborate on Google Drive files and folders using an identity verification PIN. Guest accounts allow external users to collaborate on a wider range of Workspace services by creating an account in your Workspace Guests org unit.

- **If you have guest accounts turned on:** External users can start with a guest account or visitor access, depending on how your users initially collaborate with them.
 - *New external users invited through Google Chat* get a guest account. Access to shared Google Drive files and folders defaults to their guest account.
 - *New external users who receive a shared file or folder from Google Drive* get visitor access to that item.
 - *Existing external users with visitor access who are invited to collaborate through Google Chat* get a guest account. Access to any new shared Drive files or folders defaults to their guest account, but they keep visitor access to any previously shared files or folders.
- **If you have guest accounts turned off:** Your users can use visitor sharing to collaborate on Drive files and folders.

Related topics

Manage guests in Chat

- [Chatting with external users and guest accounts](/admin/chat/chatting-with-external-users) (/admin/chat/chatting-with-external-users)
- [Control external Chat and spaces chat options](/admin/chat/control-external-chat-and-spaces-chat-options) (/admin/chat/control-external-chat-and-spaces-chat-options)

Manage guests in Drive

- [Create and manage trust rules for Drive sharing](/admin/security/create-and-manage-trust-rules-for-drive-sharing) (/admin/security/create-and-manage-trust-rules-for-drive-sharing)
- [Allow external sharing with only trusted domains](/admin/domains/allow-external-sharing-with-only-trusted-domains) (/admin/domains/allow-external-sharing-with-only-trusted-domains)
- [Allow sharing to non-Google users with visitor sharing](/admin/drive/allow-sharing-to-non-google-users-with-visitor-sharing) (/admin/drive/allow-sharing-to-non-google-users-with-visitor-sharing)

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