

# How to add a Guest User to M365

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## Guide Introduction:

- This guide will take you through how to invite an External Guest into your M365 tenant for secure communication and file sharing.

## Steps:

### Logging in to the Azure Portal:

1. Open a Web Browser
2. Navigate to <https://portal.azure.com>
3. Log in with your M365 Account details
4. Select the Option for "Microsoft Entra ID"
  - Note: You may need to search for this in the top search bar if this is your first time accessing this portal.
5. This will log you into the Required Portal for inviting a guest.

### Invite the Guest User

1. Click "Users" on the left side under "Manage"
2. Within the Users section, Click "New User > Invite External User"
3. Enter the Email address of the Guest User in the Email Field.
4. Enter a Display name for the user
  - To Easily identify the account usually it is best to give first name, or full name, and the company the invited guest is from.
5. Ensure that the option for Send Invite is ticked.
6. Click Next and fill out any properties required ensuring that the user type remains as Guest.
7. No assignments should be required.
8. Complete the Guest user creation and this will generate a pending guest in your M365.
9. Once the Guest has accepted the invitation that is emailed to them they will be an active guest user.

## Additional Information:

- Guest user accounts are used in Business to Business collaboration (B2B) within M365 and allow for a more secure, and named, way of sharing files or communication channels between M365 tenants.
  - Guest access controls also allow for great control on what data is shared and what can be done with said shared data.
  - If you cannot invite a guest user you may not have the required permissions to do so, there may be additional controls on this in your business so may need to be carried out by a "Guest Admin" or a ticket can be raised to allocate permissions or complete the guest invite process.
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