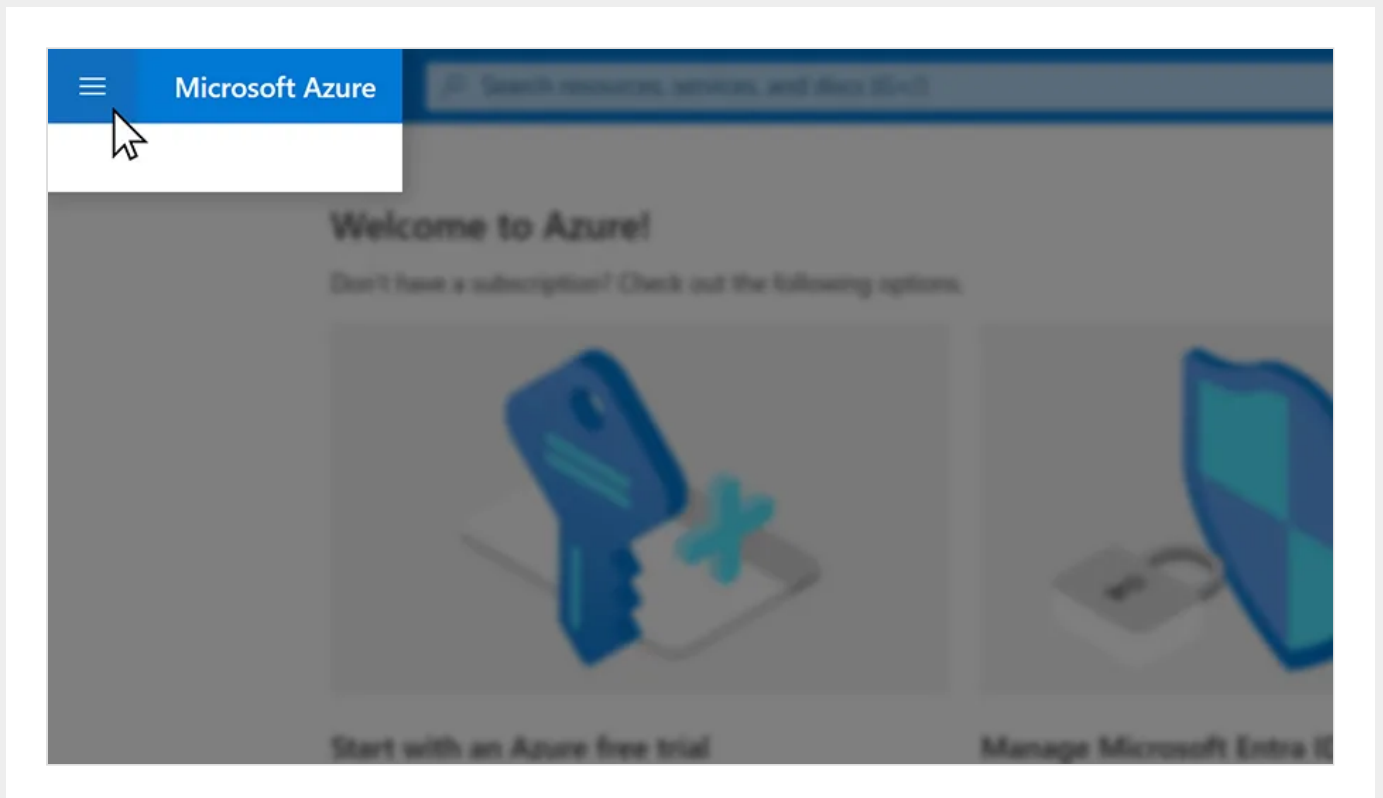


# Adding external users as a guest

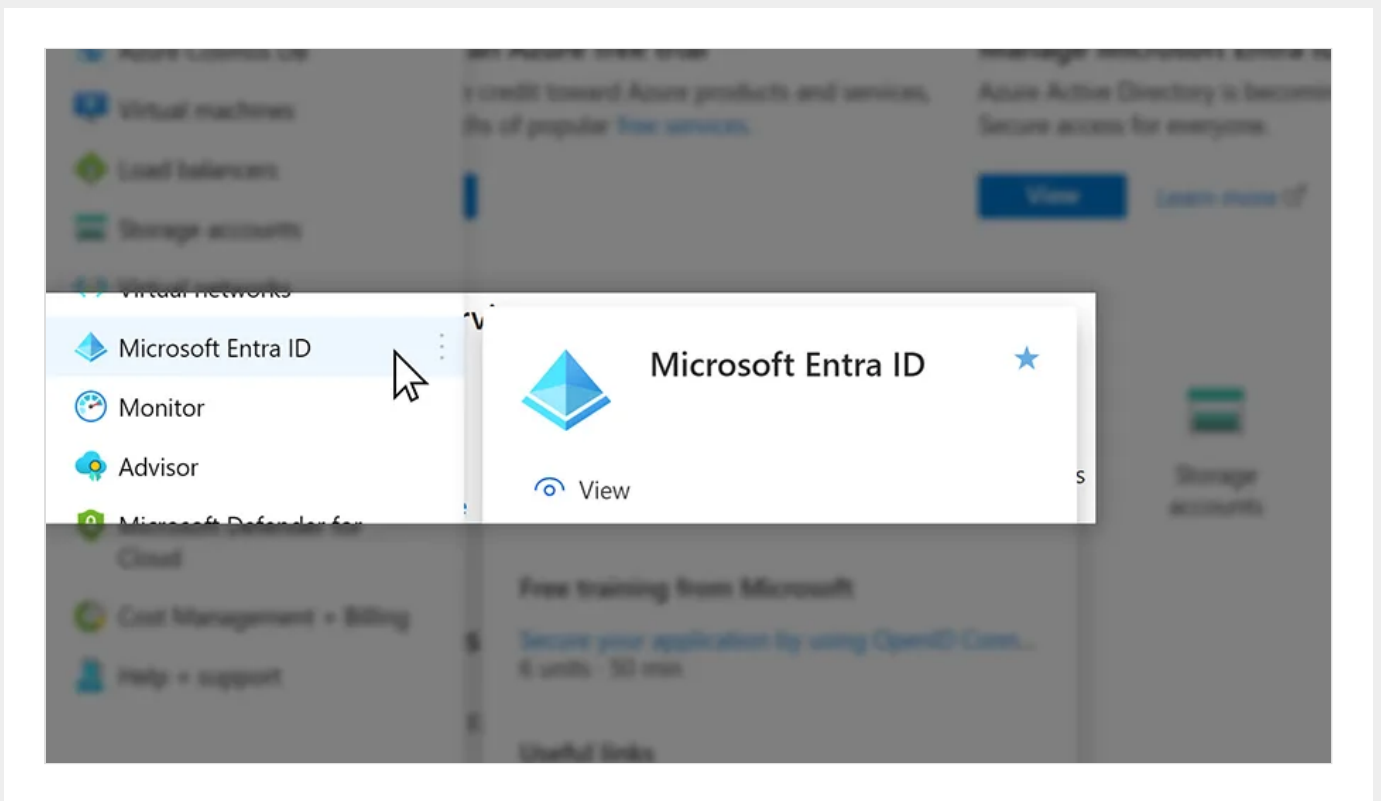
These instructions guide you through the process of inviting external guests to your Azure Active Directory. By following these steps, you can seamlessly add collaborators who aren't part of your organization, making collaboration in the Azure environment a breeze.

## Invite Guest User to Active Directory

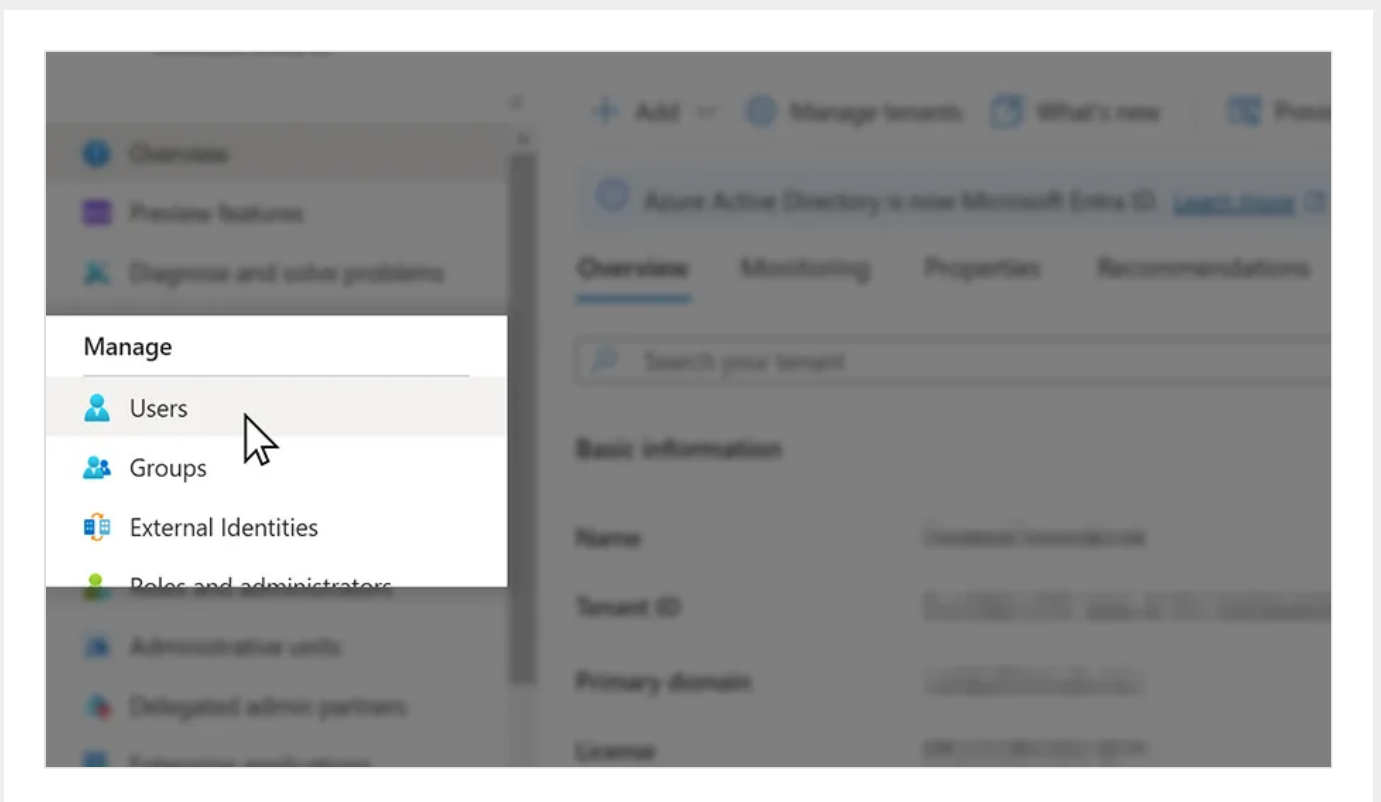
1. Login to Azure Portal via <https://portal.azure.com/>.
2. Expand the left menu by clicking the top left button.



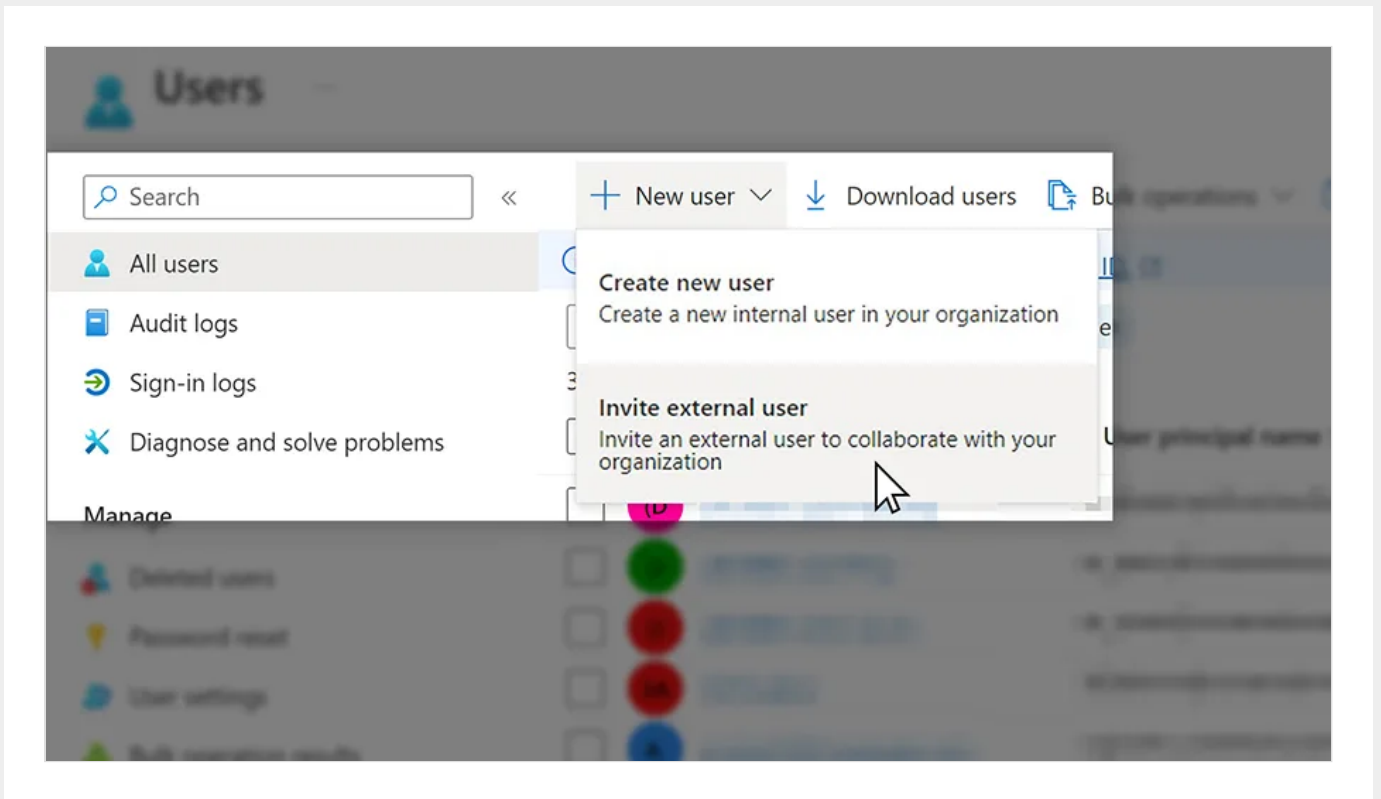
3. Click “Microsoft Entra ID”.



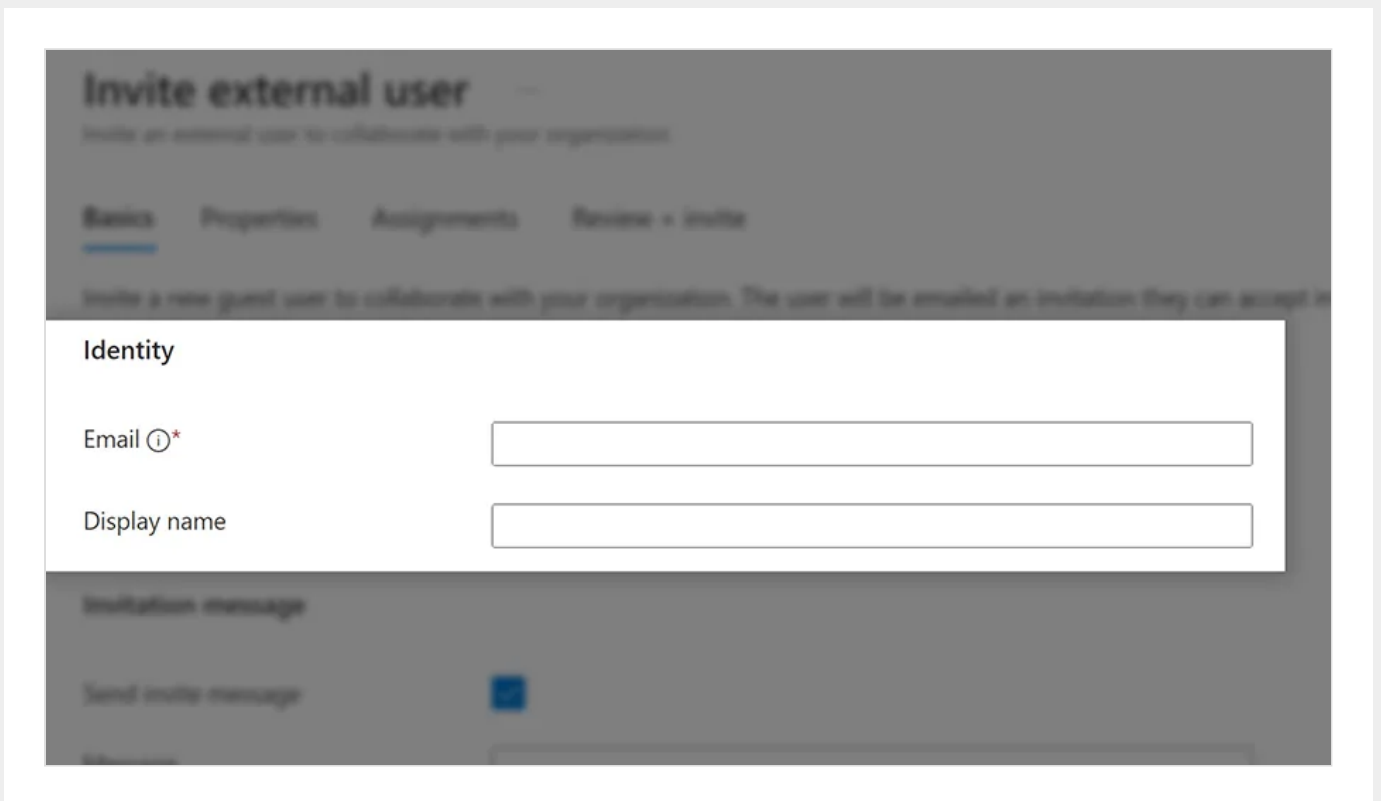
4. Click “Users”.



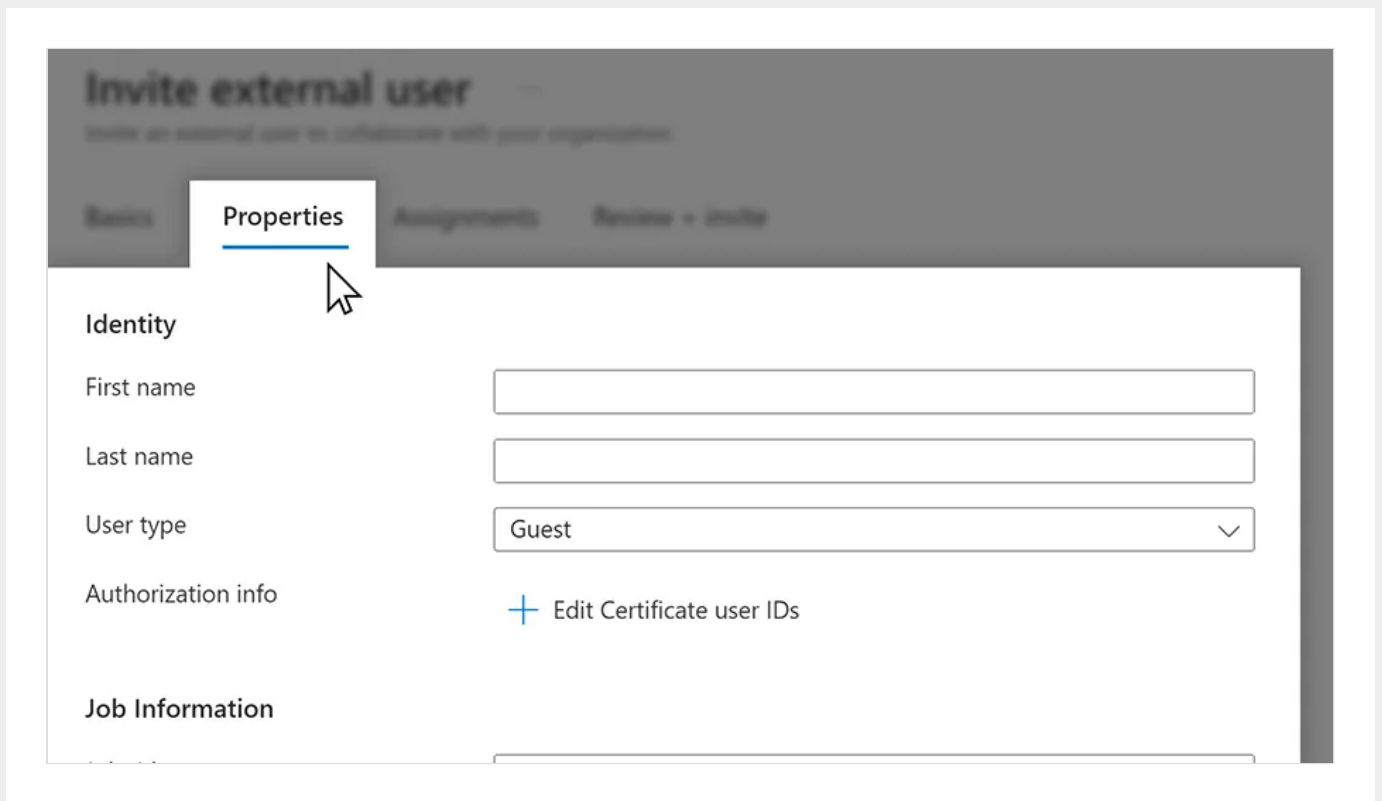
5. Click “+ New user” -> “Invite external user”.



6. Type in the email address of the external guest to be invited in the “Email” textbox. Fill in “Display name” of the external guest.



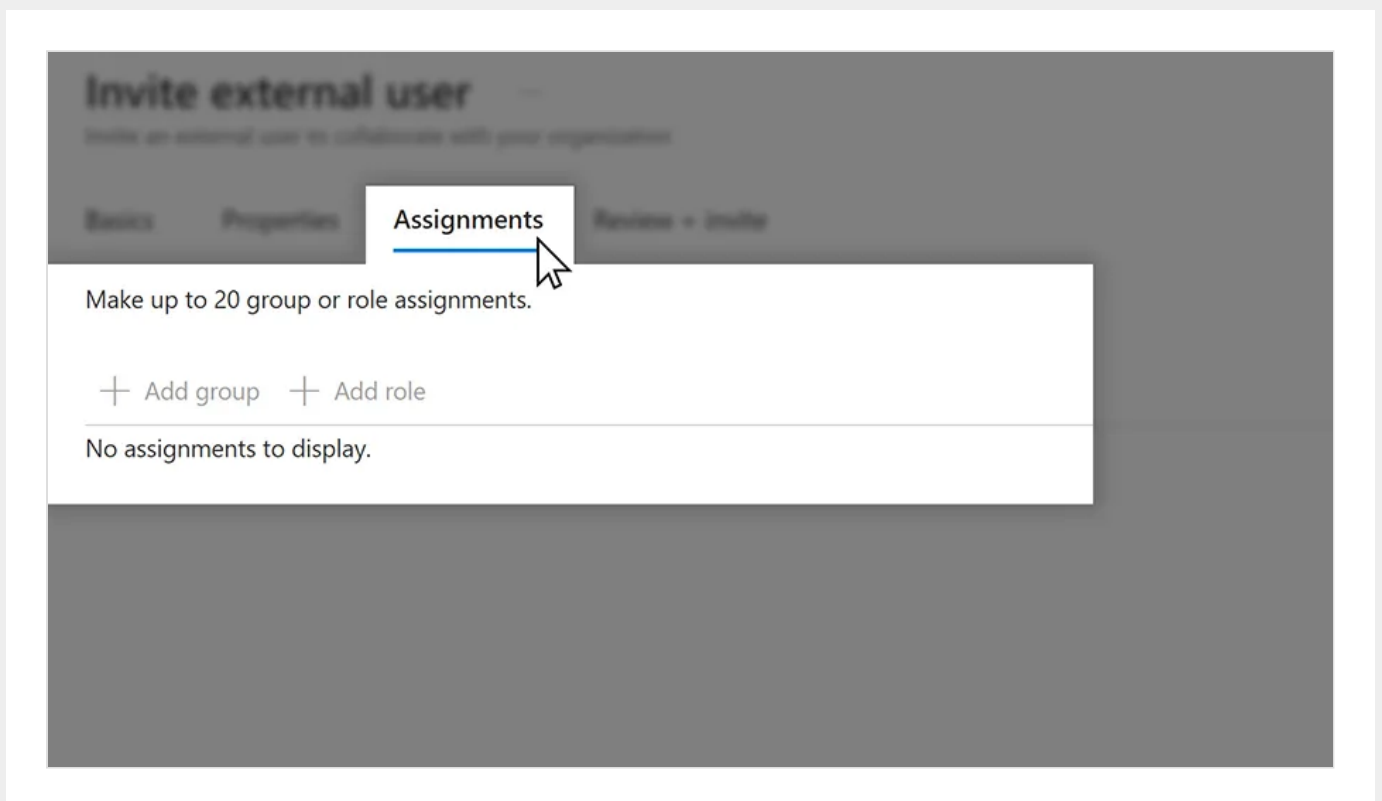
7. Fill in information under “Properties” tab.



The screenshot shows the 'Invite external user' page with the 'Properties' tab selected. The page has a dark header with the title 'Invite external user' and a subtitle 'Invite an external user to collaborate with your organization'. Below the header are four tabs: 'Basic', 'Properties', 'Assignments', and 'Review + invite'. The 'Properties' tab is active and contains the following sections:

- Identity**
  - First name:
  - Last name:
  - User type:
  - Authorization info: [+ Edit Certificate user IDs](#)
- Job Information**

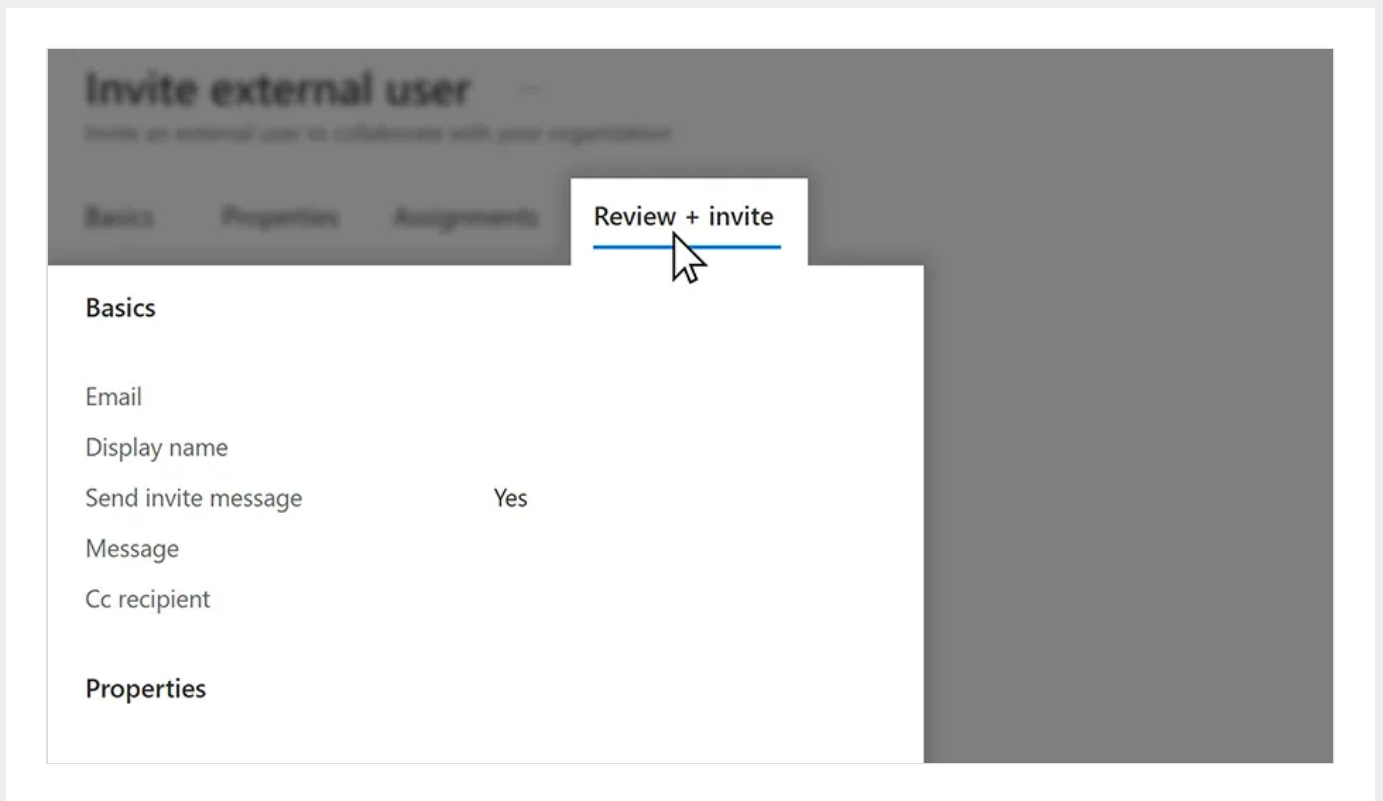
8. Add AD groups which this guest user should be in.



The screenshot shows the 'Invite external user' page with the 'Assignments' tab selected. The page has a dark header with the title 'Invite external user' and a subtitle 'Invite an external user to collaborate with your organization'. Below the header are four tabs: 'Basic', 'Properties', 'Assignments', and 'Review + invite'. The 'Assignments' tab is active and contains the following content:

- Make up to 20 group or role assignments.
- [+ Add group](#) [+ Add role](#)
- No assignments to display.

9. Click “Review + invite”.



10. Verify the information is correct and then click “Invite”.