









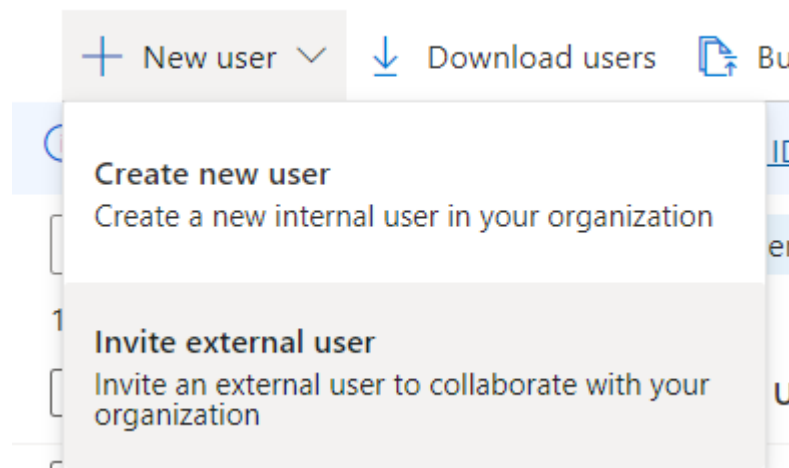
😊 Inviting Guest Users

In this guide, we're learning how to invite guest users to Azure Active Directory or Microsoft Entra ID, enabling collaboration and resource access for external individuals or partners. The end goal is to facilitate seamless integration and collaboration within Azure services while maintaining security and access controls.

1. In this lab you will learn how to invite guest users to your Azure Active Directory or say Microsoft Entra ID.
2. In your Azure Portal go to Microsoft Entra ID, then to users. So, if we look back for what we have done so far here is that we have just created users.
3. Now if you look at the users and their user type is Member.

<input type="checkbox"/>	Display name ↑	User principal name ↑↓	User type	On-premises sy...
<input type="checkbox"/>	 demouser1	demouser1@pulkitkumar...	 Member	No
<input type="checkbox"/>	 demouser2	demouser2@pulkitkumar...	 Member	No
<input type="checkbox"/>	 demouser3	demouser3@pulkitkumar...	 Member	No
<input type="checkbox"/>	 demouser4	demouser4@pulkitkumar...	 Member	No

4. Now to add an external user you need to click on new user then choose invite external user.



5. Then give the external user email address and the display name after that if you want to explore the other options for properties and assignments then you can do that.
6. Now just click on review and invite.

Invite external user ...

Invite an external user to collaborate with your organization

Basics Properties Assignments Review + invite

Invite a new guest user to collaborate with your organization. The user will be emailed an invitation they can accept in order to begin collaborating. [Learn more](#)

Identity

Email *

Display name

Invitation message

Send invite message ☒


Message

Cc recipient

Invite redirect URL *

7. Below you can see that the external user gets the invite from the default directory. Just click on accept invite.

Default Directory invited you to access applications within their organization




Microsoft Invitations on behalf of Default Directory <invites@microsoft.com>

To: You

Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Default Directory
Domain: [pulkitkumar2711gmail.onmicrosoft.com]pulkitkumar2711gmail.onmicrosoft.com

This message was provided by the sender and is not from Microsoft Corporation.



Message from
Default Directory:

“ Welcome to Azure ”

If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=30aa9099-b1e3-4652-abe8-06318e4b8029>.

[Accept invitation](#)

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8. After that it will ask your permission to accept.



pulkit.kumar001@outlook.com

Permissions requested by:

Default Directory

pulkitkumar2711gmail.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Default Directory. **Default Directory has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>.

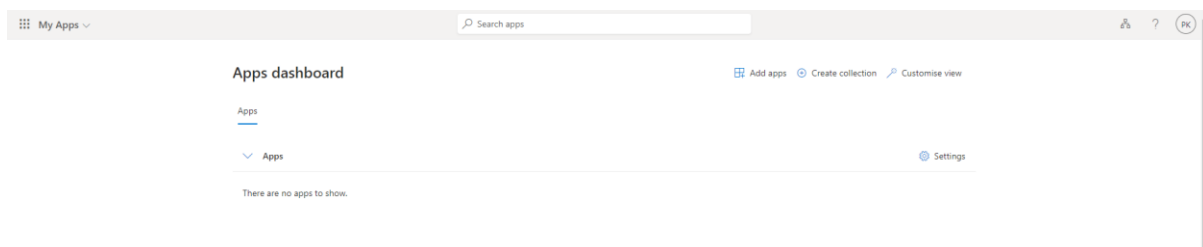
[Learn more](#)

This resource is not shared by Microsoft.

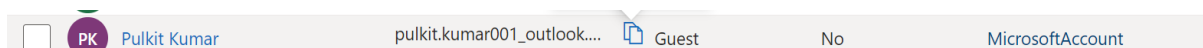
Cancel

Accept

9. Then it will take you to a new page.



10. And if you go back to azure portal there will see that the guest user has been added.



11. Plus you can login to the Azure portal using this guest user.