Managing External Users in Microsoft Entra ID

Introduction

External users (also known as guest users or B2B users) allow organizations to collaborate securely with partners, vendors, or contractors by giving them access to specific resources without creating full internal accounts. Microsoft Entra ID makes managing these external users simple and secure.

Step 1: Add an External User (Guest User)

1. **Sign in** to the [Microsoft Entra ID portal](#) with admin credentials.

2. Navigate to **Users** > **New guest user**.

3. Select **Invite user**.

4. Enter the external user's email address.

5. Customize the invitation message (optional).

6. Assign the user to a specific group or role if needed.

7. Click **Invite**.

The external user will receive an email invitation to join your directory.

Step 2: Configure User Properties and Access

1. After the guest accepts the invitation, go to **Users** > **All users**.

2. Filter by **User type** to view guest users.

3. Select the external user to view or edit their profile.

4. Assign appropriate **roles** or **group memberships** to control permissions.

5. Review or adjust **sign-in and access restrictions**, including **conditional access policies** if applicable.

Step 3: Assign Licenses to External Users (If Required)

- Some features or apps require licenses for guest users.

- Navigate to **Licenses** > **All products**.

- Select the appropriate license and assign it to the guest user.

- Use **group-based license assignment** if you expect many guest users needing similar licenses.

Step 4: Set Up Conditional Access for External Users

1. Go to **Security** > **Conditional Access**.

2. Create a new policy targeted specifically to **guest users**.

3. Define conditions such as location, device state, or risk level.

4. Require multi-factor authentication (MFA) or restrict access as needed.

5. Enable the policy.

Step 5: Monitor and Audit External User Activities

1. Use **Azure AD Sign-in logs** and **Audit logs** to track external user activities.

2. Go to **Monitoring** > **Sign-ins** to review login attempts.

3. Set up alerts for suspicious activities or risky sign-ins.

Step 6: Remove or Block External Users

- To **block** a user temporarily:

    1. Go to the user's profile.

    2. Set **Block sign-in** to **Yes**.

- To **remove** a guest user permanently:

    1. Select the user.

    2. Click **Delete user**.