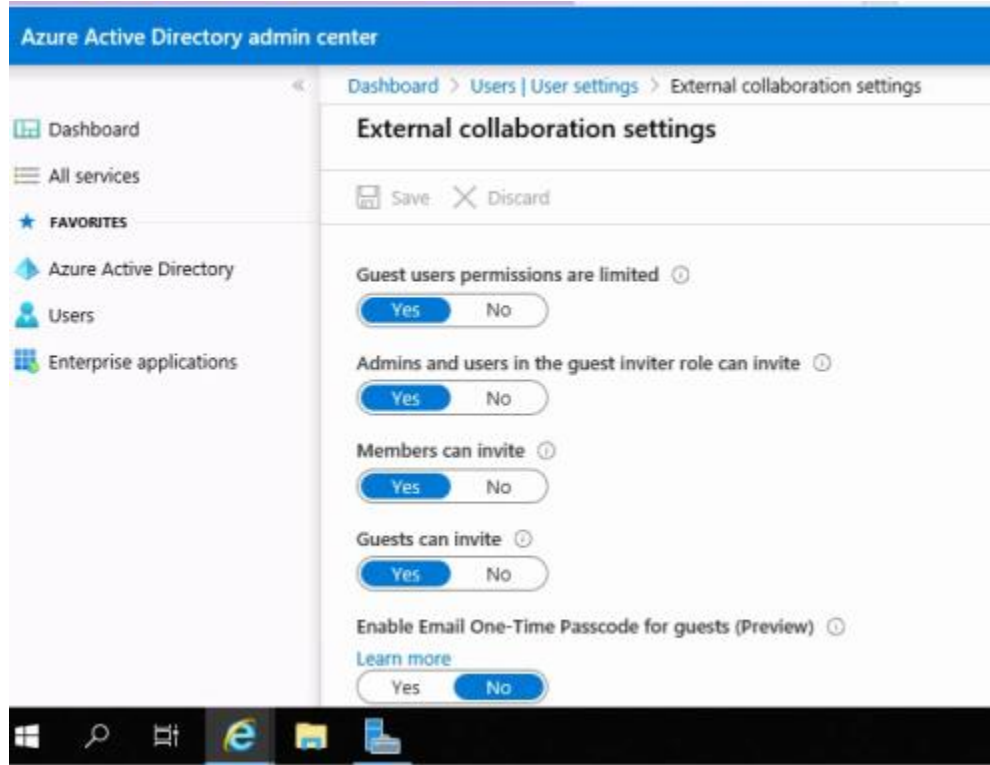


## External collaboration settings/Guest User

1. From Microsoft 365 Admin Center select **Azure Active Directory**
2. Select **Users, User settings**
3. Scroll down until you get to **External Users**
4. Select Manage **External Collaboration Settings**
5. Examine the following settings by clicking on the information icon then clicking off again. Scroll down if necessary.

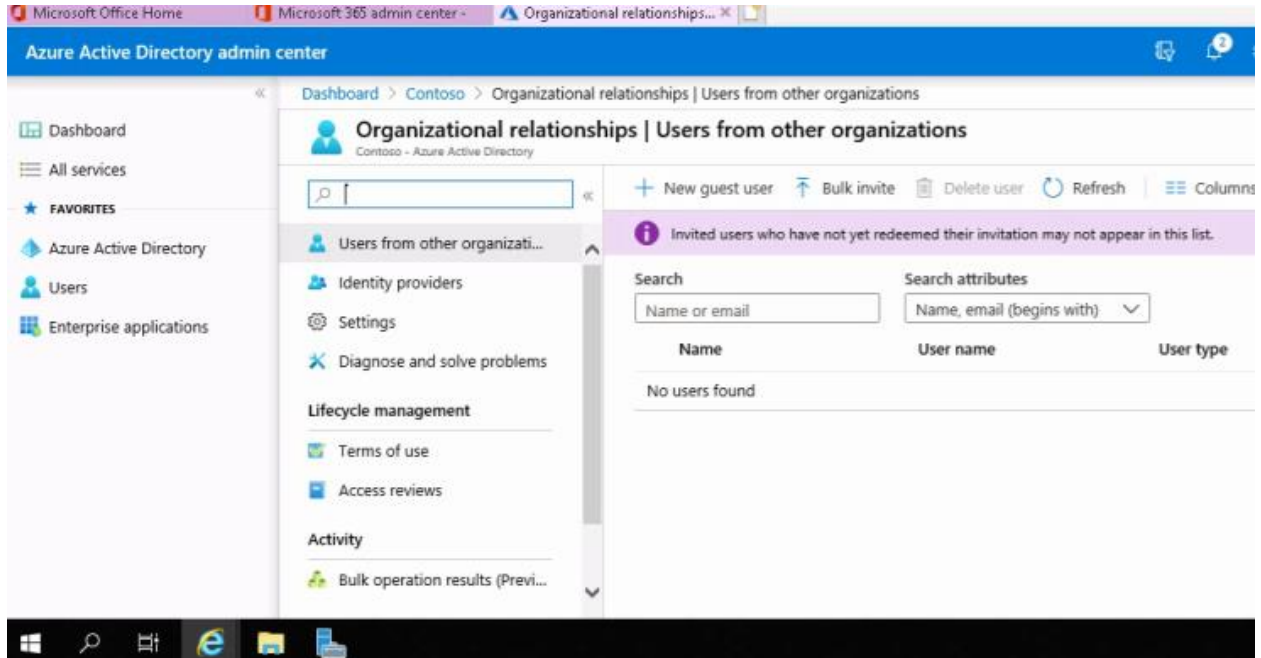


6. Change the **Guest can Invite** setting to **NO**
7. Click on save to save your settings

## Creating a Guest user and sending an invitation

1. Select Users from the **left** menu
2. Click on **New Guest User**
3. To Invite a User scroll down and enter the following information  
Name: **Frederick Smith**  
Email: [FrederickSmithgrade@gmail.com](mailto:FrederickSmithgrade@gmail.com) (scroll down where necessary)  
Firstname: **Frederick**  
Lastname: **Smith**  
Personal Message: **Welcome to our Organization**  
Usage Location: **Barbados** (please scroll down where necessary)

4. Select **Invite**.
5. Select **Azure Active Directory** from the left Menu
6. Under **Manage** select **Organization Settings**. Review the information for invited users



Note that the user needs to sign into his account to accept the invitation. An access code will be sent to the users account.

Once the user signs in you will be able to view the **users from other Organizations**.