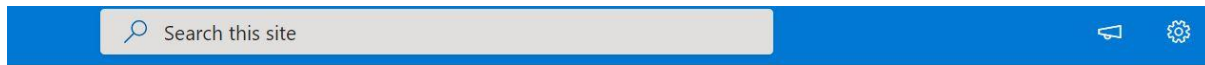


Adding a Guest User to a SharePoint Site

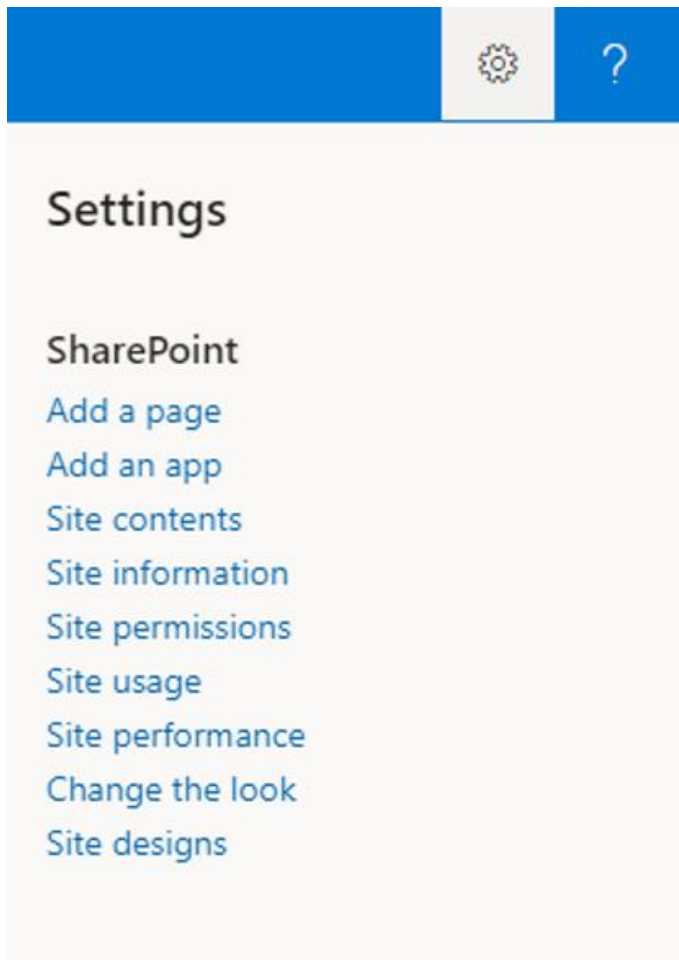
When you want to share documents with those outside of your organization in a SharePoint setting you can add them as a guest user to SharePoint. This will give your guests access to files saved in the SharePoint site for collaboration.

1. Go to your SharePoint site and navigate to the upper right-hand corner.



Private group ★ Following 👤

2. Select **Settings** and click on **Site Permissions**.



3. In **Permissions** select **Share Site**. This will allow you to invite visitors and add site members.

Permissions



Manage site permissions or invite others to collaborate

Share site

- Site owners
- Site members
- Site visitors

Site Sharing

[Change how members can share](#)

There are additional groups or people with permissions on this site. To see them, please visit [Advanced permissions settings](#).

4. To add users outside of the organization you will need to add them to a Microsoft 365 Group first to give them access to the site. Once they are members of a group then you can add the group name and select **Add**. This will prompt your guests to receive a welcome email invitation which includes information about joining Teams.

For directions on how to add a Microsoft 365 Group in Outlook please see below.

Share site



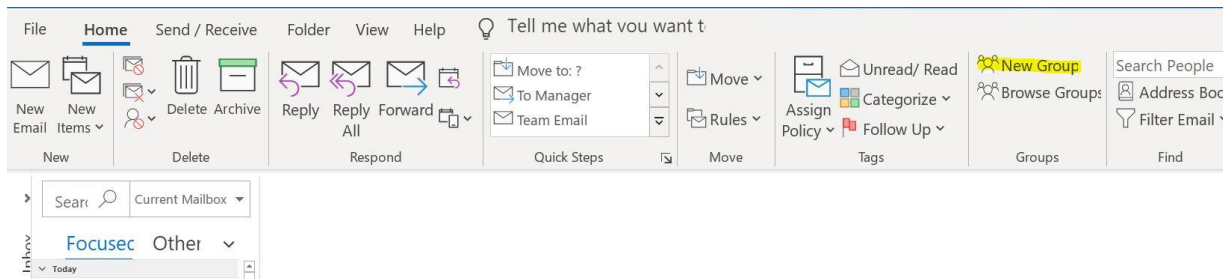
Add users, Microsoft 365 Groups, or security groups to give them access to the site.

Add

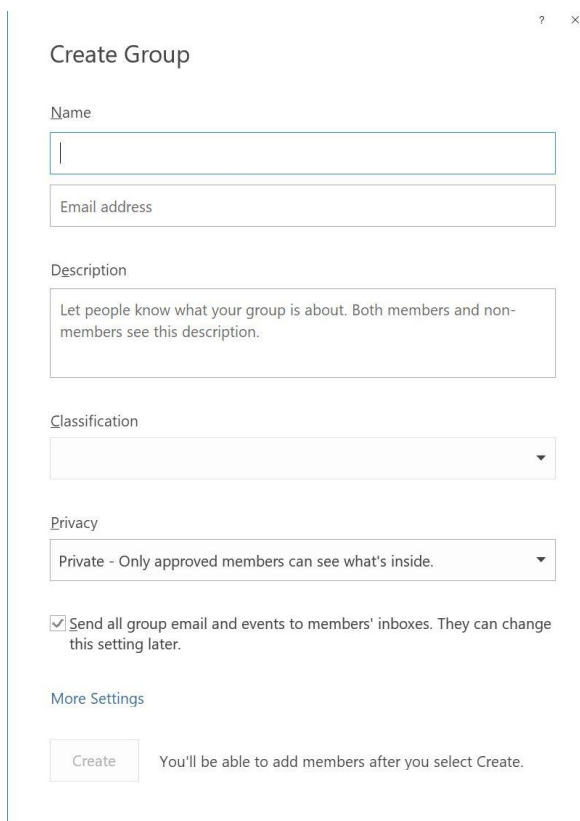
Cancel

How to Add a Microsoft 365 Group in Outlook

1. Start off in Outlook. In the navigation bar you will find Groups. Select **New Group**.



2. To create a group, select a name, add a description, and choose a privacy setting. Then click on **Create**.

A screenshot of the 'Create Group' dialog box in Outlook. The dialog has a title bar with a question mark and a close button. The main content area is titled 'Create Group' and contains several input fields and a dropdown menu. The 'Name' field is empty. The 'Email address' field is empty. The 'Description' field contains the text: 'Let people know what your group is about. Both members and non-members see this description.' The 'Classification' dropdown menu is set to 'None'. The 'Privacy' dropdown menu is set to 'Private - Only approved members can see what's inside.' There is a checked checkbox for 'Send all group email and events to members' inboxes. They can change this setting later.' Below the 'More Settings' section, there is a 'Create' button and a note: 'You'll be able to add members after you select Create.'

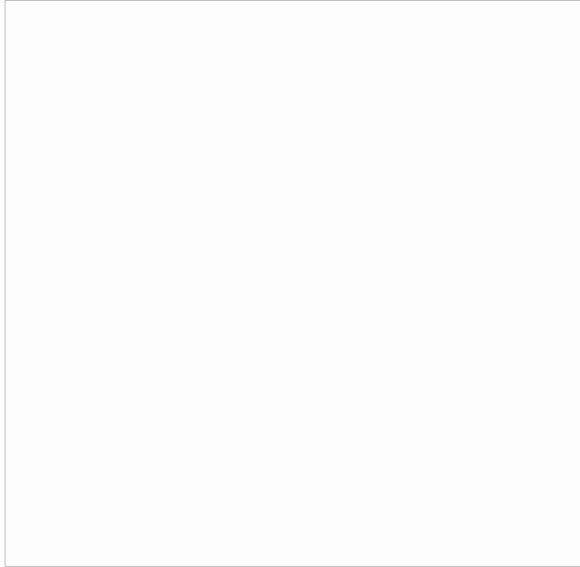
3. Add colleagues, Office 365 groups, distribution lists, or guests. Click **Add Members**.

×

Add Members

Add colleagues, Office 365 groups, distribution lists, or guests.

0 members to be added



Add Members