

# Fact Sheet

# Easily create and manage external users in Office 365®



- + Grant access to your Office 365 portal to users outside of your organization. Add partners, vendors, customers and clients.
- + Eliminate the complexity associated to adding and managing external users to your portal.
- Empower users by securely decentralizing and permissioning the management of external user accounts.
- + Alleviate the need for external users to have a Microsoft account associated to your company.

Connect your external users. Simplify the process. Make content sharing easy.

#### Who is an external user?

Someone who has been granted access to your SharePoint Online site but is not a licensed user within your organization.

e.g. Partners, customers, clients, volunteers etc. - anyone who does not have a company email domain.

### Manage and customize your notifications!

- Make notifications match your company look and feel.
- Manage who is subscribed to recieve notifications.
- Manage the number of notifications subscribers receive and what type.

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external	365	Notification Messages and Templates	ď
Culture T	Notification Type	Template	
en-US	UserWelcome	Helio (USERDISPLAYNANE), Welcome to L,	
en-U0	UserUpdate	User (LISERPRISE)PALNAME) has been updated on (D	
en-US	UserDelete	User (USERPRINCIPALNAME) has been deleted on (D	
es-US	UserAdd	New user (USERPRINCIPALNAME) has been added on	
en-US	TenaniUserLopon	User (ACTOR USERPRINCIPALMAME) successfully log	
en-US	Tenan#Update	Tenant (TENAN/CKIPLAYNAME) has been updated on	
en4/8	TenantError	Enw (ERRORMESBADE) (ERRORDETALIS) for tenant	
en-US	TenantAdminLogon	User (ACTOR USERPHINCIPALNAME) successfully log	
en US	Tenan#UserManagerLogon	User (ACTOR USERPRINCIPALNAME) successfully log	
enUS	Import.jobUploaded	User (ACTOR USERPRINCIPALINAME) has uploaded a b	
en-US	UnauthorizedUserLogon	Unsuthorized user (ACTOR USERPRIVC PALNAME) at	
20-es	UserGeltServicePasswordResetRequest	We received a request to reset your password, L.	
en-US	UserEnable	User (USERPRINDIPALNAME) has been enabled on (D	
an-US	UserOisable	User (USERPRINCIPALNAME) has been disabled on (	
en-US	UserBelfBervicePasswordReset	We received a request to reset your password. H	
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### Control your external365 environment in your Control Panel!

- Manage your tenant settings
- Review system logs
- Track and review the diagnostic log
- Track and review system user activity
- Provision metrics for tenants



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	Caroline Freeman	New Azure user	0	× •Techniciana	
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Bulk import/export Azure users using a CSV file or invite individual users!

Securely compress the process of inviting users from multiple steps to just TWO!

external 365

## +

#### Manage your profile information!

- Available in most local languages.
- Get email notifications straight into your chosen inbox.
- Subscribe to notifications.

# Want to learn more?

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