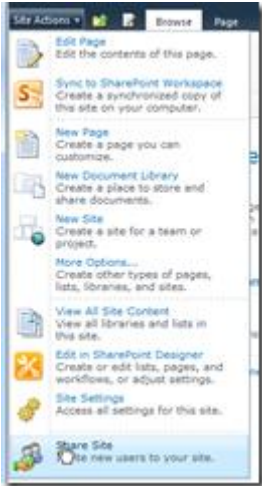
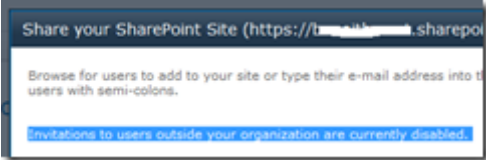


Office 365 – Invite external people to access to your SharePoint site

With Office 365, it is possible to invite external people to access your private SharePoint collections.



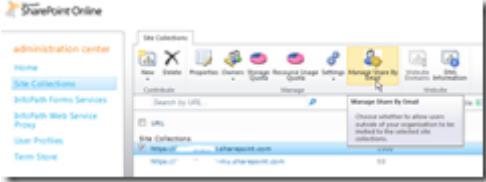
However, this feature is not enable by default.



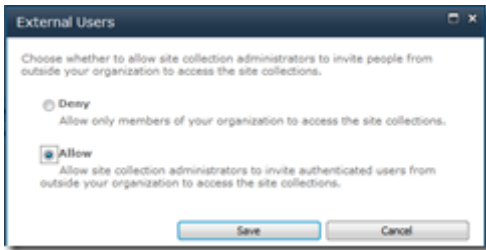
So, to enable this feature, there are few actions to do.

First, connect to the SharePoint Administration portal (<https://yourdomain-admin.sharepoint.com>) and go to the **Site Collection Management**

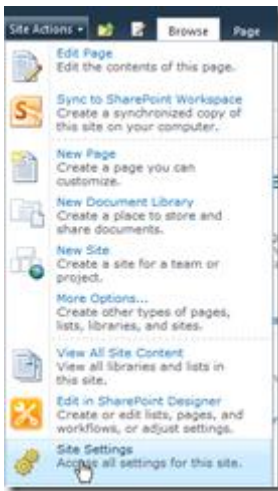
Select the site collection on which you want to allow external user invitation and click on the **Manage Share by Email** button



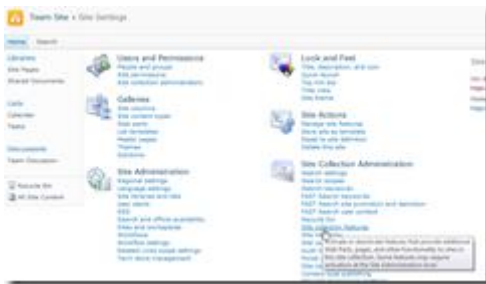
Click on the **Enable** option



Then connect to your site collection and go to the **Site Settings**



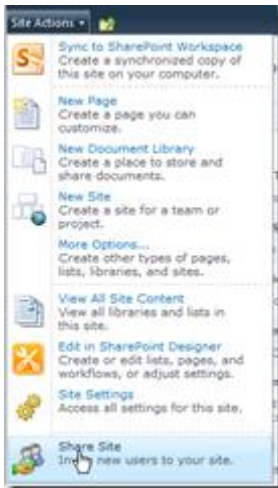
Then click on the **Site collection features** link



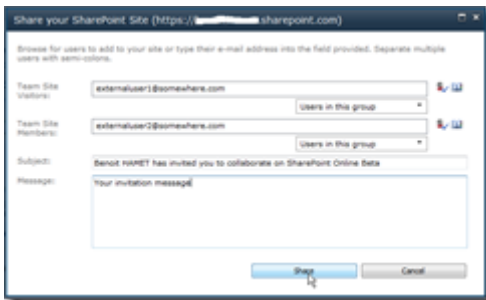
Enable the feature **External user invitations**



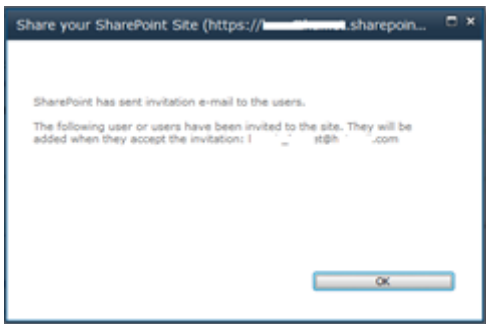
Finally, open the **Site Actions** menu and click on **Share Site**



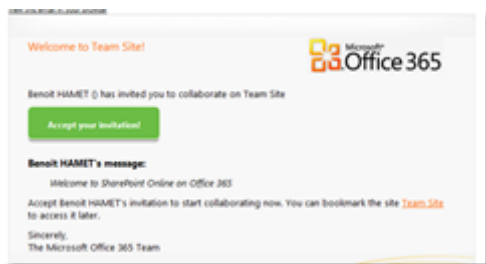
Enter external user email addresses on the field associated with the right level to provide to external user



A confirmation is shown if email invitation has been sent successfully



External user receive the invitation to access your SharePoint site



Once external user has accepted the invitation, it appears on the **People and Groups** list and no license has been consumed