

User Types & Creation

Always try and enforce the concept of least privilege: Users should only have the level of access required for them to perform their work tasks. Nothing more.

User Types

Internal Member

- These users are most likely full time employees in your organization.

Internal Guest

- These users have access in your tenant but have guest level privileges. Possible they were created within your tenant prior to the availability of a B2B collaboration.

External Members

- These users authenticate using an external account, but have member access to your tenant. These are common in multitenant organizations.

External Guest

- These users are true guest of your tenant who authenticate using an external method and who have guest level privileges.

User Creation

1. Navigate to Entra ID ---> Users ---> All Users
2. Select the +New User icon and select *Create New User*



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Invite external user

Invite an external user to collaborate with your organization

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