

We Proudly Present:



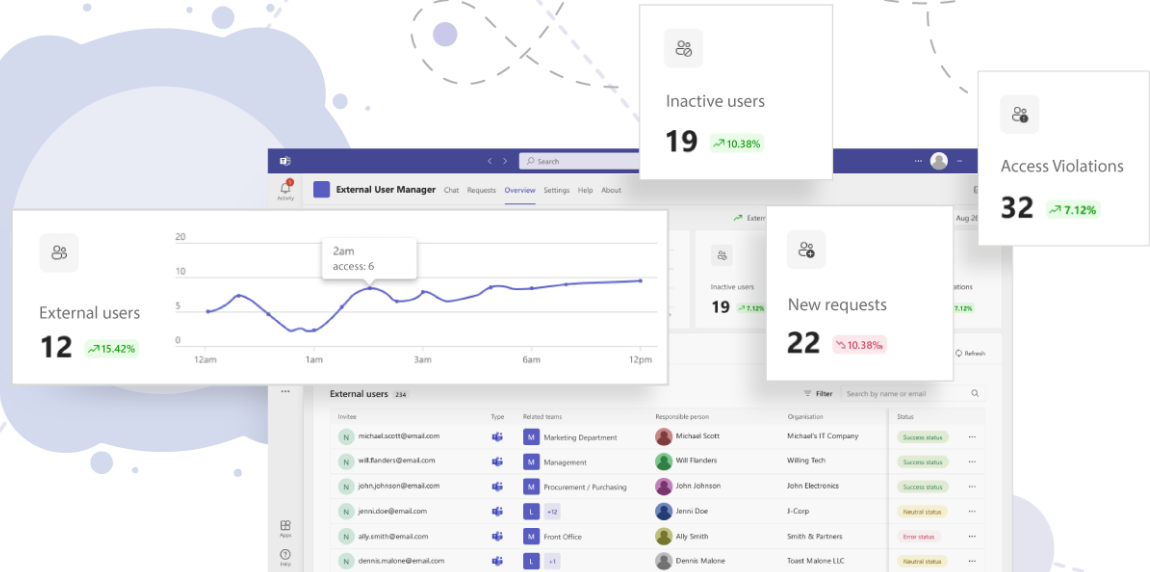
EXTERNAL USER MANAGER

CONTACT US:

www.solutions2share.com

info@solutions2share.com

+49 (0)911 1313 3660



External User Manager Features

- Dashboard with comprehensive information about external users, their status and connected Teams
- Request access for guest users in Teams and Microsoft 365 groups
- Request & approval workflow
- Lifecycle management: Remove guest users automatically, based on predefined rules or inactivity
- Onboarding portal: Provide compliance documents such as PDFs, videos, HTML pages (e.g. NDAs, GDPR agreements, onboarding videos, etc.)
- Reminder and automated rejection if onboarding is not completed
- Import existing guests: Apply lifecycles, start or skip onboarding, automatically run the import every X days
- Metadata for guests
- Access control
- Access history
- Access review process with automated notifications
- Offboarding notifications
- Deactivate existing Teams / Groups for external access
- Reports
 - Active users
 - Access review
- Optional add-ons:
 - Webhook (for SaaS customers)
 - SharePoint site blocker
 - REST API
 - Flows

Hi! I am Eumy.

Nice to Meet you!



Request New Guest Users

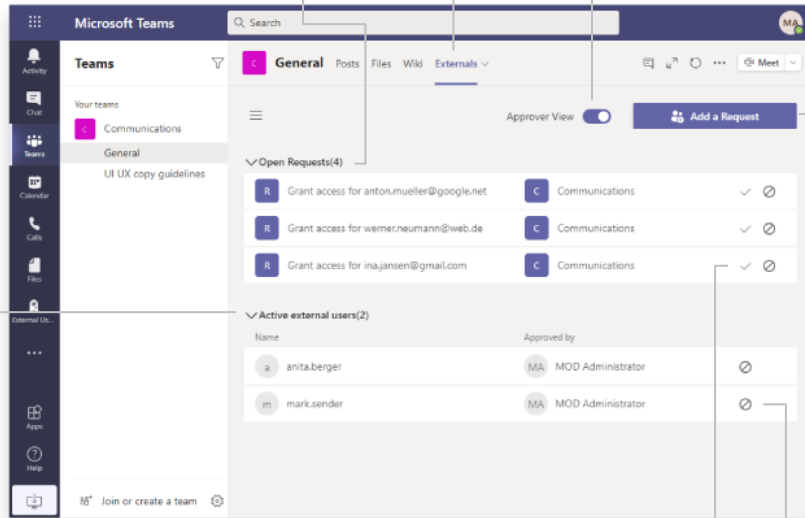
Team members can request access for guest users in the tab “Externals” from within the Team.

Team owners see a list of all open requests, ...

...as well as all currently active external users.

Request new guest users by clicking on this button.

Team owners are set as approvers by default. (Optionally, you can instead give approval rights to your admins.)



Team owners can approve or deny the requests, ...
...and can also decide to remove guest users from the Team.



Request external user

Invite mail address
Please provide the valid email address of the person you want to invite

Mail*
j.doe@hotmail.com

Cancel Next

Enter the details for the new guest user:

Invite E-Mail

Enter the e-mail address of the guest user. (Note: The guest needs to have a Microsoft 365 work or school account. If they do not have one, they will be prompted to create a free Microsoft account associated with their email before they can join your Team/Group.)

Teams / Groups

Select one or more Team/Group.

Comment

Add a comment explaining why the new guest user should have access.

After you have filled in all fields, click on “Next”.

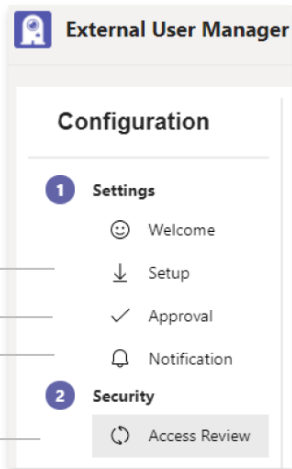
Keep Control Of Your Data

Grant permissions to the External User Manager app.

Set up the approval process and, if necessary, define additional approvers.

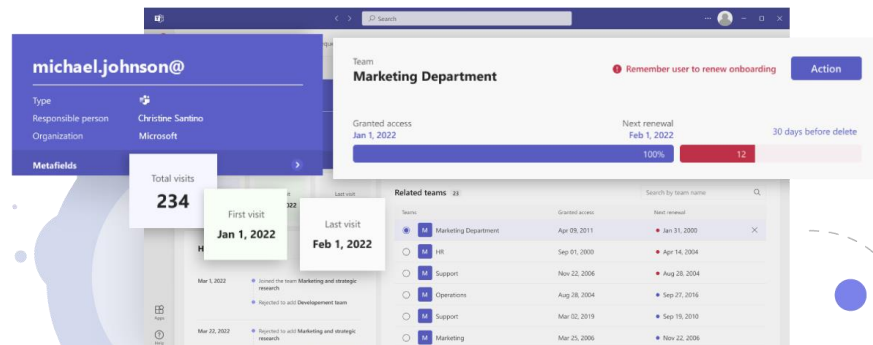
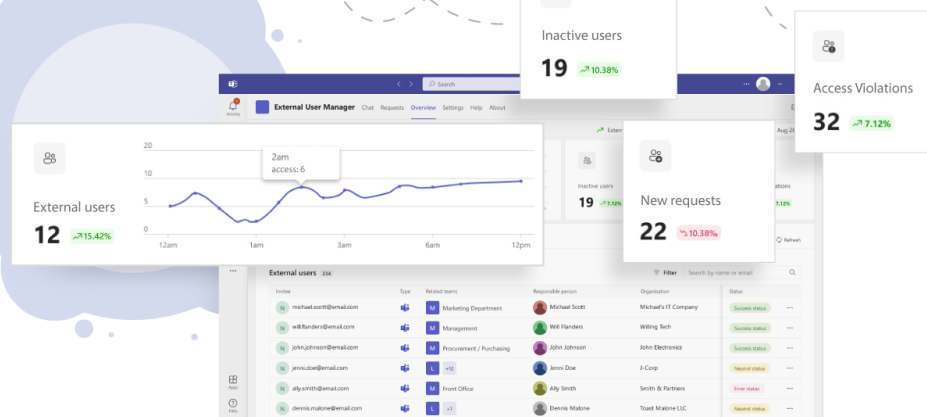
Select which notifications the users and you yourself want to receive.

Configure an access review process to regularly check your external users.

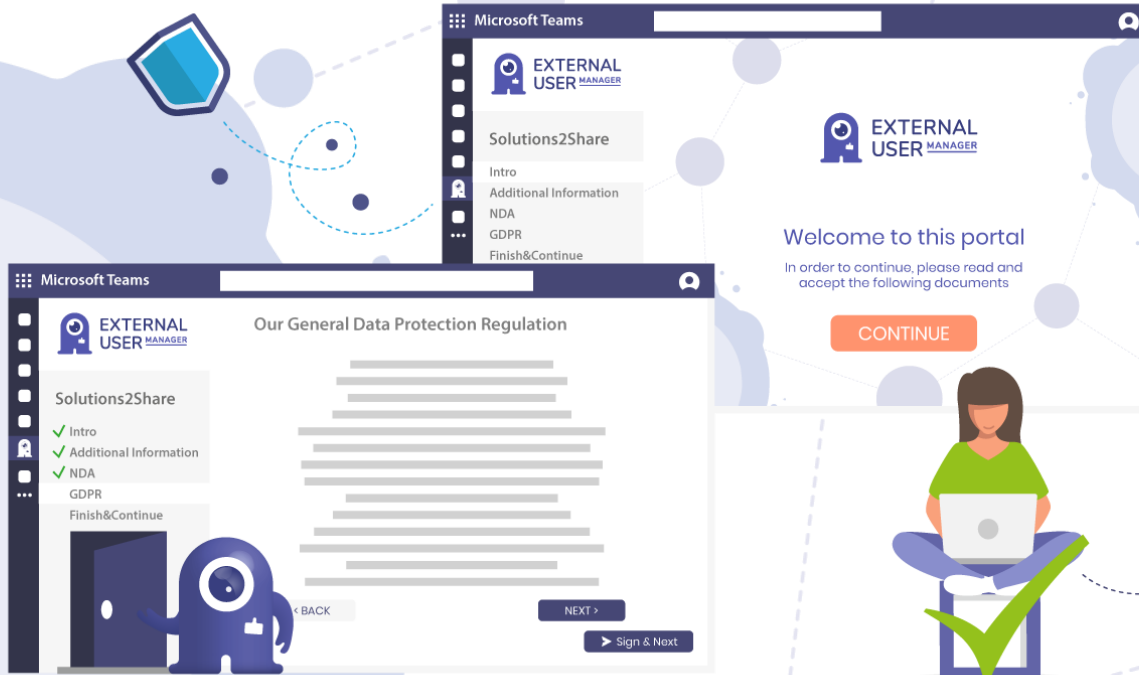


External User Manager offers detailed reports on:

- the average number of external users over time
- the average number of new external users over time



Onboarding Process For External Users



External User Manager's integrated onboarding process helps you set binding guidelines and offer guest users the best start possible.

The onboarding process is completely adaptable to your requirements. Apart from the customizable logo, you can:

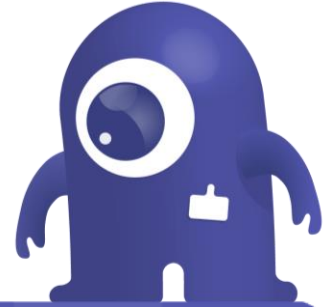
- ask the external user for additional information
- offer documents to read and sign (GDPR, NDA, communication rules etc.)
- integrate videos to view and sign
- offer helpful information about your company (organization charts, contact persons etc.)

Afterwards, download all signed documents at any time.

What About Microsoft's Features?



Comparison of External User Manager vs. Microsoft out-of-the-box



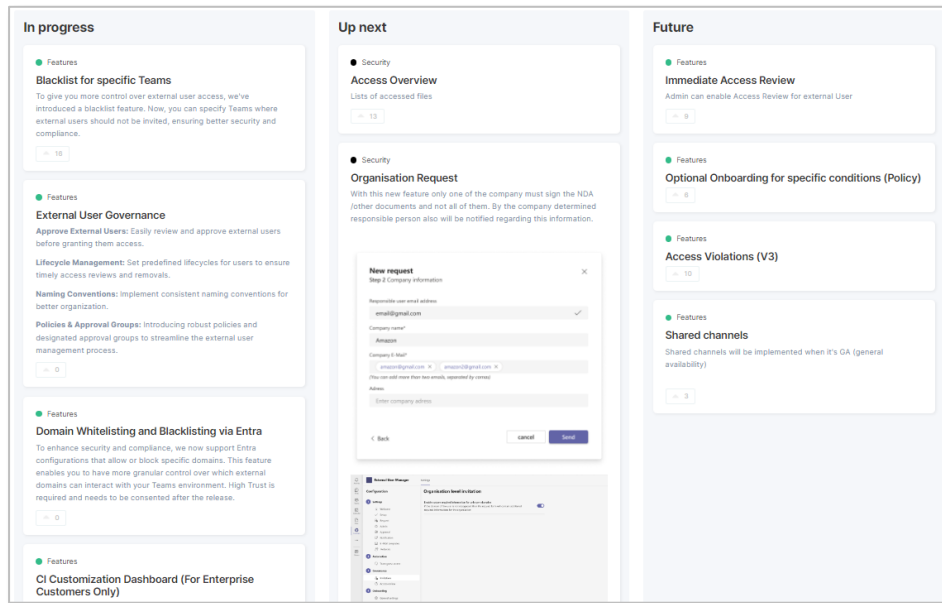
	Request & approval workflow	Metadata for guests	Naming conventions	Lifecycle management	Onboarding portal with compliance docs	Deactivate existing teams for guests	Check access agreements: NDA, GDPR	Access review process	Lifecycle & access review notifications	Manage already existing guests	Add-ons: Webhook, REST API, flows
External User Manager	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Microsoft ootb	✓	✗	✗	only with E5 license*	✗	✗	✗	only with E5 license*	✗	✗	✗

* or additional security license

External User Manager Roadmap

In our roadmap for External User Manager, you will always find the latest information on planned features. You also have the opportunity to vote on topics or provide feedback and ideas!

<https://app.loopedin.io/external-user-manager>





You can find all our tutorial videos
in our Youtube channel!

www.youtube.com/c/Solutions2Share/videos

