

# Adding External Collaborators to a SharePoint Site

## Overview

SharePoint collaboration may include individuals from outside of Stony Brook University. These individuals are called external collaborators. They do not have a Stony Brook NetID and NetID password.

External collaborators will use an e-mail address to log in. Site owners will be responsible for collecting the e-mail address of all the external collaborators and registering them into SharePoint. The initial password will be generated by SharePoint and e-mailed to the site owner. The site owner will be responsible for sending that password to the external user. Only site owners have permission to add external collaborators. External collaborators must use a different URL to log in.

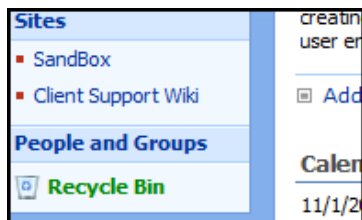
Internal Users: [https://teams.stonybrook.edu/site\\_name](https://teams.stonybrook.edu/site_name)

External collaborators: [https://ecteams.stonybrook.edu/site\\_name](https://ecteams.stonybrook.edu/site_name)

## Adding External Collaborators

Adding external collaborators is limited to team sites only. You cannot add external collaborators to Web or My Sites. Collect the e-mail addresses of the external collaborators and log on to your SharePoint team site.

Click on “People and Groups” on the bottom of the left navigation.




On the People and Groups page, click on the down arrow next to “New.” Click on “Add External User.” This will bring you to the “Add External Users” page.



Enter the e-mail address of the external collaborator and check to see if the e-mail address is already registered with SharePoint. If the e-mail address is already known to SharePoint, you will receive the following:


Enter the e-mail address of the external user.

chasbow@gmail.com 

**chasbow@gmail.com is already registered.**  
**Grant the user permissions so that they can access the site.**

You can proceed to granting permissions. However, if this is a new external user not previously known to SharePoint you will receive the following:

Enter the e-mail address of the external user.


chasbow@optonline.net 

**chasbow@optonline.net is not registered.**  
**[Click here to register the external user's e-mail address.](#)**

Click the link to register the external user.

When the external user is registered you will receive the following:

Enter the e-mail address of the external user.

chasbow@optonline.net 

**chasbow@optonline.net is already registered.**  
**Grant the user permissions so that they can access the site.**

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Choose Permissions

Add the user to a SharePoint group

Client Support Members ▾

Give the user permission directly

Full Control

Design

Contribute

Read

Limited Access

View Only

Permissions can be granted by adding the external user to an existing SharePoint group, or explicitly by using the check boxes. Click **“Grant Permission.”** You will receive an e-mail from SharePoint entitled **“External User Provisioned.”** It will contain the password that SharePoint has assigned.