Adding External Collaborators to a SharePoint Site

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.

Team Site Collection Administrators are responsible for collecting the e-mail address of all the external collaborators and registering them into SharePoint. The initial password is generated by SharePoint and e-mailed to the Site Collection Administrator. The Site Collection Administrator is responsible for sending the password to the external user along with the team site url: https://teams.stonybrook.edu/site_name

Adding External Collaborators
Adding external collaborators is limited to team sites only. External collaborators cannot be added to Web or My Sites.

- Collect the e-mail addresses of the external collaborators.
- Log on to your SharePoint team site.

Click People and Groups.

On the People and Groups page, click the down arrow next to New and choose Add External User.

This will bring you to the Add External Users page.
Enter the e-mail address of the external user and click the **Check Names** button 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:

You can proceed to granting permissions.

If this is a new external user not previously known to SharePoint you will receive the following:

Click the link to register them.

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

Permissions can be granted by adding the external user to an existing SharePoint group or directly by using the check boxes.

Click **Grant Permission**.

You will receive the password in an e-mail from SharePoint entitled **External User Provisioned**. Don’t forget to share the password and the team site URL with the external collaborator.