



INFORMATION  
LEADERSHIP



## iWorkplace Smart Guest Management

### Collaboration with confidence

Automate and control the process of adding external guest access in Microsoft 365, to get you collaborating quickly, easily and safely.

#### What is it?



**Empower** users to collaborate and connect with external guests



**Visibility & Control** over guest access in your organisation



**Save time** with our automated process. Simply approve or reject guest access and the rest is done for you

#### What are the benefits...

##### Easy Collaboration

Users can quickly and easily request external guests to be given access to your organisation.

##### Governance & Control

External guests must be approved before having access to your organisation.

Request approvers can easily and promptly review requests from their email.

##### Automated

Approved guests are automatically added to your Azure Active Directory and the selected Microsoft Teams and SharePoint sites.

##### Visibility

Clearly track and manage guests' access to your organisation by seeing who granted access, when and where they have access.

Gold  
Microsoft Partner



**let's make  
work better**

### How iWorkplace Smart Guest Management connects your organisation to others



#### 1. Collaboration

Pete (User) is working on a project and needs to collaborate with external contractor Michael (Guest)



#### 2. Approval request

Pete requests approval from Sarah (Approver)



#### 3. Access

Michael and Pete can connect and collaborate



#### 4. Visibility

Veronica (Administrator) can see when, where and who granted access to Michael

### Collaboration request process

Request from Teams

Enter guest details

### Automate and manage guest access

#### Site access and guest status visibility

Site Title	Member ID	Site Title	Member Site Status	Created	Created By	Modified	Modified By
Site Title - AL SGM Test Team (2)	1	AL SGM Test Team	Added	Tuesday at 10:10 AM	Michael Lock (202)	Tuesday at 10:10 AM	Michael Lock (202)
Site Title - SGM Test Team (1)	2	SGM Test Team	Added	Tuesday at 10:10 AM	Michael Lock (202)	Tuesday at 10:10 AM	Michael Lock (202)
Site Title - SGM Test Team (3)	3	SGM Test Team	Added	Tuesday at 10:10 AM	Michael Lock (202)	Tuesday at 10:10 AM	Michael Lock (202)

  

User principal name	User type	Directory sync	Identity issuer	Company name
sgm@informationleadership.co.nz	Guest	No	info@informationleadership.co.nz	IL
sgm@informationleadership.co.nz	Guest	No	info@informationleadership.co.nz	IL
sgm@informationleadership.co.nz	Guest	No	info@informationleadership.co.nz	IL
sgm@informationleadership.co.nz	Guest	No	info@informationleadership.co.nz	IL
sgm@informationleadership.co.nz	Guest	No	info@informationleadership.co.nz	IL

Automation to Azure Active Directory

