

## Lab Exercise:

### Adding a new guest user

#### Assigning an App to a guest user

1. In the Azure portal select **Azure Active Directory**
2. In the Azure AD left menu under **Manage**, select **Users**
3. On the **Users** blade select the down arrow to the right of **Add User** then select **Invite external user** from the drop down menu shown
4. On the **New User** blade under **Identity**, click in the **Name** text box and

select the **Next** navigation button  to enter the name of the guest user(Trial User)

5. Click in the **Email address** textbox to enter the email address ([trialuser@fsss.edu.bb](mailto:trialuser@fsss.edu.bb))
6. Click in the **First name** text box then click on the Next navigation button

 to enter the first name of the guest user (Trial)

7. Click in the **Last name** textbox to enter the last name of the guest user (User)
8. Still on the **New User** blade, click in the **Personal Message** text box to enter a personal message (Hello)
9. Under **Settings** select **Usage location** by selecting the down arrow to the right of **Usage location**. Scroll down the location list and select **Barbados**.
10. Continue by selecting **Invite** at the bottom left of the screen

The guest user will receive an invitation which he/she needs to accept. The next screen shows the invitation email of the guest user.

11. Select the **inbox** of the guest user, then click on the invitation email to open it. You can clearly see the **Accept invitation** link at the bottom on the email. The guest user will need to accept the invitation.
12. Click on  **Click here to go back to the Azure AD**

Menu

## Assigning an App to the Guest User

13. On your Azure Active Directory Menu select **Enterprise Applications**.
14. On the **Enterprise applications** blade select **New Application**.
15. From the **Azure Gallery** select **Salesforce** then select **Create** (bottom right)
16. On the **Salesforce overview** blade under **Getting Started**, select **Assign users and groups**
17. On the **Salesforce Users and Groups** blade select **Add user/group**
18. Under **Users** select **None selected**. Select **Trial Users** from the right then click on **Select** at the bottom of the pane
19. Under **Select Role**, click on **None selected**, then select **Standard user** and click on **Select**.
20. On the bottom left select **Assign** to assign the Salesforce app to the guest user.
21. On the screen you can clearly see that the guest user trial user has been assigned the Salesforce app
22. Close all windows by clicking on the Close button (top right)

**End-of-Lab**