

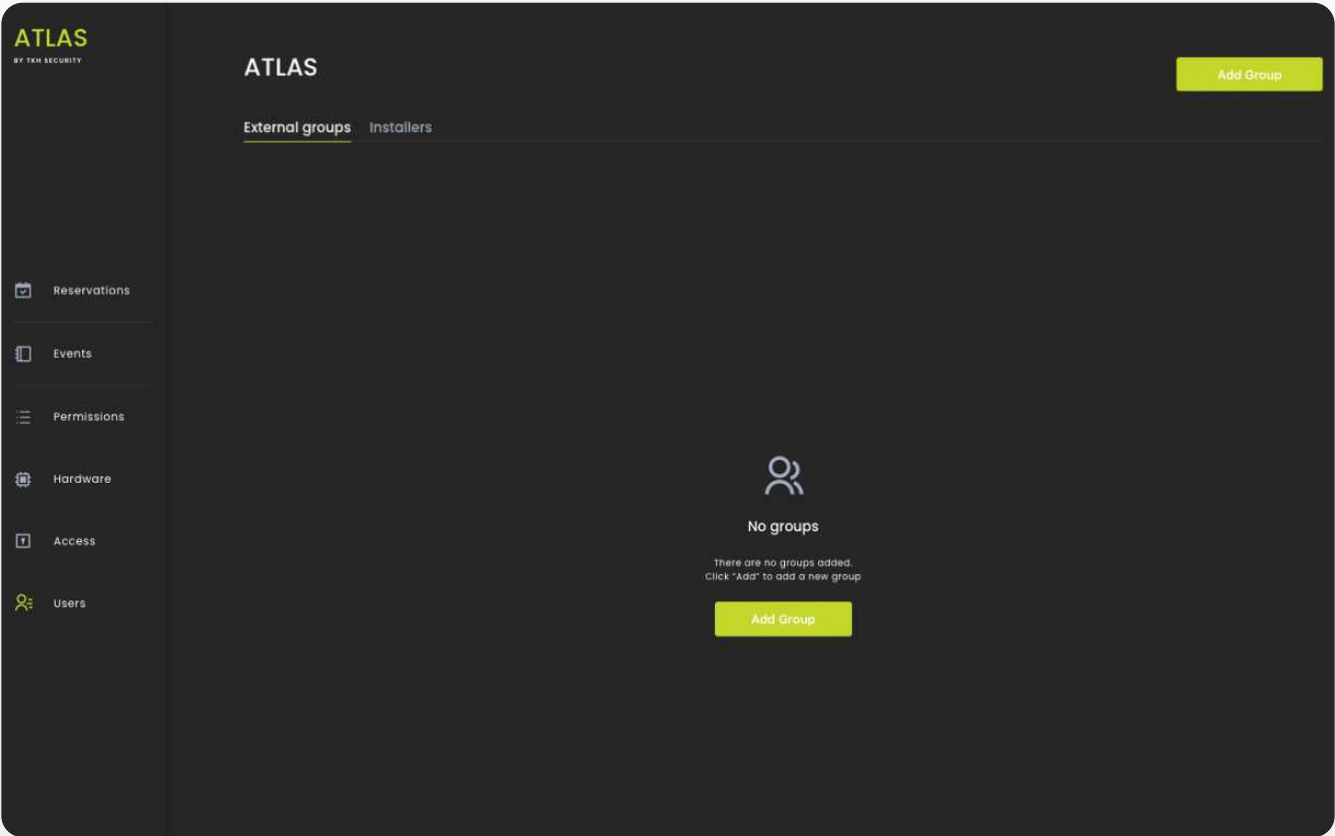
Add External Users Through Web Portal

External users are typically individuals who visit the office regularly for work purposes but are not part of Active Directory. As a result, they cannot log in to the ATLAS self-service portal.

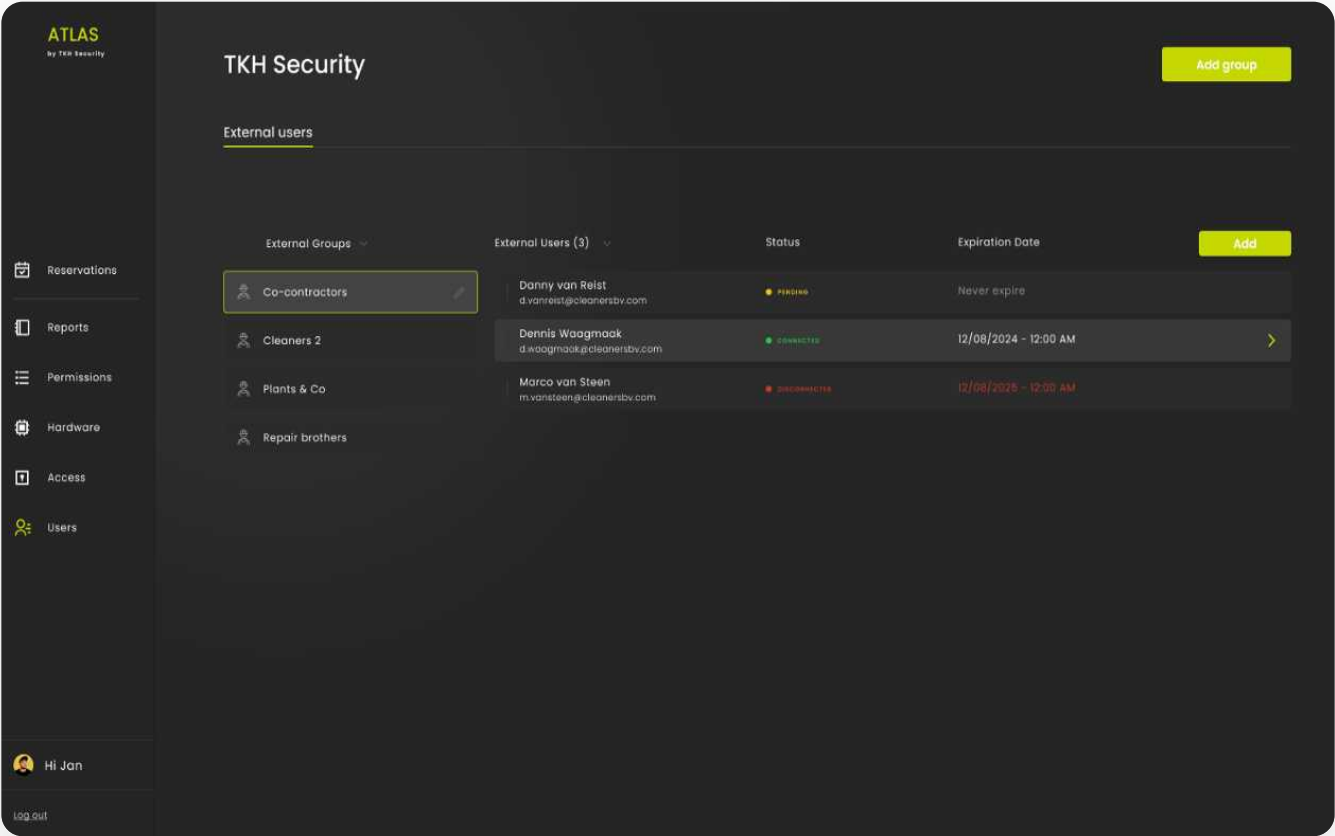
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Adding an external user
- External users can be added manually in this section.

Step 1: create a group



Step 2: add external users to a group



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Registration
- After adding an external user, an email is automatically sent to their address containing a registration QR code. This allows the external user to connect to their ATLAS app. Please see [ATLAS Access](#) for more information about the app.

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Supported features

- **Status:** here, it’s visible if an external user registered their ATLAS Access app or not.
- **Group:** here, you can see the group the external user is part of. By clicking on the move button, an external user can be moved to another external user group.
- **Resend invitation:** when a device has the status ‘disconnected’ it’s possible to resend the invite (email).
- **Expiration date:** for each external user, it’s possible to set an end-date when access will no longer be granted.

