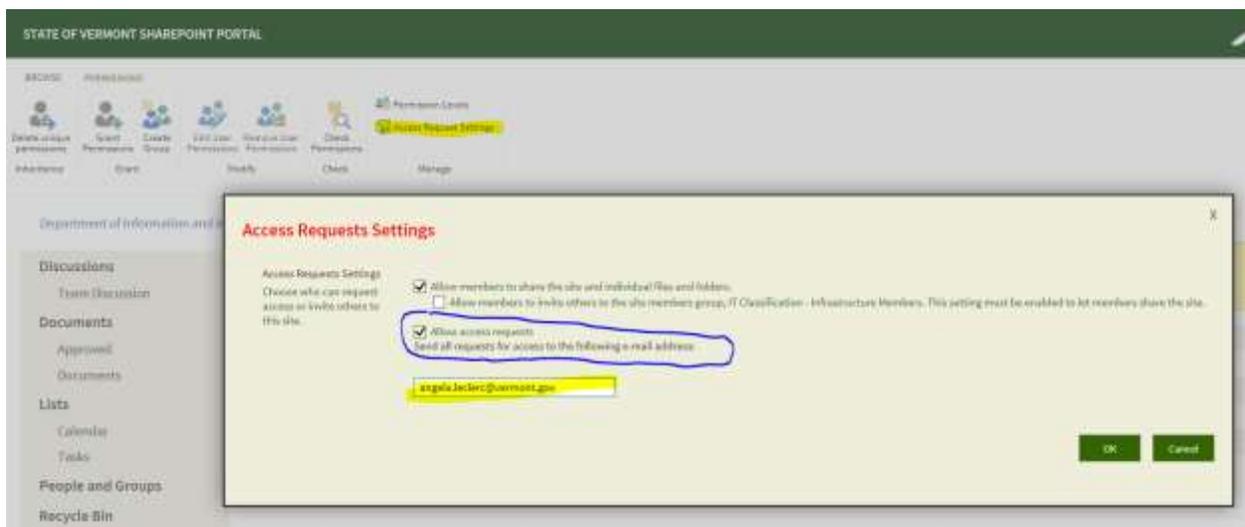


Set up and Manage Access Requests to SharePoint Online

Set up access requests

Site owners can set up the access request feature so that it sends them an email when someone requests access to a site.

1. Go to **Settings**  > **Site Settings**.
2. Under **Users and Permissions**, click **Site Permissions**.
3. On the Permissions tab, click **Access Request Settings**.
4. In the **Access Request Settings** dialog box, select the check box next to **Allow access requests**, and then type the email address of the person you want to make responsible for approving access requests.
5. Click **OK**.



Approve or decline access requests for a site

1. Go to **Settings**  > **Site Settings**.
2. Under **Users and Permissions**, click **Access requests and invitations**.
3. Under **Pending Requests**, find the request you want to update, click the ellipses . . . to open the menu.
4. Under **Permissions**, select the permission level you'd like to assign the user (if you plan to approve the request). You can also optionally type a message to the person requesting access; this can be a useful way to document your decision.
5. Click **Approve** or **Decline**.

Tip: To view past requests, click **Show History**.

Manage invitations to external users (SharePoint Online only)

If you are a Microsoft Office 365 customer who is using SharePoint Online, then you can also use the Access Requests page to manage guest user invitations that have been issued to people who do not have licenses for your Office 365 subscription.

Important: Only a user who is a Site Collection Administrator, Company Administrator, or a member of the default Site Owners group has permission to use the Access Requests page. However, if a user has been removed from the Site Owner group, and is later granted Full Control permission to the site, the user will be denied access to the Access Requests page. To resolve this situation, see ["Access Denied" message when you view the "Access Requests" list in SharePoint Online](#).

Withdraw invitations

If you want to withdraw an invitation you have sent to an external user, you can revoke the invitation before it is accepted.

1. Go to **Settings**  > **Site Settings**.
2. Under **Users and Permissions**, click **Access requests and invitations**.
3. Under **Guest User Invitations**, find the person you would like to uninvite to the site, and click the ellipses . . . to open the menu.
4. In the properties window, click **Withdraw**.

If the external user has already accepted an invitation, and you want to remove their access, you can do so by removing them from the SharePoint permissions group to which you assigned them. Your Office 365 admin or SharePoint Online admin may also remove them from the list of users for your environment.

Resend an invitation

By default, any invitations you send to external users will expire in 90 days. You can resend an invitation within those 90 days, but that doesn't extend the length of time the invitee has to respond. You can't resend an expired invitation.

Note: If an invitee does not accept the invitation within 90 days, and you still want that person to have access to your site, you need to send a new invitation.

1. Go to **Settings**  > **Site Settings**.
2. Under **Users and Permissions**, click **Access requests and invitations**.
3. Under **Guest User Invitations**, find the invitation that you want to resend, and click the ellipses . . . to open the menu.

4. Under **Permission**, confirm that the selected group is the permission group to which you'd like to add the person receiving the invitation. If you want to select a group that is different from the one in the original invitation, you can do that here.
5. Click **Resend**.

Source: https://support.office.com/en-us/article/Set-up-and-manage-access-requests-94b26e0b-2822-49d4-929a-8455698654b3?ui=en-US&rs=en-US&ad=US#_toc374462557