


Allowing O365 Access to Users Outside the UK

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Draft saved 10/25/2024

Version History:



Version	Date	Reason for Change
1.0.0	25-10-2024	Create Document

Next Review due:

25-10-2025

Contents:



[Download PDF / Printable Version of this Document](#)

- [Version History](#)
- [Details](#)
 - [What is it for?](#)
 - [How do users make the request?](#)
 - [Who Needs to Approve the request?](#)

-
- [Allowing Access - Technical Process](#)

-
- [Escalation](#)
 - [Feedback](#)

Details:



What is it for?

By default GHC provided Office 365 Services (Outlook, OneDrive etc.) can only be accessed from within the UK.

If requested and approved access can be enabled for a user to connect to these services while outside the UK. This guide details the process for making the request and processing valid requests.

How do users make the request?

Users should complete the form that can be found here:

<https://ghcportal.glos-care.nhs.uk/GHC-IT-Knowledge-Base/ghc-access-abroad-form/>

Who needs to approve the request?

This depends on which countries the request is made for:

Tier	Countries	Approval Needed
Tier 1	EU Countries	Line Manager approval advising of operational need is required.
Tier 2	Non EU Countries (excluding those deemed high risk)	Service Lead approval advising of operational need is required. Please note in some circumstances Senior Information Risk Officer approval may also be required, this will be advised once the form is received.
Tier 3	High Risk Countries (ie. Russia / China)	Currently Access will not be approved due to high risk.

[↑ Return to Contents ↑](#)

Allowing Access - Technical Process



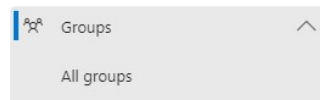
Process:

Ensure that form has been completed and appropriate approval granted before processing (see above)

A. Open Azure Active Directory:

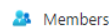
https://aad.portal.azure.com/#view/Microsoft_AAD_IAM/ActiveDirectoryMenuBlade/~~/Overview

B. Click on 'Groups' on the left hand side then 'All Groups'



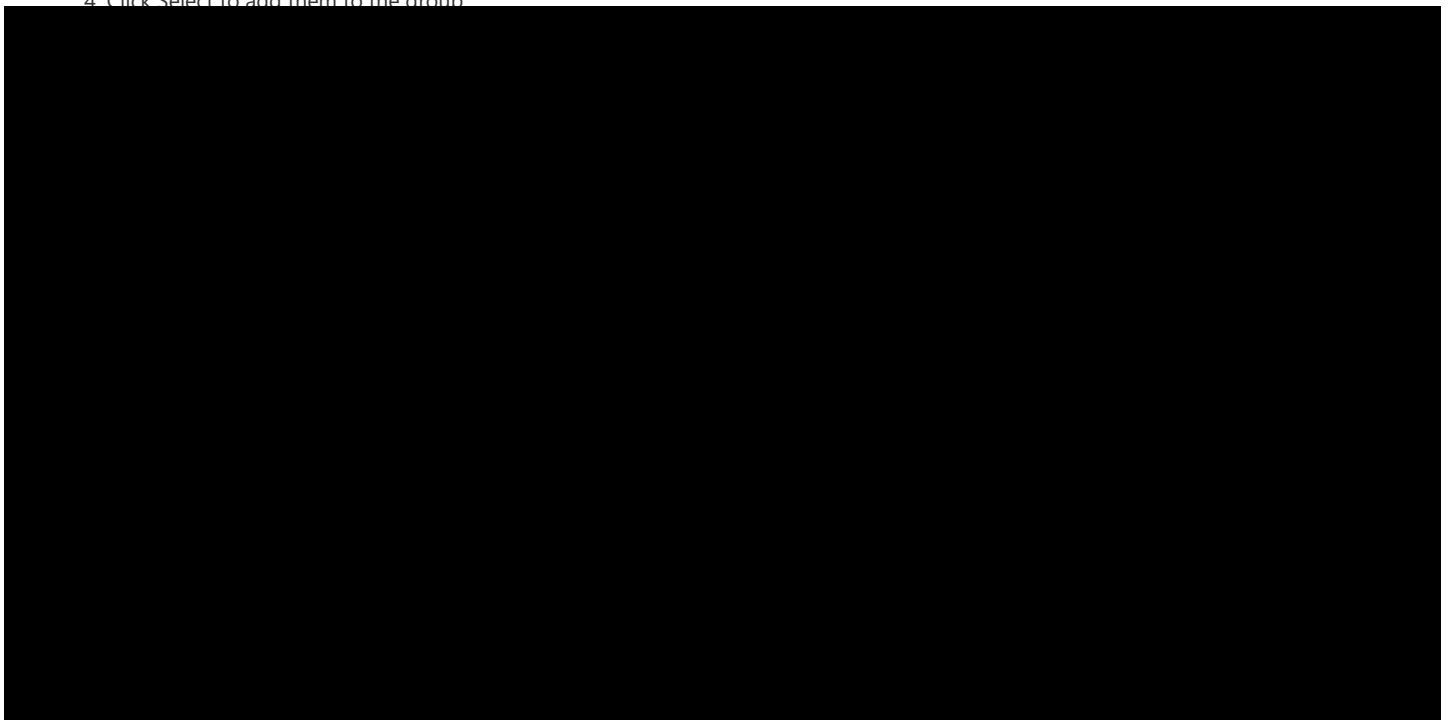
C. Search for the group called 'Allow O365 Outside UK Access'

D. Click on 'Members' on the left hand side



E. See the picture below (click to enlarge)

1. Click Add Members
2. Search for the user you'd like to grant access to O365 outside the UK
3. Click on the user
4. Click Select to add them to the group



F. Ensure that a reminder is put into your calendar to remove the user from this group after their period outside the UK has come to an end this date should have been entered on the original request form

[↑ Return to Contents ↑](#)

Escalation



Escalation:

- Technical issues regarding allowing access would need to be escalated with the Server Support Team.

[↑ Return to Contents ↑](#)

Found an error? Have an improvement to suggest?

