

ACCESSING SHAREPOINT ONLINE AS AN EXTERNAL USER



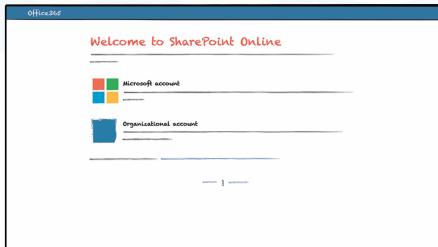
Has somebody shared a file or folder with you from their SharePoint Online space? If the link to the content starts with [companyname].sharepoint.com, they did. Accessing it is easy, once you have an account. Here's how to do it.

CHECK YOUR EMAIL



1

Once someone shares a file, folder, or site with you, your inbox should have an email from **Microsoft Online Services** or the **name of the person** sharing. Open the email and click the link provided.

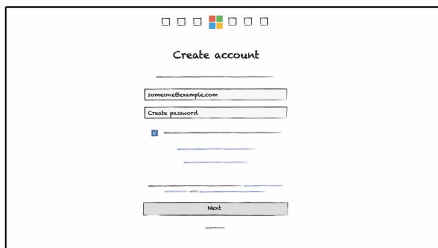


2

Log in or create an account.

a. If you have a Microsoft or Office 365 account with that email address, log in. You're done!

b. If you don't have an account, create a Microsoft account by clicking "Create a Microsoft account, it's quick and easy!"



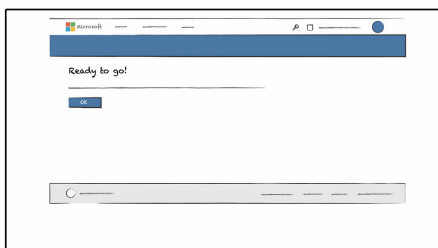
3

Provide your email address (the one that received the invitation) and a password to create your account. Microsoft sends a confirmation email.



4

Check your email and verify your email address by clicking the blue button in the message. You may need to use the security code as well.



5

Click OK to confirm you're "ready to go". You should be brought directly to the file or site you were invited to.

If not, go back to the email in step 1 and click the link from there.

Log in with this account from now on.