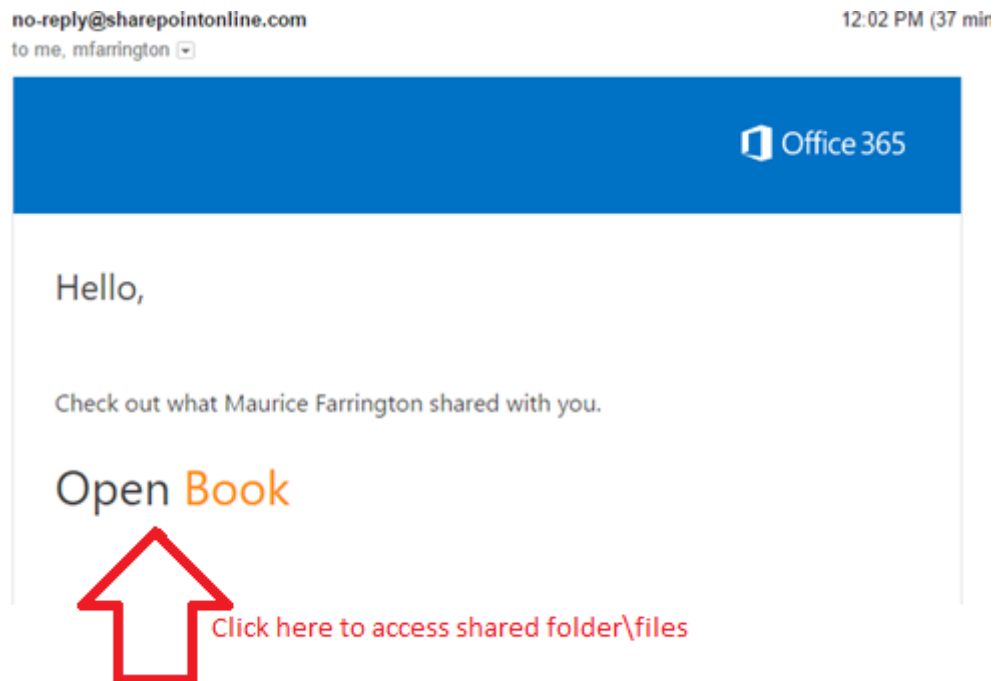


## Instructions to be shared with external entities

### Step 1

When a folder or file is shared, you will receive an email with a link.



### Step 2

After clicking on the link you will be sent to the office365 login page.

IF you already have a Microsoft account associated with the email address the invitation was sent to, proceed to use that account to login otherwise, Click on the option to create a Microsoft account.

Below are two examples of the possible Microsoft logon screens. )

(Same process regardless of the screen displayed)

# Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.



## Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



## Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)



# Sign in

Use your Microsoft account.

[What's this?](#)

Next

No account? [Create one!](#)

[Terms of Use](#)

[Privacy & Cookies](#)

Microsoft

If you have logged on with an existing Microsoft account proceed to step 4 otherwise, complete step 3 to create a new account.

## Step 3

After selecting the “create new account” option, fill out the enrolment form questions. Be sure to enter you email address within the username field.

(Same address you received the invite)

# Create an account

You can use any email address as the user name for your new Microsoft account

First name

Last name

User name

[Get a new email address](#)

Password

8-character minimum; case sensitive

Reenter password

Country/region

Birthdate

Gender

## Help us protect your info

Your phone number helps us keep your account secure.

Country code

Birthdate

Gender

## Help us protect your info

Your phone number helps us keep your account secure.

Country code

Phone number

Before proceeding, we need to make sure a real person is creating this account.



Enter the characters you see



Uncheck unless you wish to receive email offers from Microsoft

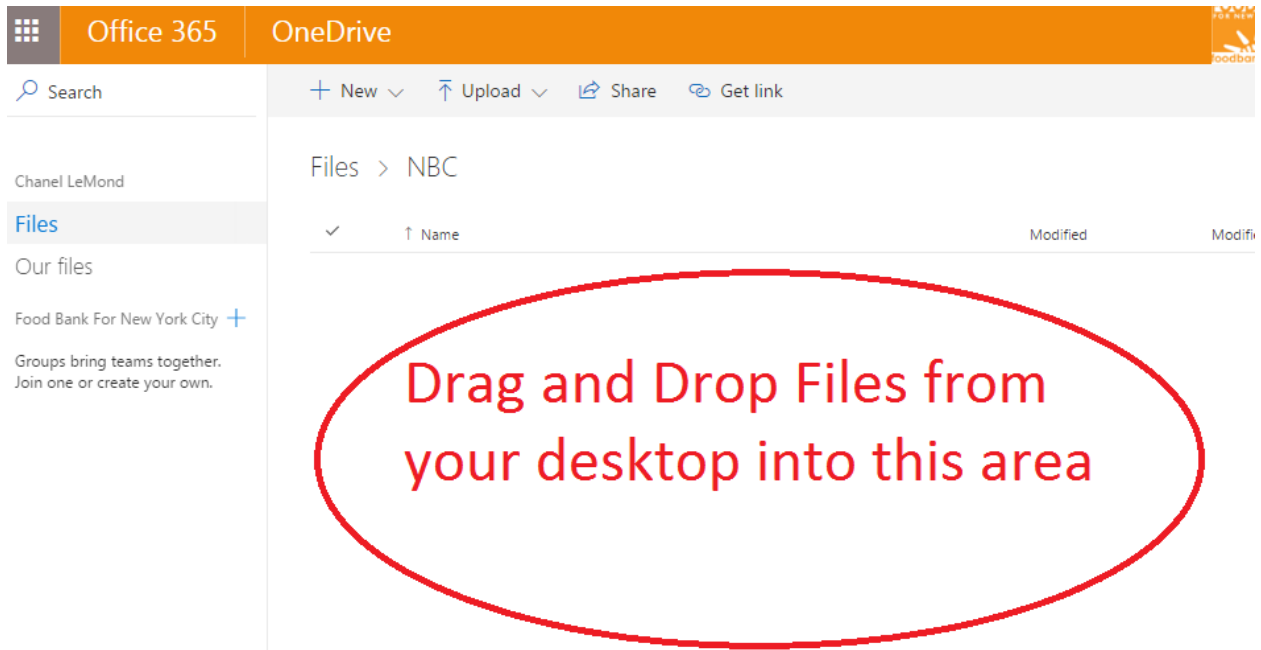
Send me promotional offers from Microsoft. You can unsubscribe at any time.

Clicking **Create account** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).



## Step 4

Now that you have logged into office365 portal, you can navigate the folders/files that have been shared and can add or delete as needed.



The screenshot displays the Office 365 OneDrive interface. The top navigation bar includes 'Office 365' and 'OneDrive'. Below this, there is a search bar and a toolbar with options for '+ New', 'Upload', 'Share', and 'Get link'. The main content area shows the breadcrumb 'Files > NBC' and a table header with columns for 'Name' and 'Modified'. A large red oval is drawn over the central area of the interface, containing the text: 'Drag and Drop Files from your desktop into this area'. The left sidebar shows the user's profile 'Chanel LeMond' and a list of files, including 'Our files' and 'Food Bank For New York City'.

Additional Note's: Next page-

When logging in to office 365 directly in the future, without the emailed link, be sure to select one drive in order to utilize the file sharing features,

