Accessing the AHA's SharePoint Online Environment

In order to access our HRET SharePoint sites we are asking that all external users register in our SharePoint Online environment.

A staff member will send you an invitation to our SharePoint site. The email will come from the email address **_no-reply@sharepointonline.com_**, with the subject of (Last Name, First Name of sender) wants to share XXX SharePoint site with you. This email may be delivered to your SPAM folder, so please check the folder before sending us an email.

It is important to note that each invite is unique to each email address it is sent to and therefore should only be accepted and opened by that recipient.

Please follow the steps below that describe the external user authentication process and make sure you bookmark the new site.

Overview

There are two types of accounts that can be used to access a partner organization's SharePoint Online environment:
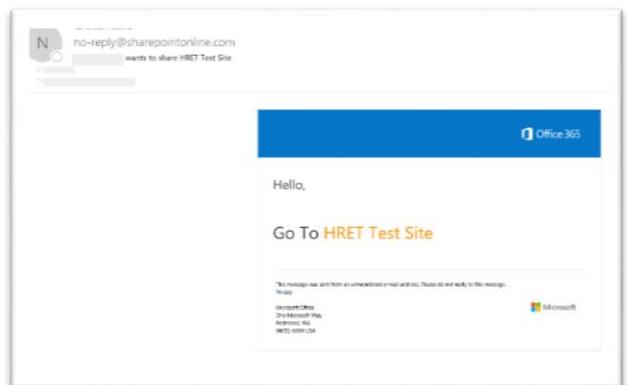
- Office 365 account or
- Microsoft account

If your organization is already using Office 365 internally, you **will not** need to have a Microsoft account to access the AHA SharePoint Online environment. If you do not know if your organization is using Office 365, please contact your IT Help Desk with the following inquiry:

"A partner organization is moving to SharePoint Online and has inquired if we are actively using Office 365. If not, I will need to register for a Microsoft account to access their site content. Is my organizational account associated with Office 365?"

Process

1. A member of the AHA staff adds your account (jdoe@contoso.com) to a SharePoint site.
2. You receive an email at jdoe@contoso.com with a link to access the content that has been shared with you. The email will look something like this:

3. Click on the link ("HRET Test Site") to access the sign-in option page.

4. On this page, you have three options. Click on the appropriate one.
    a. Sign in with a Microsoft account (if you already have one).
    b. Sign in with an Organizational account (Office 365 account if your organization is already using Office 365).
    c. Create a Microsoft account (if you do not have a Microsoft or Office 365 account) and follow the steps outlined below.

a. Click on "**Microsoft account**" option if you **do not** use Office 365 internally at your organization and if you already have a Microsoft account.

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.

b. Click on "**Organizational account**" option if you use Office 365 internally at your organization. If you don't know, ask your IT Help Desk.

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

Don't have either account? Create a Microsoft account, it's quick and easy!

c. Click on "**Create a Microsoft account, it's quick and easy!**" option if you don't have either of the two accounts above.

Steps to Create a Microsoft account

1. Enter your work email address and create a password.

Note: There are password strength requirements for creating a Microsoft account, which may differ from other password policies.
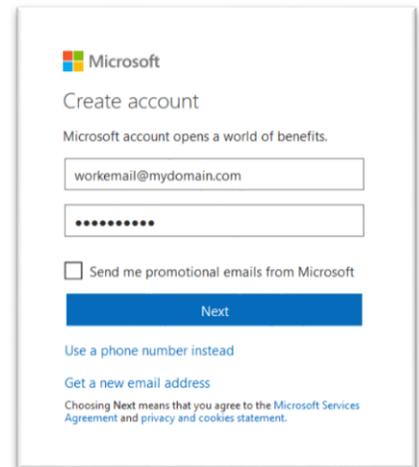
2. After entering your information and clicking "**Next**," you will be prompted to enter characters in a new pop-up window to prove you are a real person. Upon successfully entering the characters and clicking "**Next**," Microsoft will send a verification code to your email address, and you must enter that code to complete account creation.
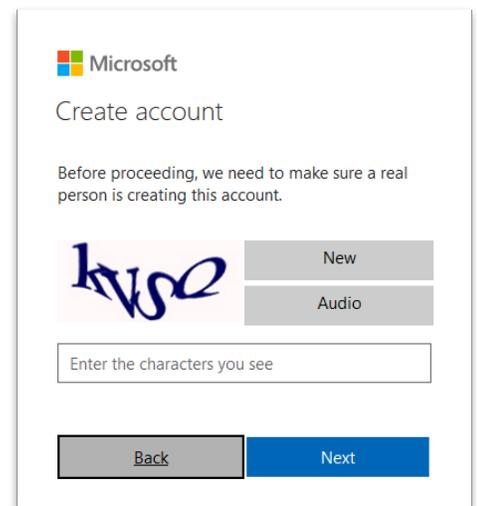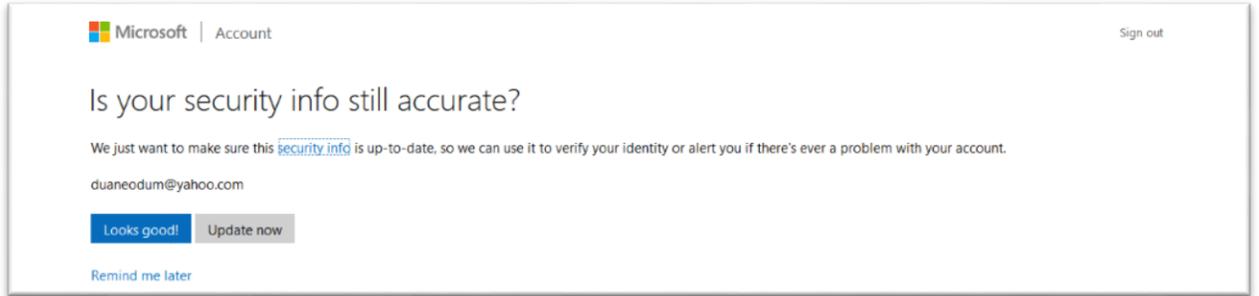
3. Enter the verification code in the text box and click "**Next**." Then you will be asked if your security information is accurate.
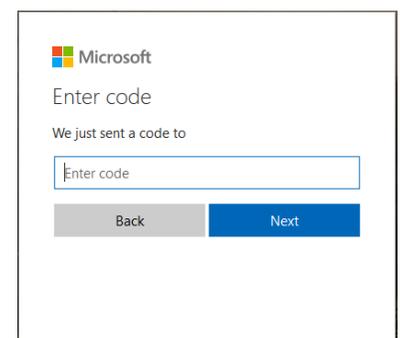
4. Click "**Looks good**!" to access the site.

5. Please note that once you sign in, you will be able to use the same credentials to access other information that has been shared with you in the AHA SharePoint Online environment or from any other organizations you may work with using Office 365.