

Tutorial to connect to Sharepoint 2013 – to the attention of people external to Elia

1. You will receive, in your inbox, an invitation to join the <Site Name>, by Microsoft



2. If you click on the link (in this case 'ESN Project'), you will be directed to the following screen:

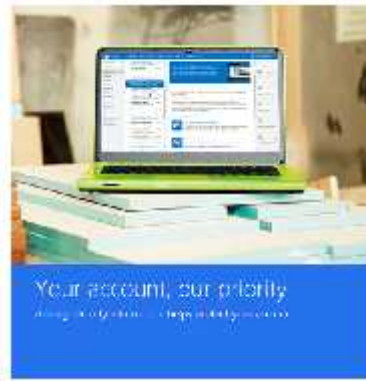


As external, you will need to either:

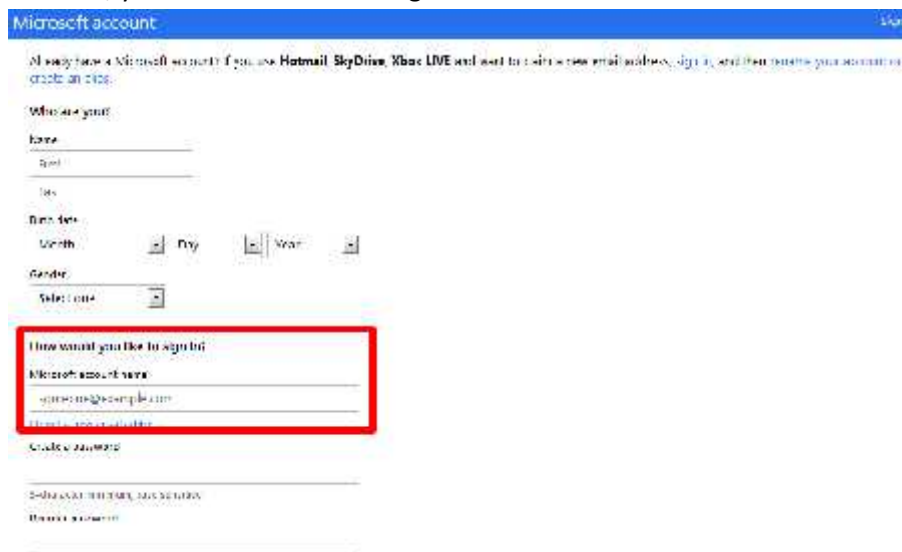
1. If you have an account with a Microsoft service (e.g. email on hotmail, msn, outlook.com, etc...), click on 'Microsoft account' and as such connect with your Microsoft or connect your existing email to Microsoft.
2. If you have an email which has been tied in the past to a Microsoft account (e.g., another external Sharepoint), you can click on 'Organizational account' (unlikely option)
3. If neither of the cases apply, you should click on 'Create a Microsoft account'

Details on those cases

- 2.1 and 2.2 -> You should sign in using your Microsoft credentials (there are no credentials provided with the access given by the key users, it is the case in which you have Microsoft account or tied your professional email to a Microsoft account):



2.3 If you need to create a Microsoft account, as you click on 'Create a Microsoft account', you will see the following screen:



As far as Elia is concerned, First & Last Name is important, as well as phone number or security question – you don't need to fill in accurate information on the other fields (birth date, location, gender, etc...), even though most of the fields are mandatory.

To note, in the 'Microsoft account name' field (highlighted in red), you should type in your existing email address (ideally professional). With the password, those will serve you to access the service. Do not forget to unsubscribe to the offers of Microsoft before creating the account.

Once you accepted, your account will be created & you will be redirected to the site, or prompted to login then redirected. You can later click again on the invitation link, which will direct you to the site or login screen.

3 Start exploring & collaborating ! (As a note, you may not enjoy the same rights as internal Elia users)