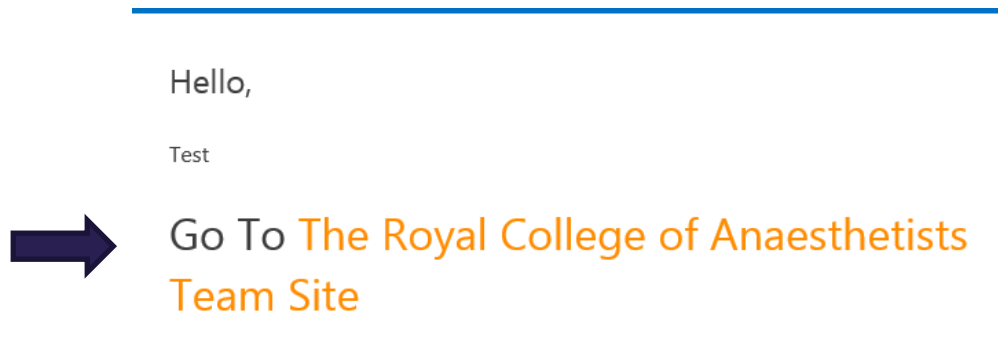


Document Collaboration Login Guide

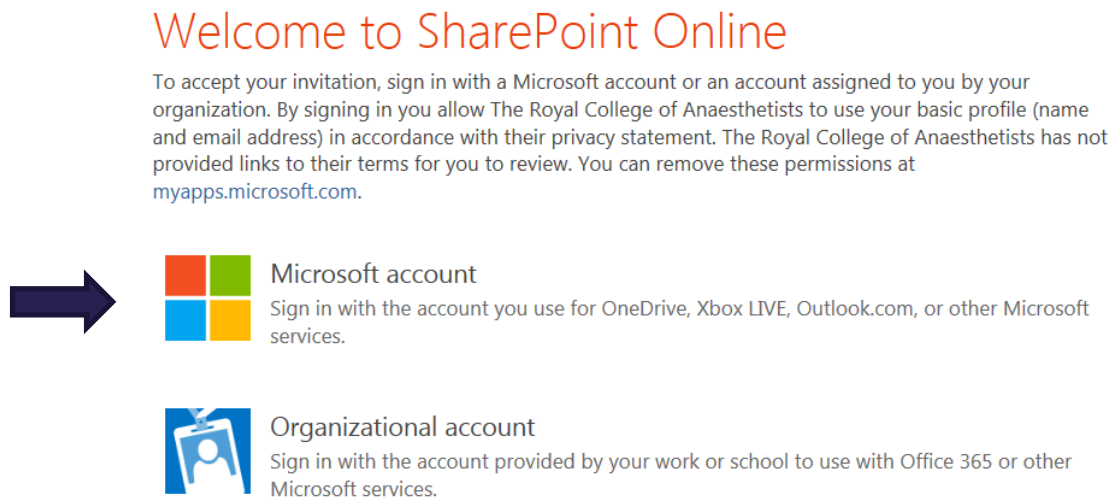
Signing in **without** a **rcoa.ac.uk** email address

If you **do have** a Microsoft account, eg Outlook, Hotmail

1. Click the link you've received in the email:



2. You should see the screen below, click Microsoft account:



3. Sign in with your Microsoft account information and you will be taken through to the SharePoint site.



Sign in

Email, phone, or Skype

No account? [Create one!](#)

Next

If you **do not** have a Microsoft account, eg you use Gmail

Note: these steps only need to be completed the first time you access the RCoA SharePoint site. Following the initial set up you will just need to log in with the email address and password you provide in the steps below.

Whilst the steps below may look like you are creating a new Microsoft email account, *you aren't*. It is just a process to link your chosen email account to the Microsoft SharePoint service.

1. Click the link you've received in email

Hello,

Test



Go To [The Royal College of Anaesthetists Team Site](#)

2. You should see the screen below, click 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. By signing in you allow The Royal College of Anaesthetists to use your basic profile (name and email address) in accordance with their privacy statement. The Royal College of Anaesthetists has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



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.

3. Under the Microsoft sign in box click No Account? Create One.



Sign in

Email, phone, or Skype



No account? [Create one!](#)

Next

4. Provide your email address (the one that received the SharePoint invitation) and a password to create your account. Microsoft will send you a verification email.
Note: this does not create a new email account, it just means that Microsoft will recognise your email address and allow you to access the site through it.



Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Back

Next

5. Check your email and verify your email address by clicking on the blue verify button. This will take you to a Microsoft page saying that you are 'Ready to go', click ok and you should be taken directly to the SharePoint file or site that was shared with you. If not, go back to the email in step one and click on the link from there.

Sign in using a verification code

If an individual document is shared with you Microsoft's default is to access the file via a verification code. You will receive an email with the link to the document and a separate email with a single use verification code that you need to enter to view the document.

Enter Verification Code

You've received a secure link to:

 FY17 European Sales.xlsx

To open this link, enter the code we just emailed to larry@fabrikamairlines.com. [Send again](#)

Enter code



Verify

Keep me signed in

Troubleshooting

Invite not received

- Check that the email has not been filtered to your spam/junk folder.

Issues logging in

- Check that you are logging in with the same email the invite was sent to.
- If you are logged in to multiple email addresses on the same device we recommend accessing SharePoint in an incognito or private browsing tab.
- Microsoft have reported some bugs when using SharePoint via Internet Explorer, if you are using Internet Explorer and experiencing issues test in an alternative browser, eg Google Chrome, Safari.
- If problems continue please notify the RCoA staff member who has shared the document with you, including screenshots of any error messages if possible.