

SPO Admin – Online External Users Set Up Guide

Last revised: February 2021
Last reviewed: February 2021
Next review: February 2022

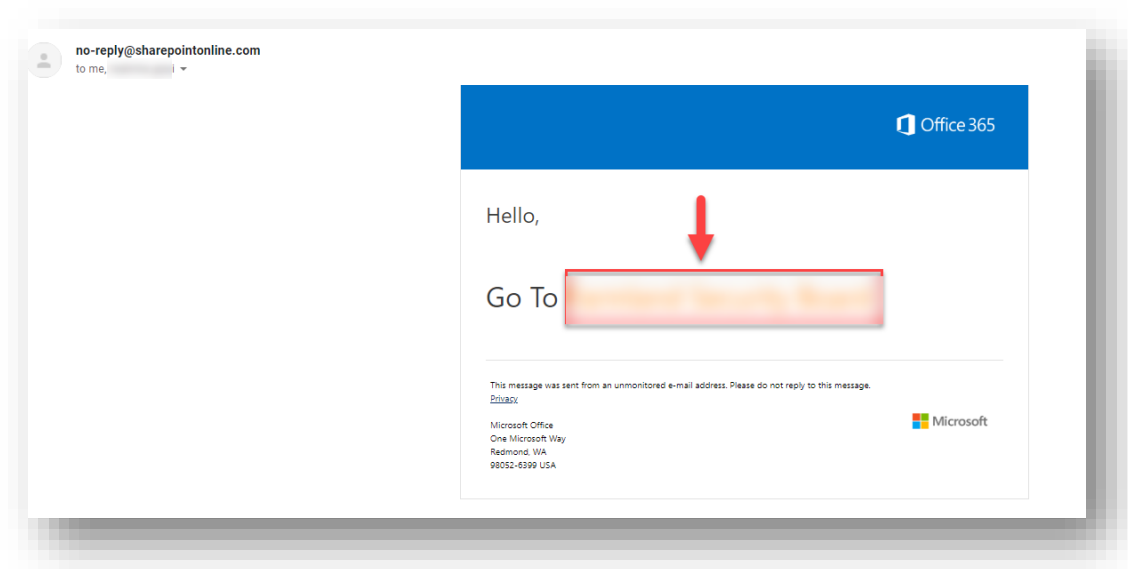
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This document provides instructions to be shared with external users to access Government of Saskatchewan SharePoint Online sites and documents they have been granted access to.



Online External Users Set Up Guide

1. Click on the link in the invitation email.



2. Select the first option if your account is not connected to Office 365. If you are using an organizational account which is connected to Office 365 then choose the second option.

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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 Government of Saskatchewan to use your basic profile (name and email address) in accordance with their privacy statement. Government of Saskatchewan has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



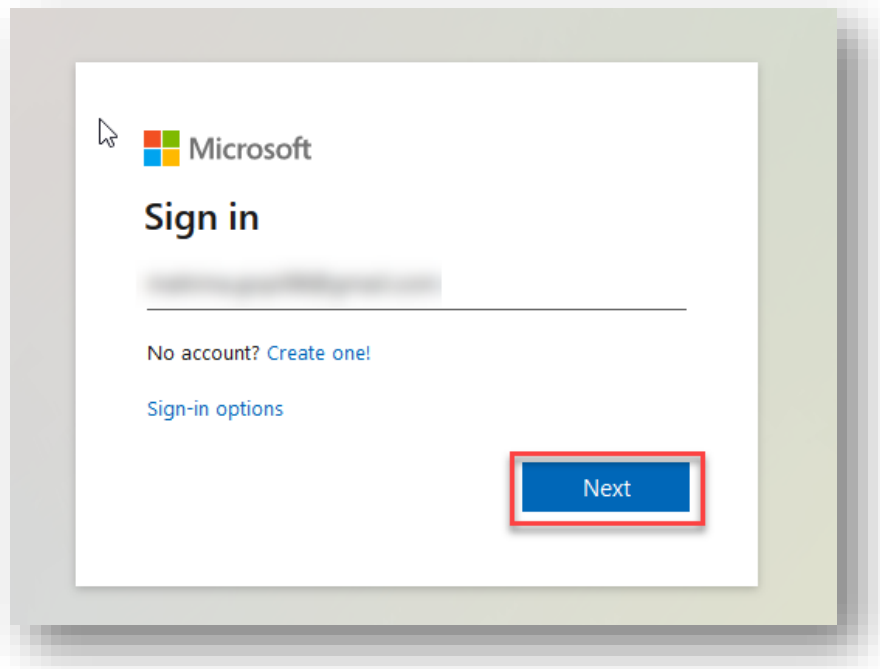
Microsoft account
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



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

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

3. Enter your email id (on which you received the invitation) and click “Next”.



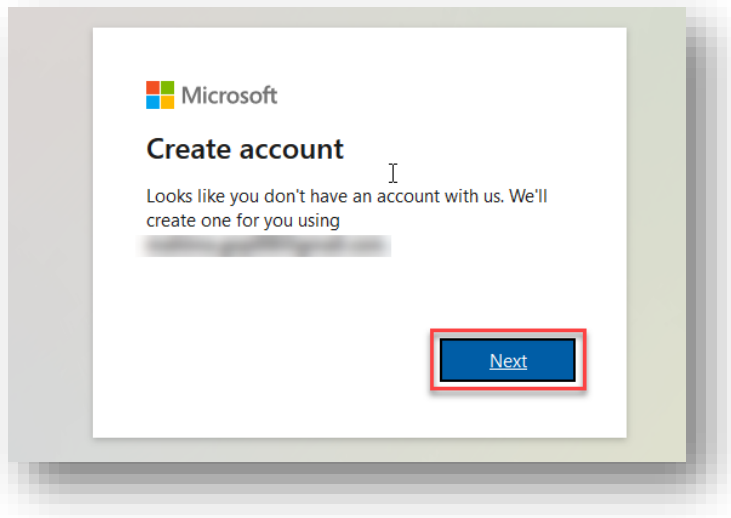
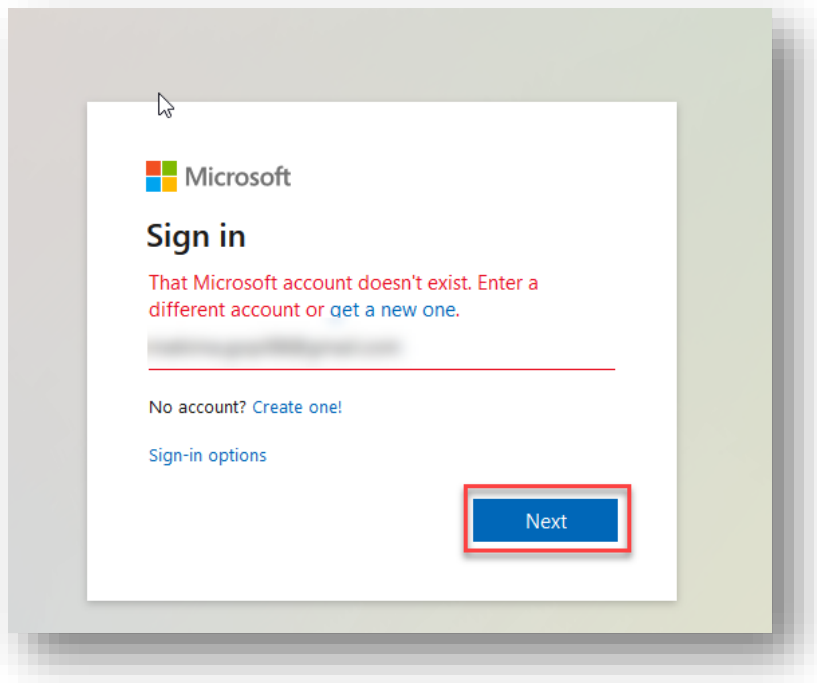
4. Follow the steps described in the images below to complete your account set up.

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5. Select a password and click "Next".

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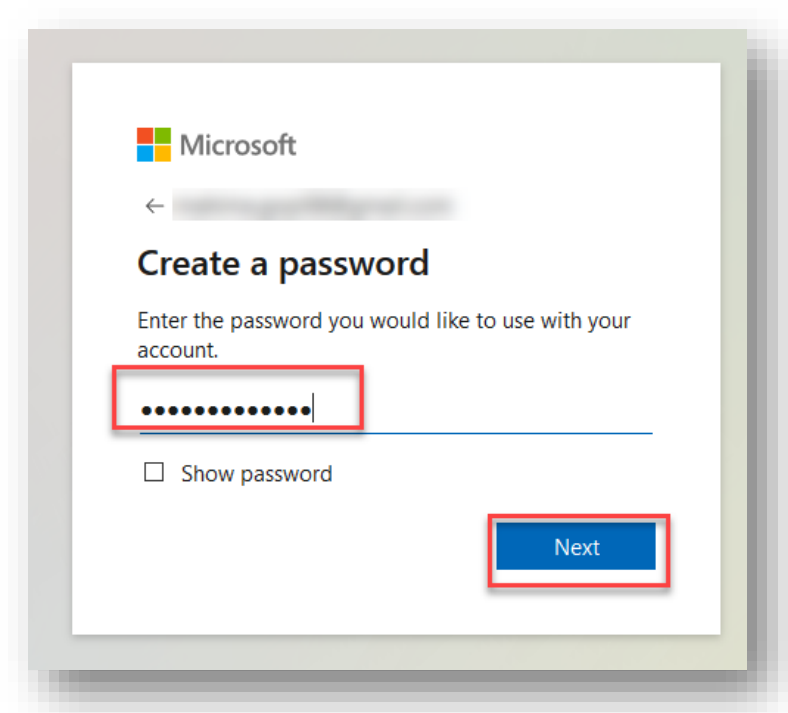
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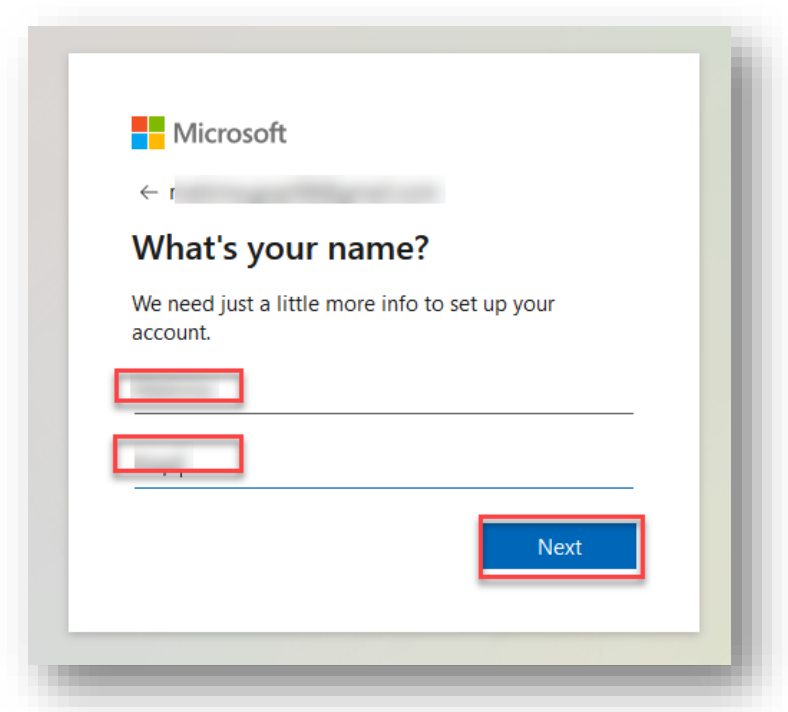
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The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and a blurred URL. The main heading is "Create a password". Below the heading is the instruction "Enter the password you would like to use with your account." There is a password input field containing ten dots, with a red box around it. Below the field is a checkbox labeled "Show password". At the bottom right is a blue "Next" button with a red box around it.



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and a blurred URL. The main heading is "What's your name?". Below the heading is the instruction "We need just a little more info to set up your account." There are two input fields for first and last name, both with red boxes around them. At the bottom right is a blue "Next" button with a red box around it.

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The screenshot shows a Microsoft account setup page titled "What's your birth date?". It includes a Microsoft logo, a back arrow, and the text "We need just a little more info to set up your account." Below this, there are two main sections: "Country/region" with a dropdown menu, and "Birthdate" with three separate input fields for day, month, and year. A blue "Next" button is located at the bottom right. Red boxes highlight the input fields for country/region, birthdate, and the "Next" button.

The screenshot shows a Microsoft account setup page titled "Verify email". It includes a Microsoft logo, a back arrow, and the text "Enter the code we sent to [redacted]. If you didn't get the email, check your junk folder or try again." Below this, there is a text input field for the verification code. A checkbox is present with the text "I would like information, tips, and offers about Microsoft products and services." At the bottom, there is a blue "Next" button. A line of text below the checkbox reads: "Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#)." Red boxes highlight the verification code input field and the "Next" button.

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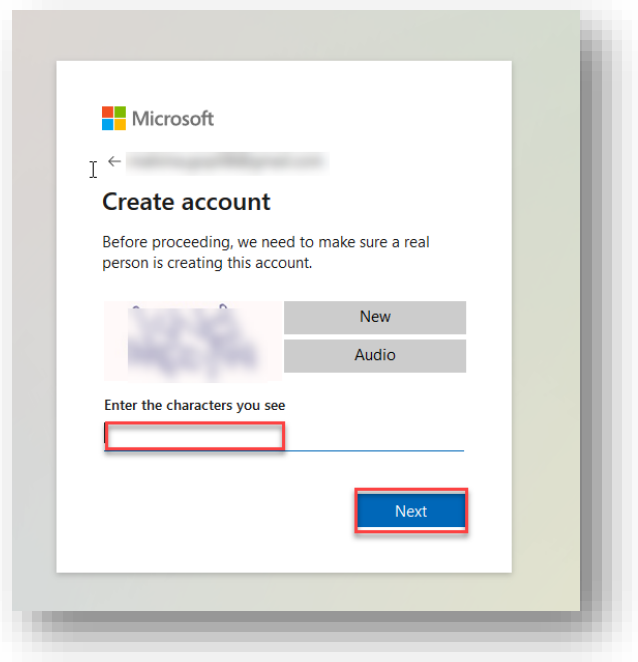
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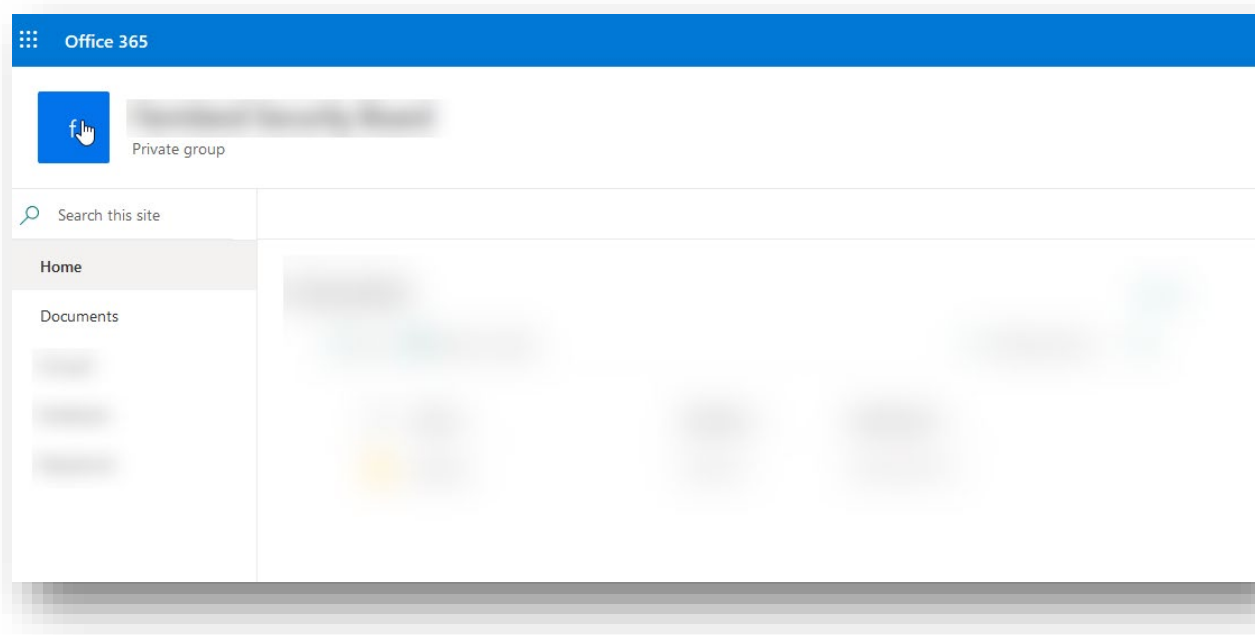
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6. After completing your account setup you will be redirected to the site.



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