

SharePoint Online: Instructions for external users

(updated October 2017)

External users can sign into SharePoint Online one of two ways:

- **Office 365:** You have an email address that has been authenticated to Office 365 (usually a school or work email). If you aren't sure, you can navigate to <https://www.office.com/> to see if your work email is already authenticated to Office 365. (Try to log in using your work email. If you can, you're already using Office 365). Log in using number 1, below.
- **Microsoft Account:** You have an email address that's associated with a Microsoft account. Log in using number 2 or 3, below.

In the examples below, abc@agency.gov is the email you want to use to access EPA's SharePoint space. It can be a work or personal email, depending on your needs.

1. **If you are using Office 365** then, after being invited at abc@agency.gov, sign in with your "existing Office 365" account.
2. If you are ***not*** using Office 365 and you already have a MS account that is the same as the email abc@agency.gov, then sign in with your **Microsoft account**.
3. If you are ***not*** using Office 365 and you do ***not*** have an MS account that is the same as the email abc@agency.gov, then [create a Microsoft account](#) and sign in with that account.

To access EPA's SharePoint space:

1. Give your abc@agency.gov email address to the EPA SharePoint site owner (Deborah Bredehoft – Bredehoft.Deborah@epa.gov) who is going to give you access. She will send you an invitation.
2. Check your inbox for an e-mail from Deborah Bredehoft (your EPA Site Owner), with a subject that looks something like this: "Bredehoft, Deborah (Bredehoft.Deborah@epa.gov) has invited you to collaborate"
3. Open it and click "Accept your invitation."
4. Sign in as above.
5. You should be all signed in and on the SharePoint page you need. (If not, contact your EPA Site Owner.) Congratulations!