

Created For



Presented By



External Sharing

Brookhaven National Laboratory

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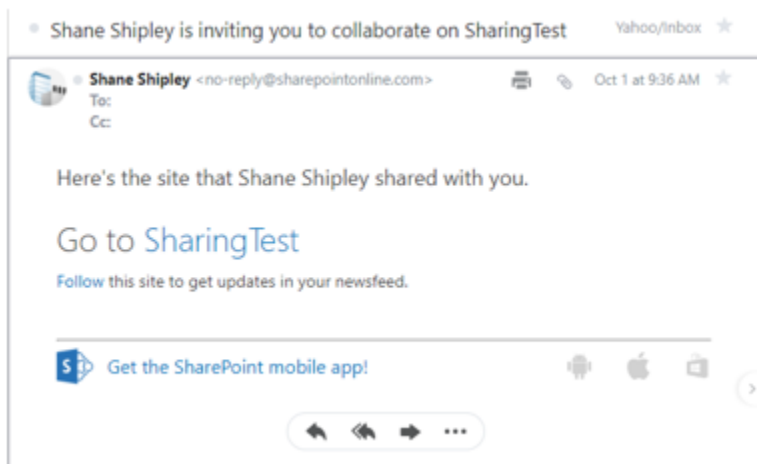
Date: 9/28/2018

Summit 7 Systems, Inc.
71 Town Center Drive
Huntsville, AL 35806
(256) 585-6868
www.summit7systems.com

External Sharing

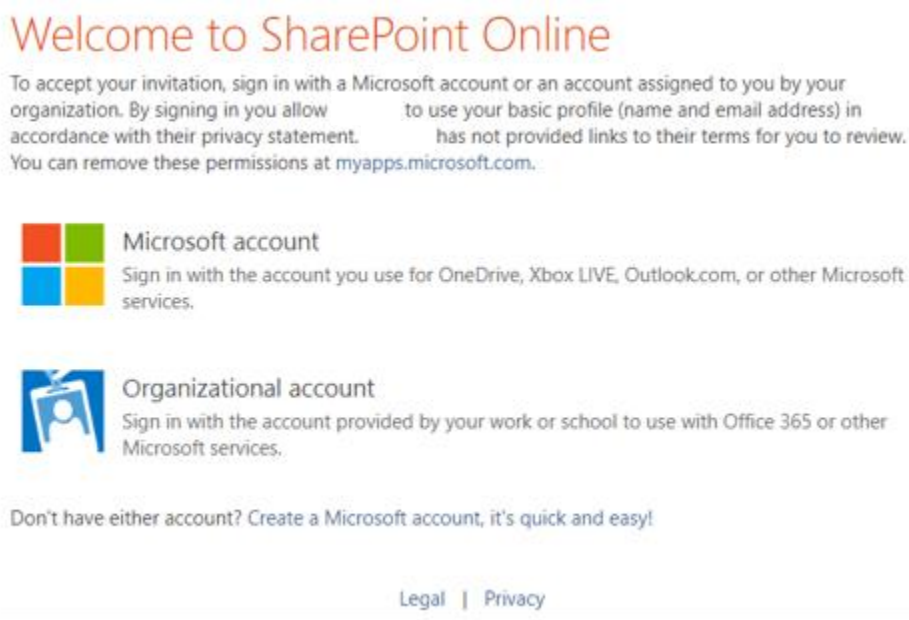
1. You will receive a sharing invitation from no-reply@sharepointonline.com

Note: If you have not received your sharing invitation, please check your spam folder. The person sharing the site with you should also receive an email as they will be Cc'd on the invitation.



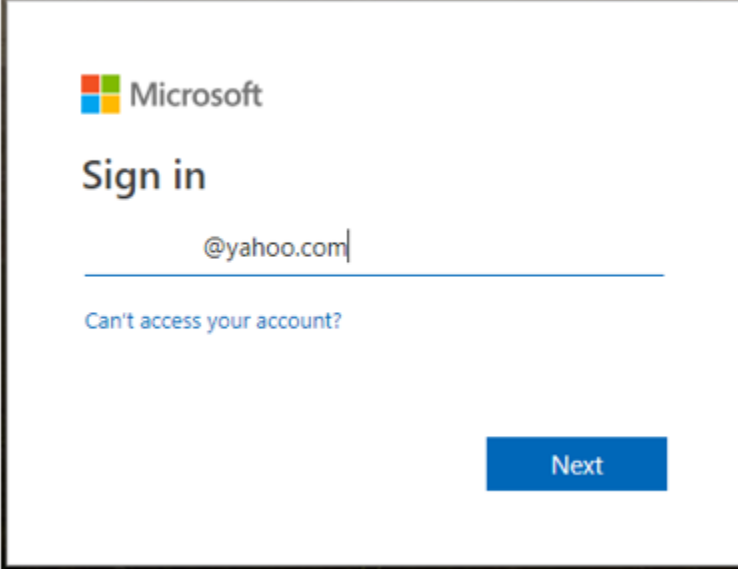
Important Note: If a site has already been shared and accepted, another invitation will not be received unless the shared permissions have been increased.

2. The text displayed after "Go to" is the site that has been shared with you. Select this text to open the site.

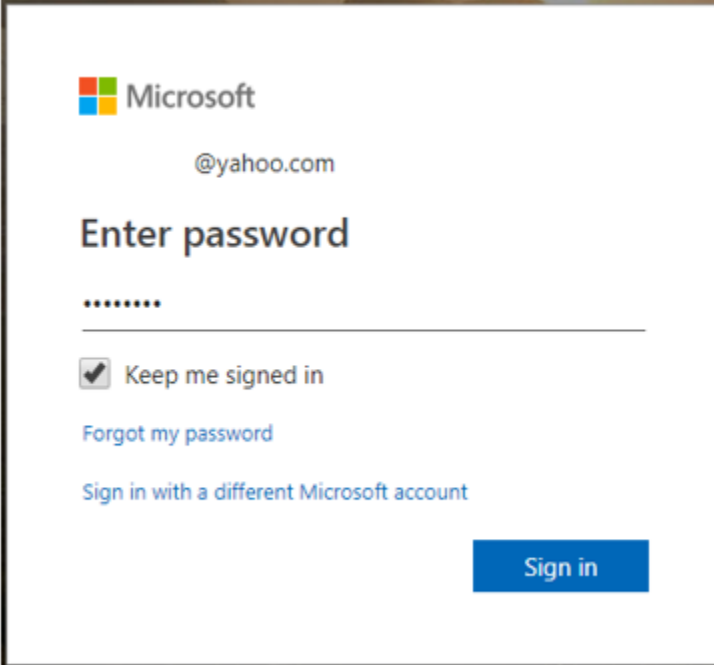


3. Access to the shared site will be granted in one of the following three ways:
 - a. Using an existing Microsoft account
 - b. Using an organizational account
 - c. Creating a new Microsoft account

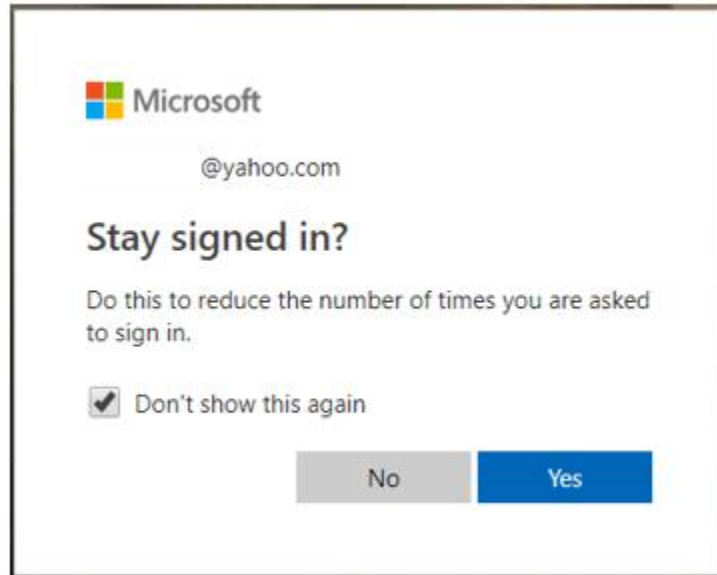
A or B: Using an existing Microsoft account or an organizational account



The image shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "@yahoo.com". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".



The image shows the Microsoft password entry screen. At the top is the Microsoft logo. Below it is the text "@yahoo.com". The main heading is "Enter password". There is a password input field with seven dots. Below the input field is a checkbox labeled "Keep me signed in". There are two links: "Forgot my password" and "Sign in with a different Microsoft account". At the bottom right is a blue button labeled "Sign in".



Microsoft

@yahoo.com

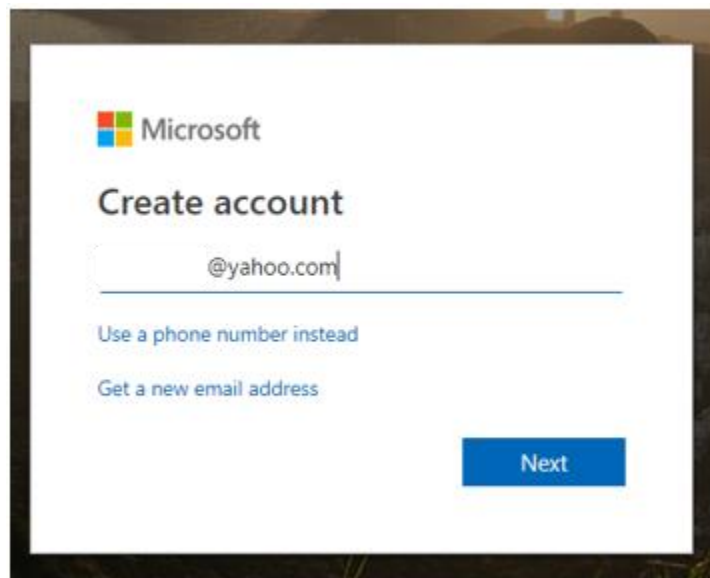
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☒ Don't show this again

No Yes

C. Select Create a Microsoft Account (If you don't already have one)



Microsoft


Create account

@yahoo.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

 Microsoft

←


@yahoo.com

Create a password

Enter the password you would like to use with your account.

.....|

Next

 Microsoft

←

@yahoo.com

Verify email


Enter the code we sent to : @yahoo.com.
If you didn't get the email, check your junk folder or [try again](#).

Enter code

☒ Send me promotional emails from Microsoft

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next




←

@yahoo.com

Create account

Before proceeding, we need to make sure a real person is creating this account.




New

Audio

Enter the characters you see

Next



@yahoo.com

Is your security info still accurate?

We just want to make sure this [security info](#) is up-to-date, so we can use it to verify your identity or alert you if there's ever a problem with your account.

- @yahoo.com

[Remind me later](#)

Update now

Looks good!



@yahoo.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☒ Don't show this again

No

Yes