

Microsoft SharePoint Web-based Collaboration Platform

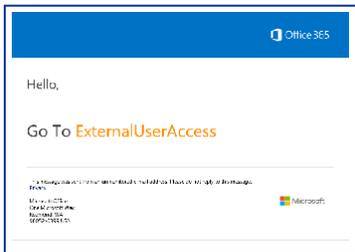


Accessing SharePoint Online for (External) Non-Allina Users

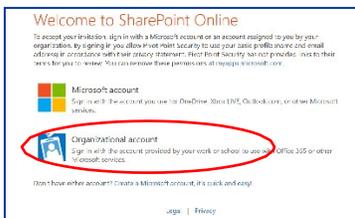
Before you can be invited to join an Allina SharePoint site online or “in the cloud,” you must have an Organizational Office 365 account or have a valid Microsoft account and the domain (company) of your email address must be allowed access (whitelisted).

For External Users with an Organizational Office 365 Account (e.g., an account obtained from employer or organization)

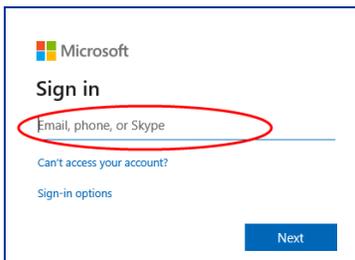
1. Send your email address, which is also your Office 365 login account id, to the owner or primary contact of the SharePoint site you wish to join.
2. The SharePoint site owner will need to open a Service Central request to have your company’s domain whitelisted (if not already). Once that is complete they will add your email address to the site’s Member or Visitor group of the SharePoint site.
3. You will receive an email invite that says to “Go To [site name].” The invite is valid for 90 days.



4. Click **the name of the site** in the invite.
5. On the **Welcome to SharePoint** page, select **Organizational Account** (if asked).



6. On the sign-in window, type your organizational email address.
7. Click **Next**.



8. Type the password associated with your organizational account.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. Underneath, there is a text input field labeled "Password" which is circled in red. Below the input field is a checkbox labeled "Keep me signed in". To the left of the "Sign in" button is a link that says "Forgot password?". The "Sign in" button is a blue rectangle with white text.

9. For future access, bookmark or save the site as a favorite.