## 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).

To acco	ICOME TO STILLEPOINT OTHINE pt year invitation, sign in with a Microsoft eccentre or an account assigned to you by year interaction in densities in the state whet whether account and and and the state of the state interaction in the state of the state interaction in the state of the state interaction in the state of the sta
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	Microsoft account
	Sign in with the account you use for OneDrive. Xbox LIVE, Outlook.com, or other Microsoft antives.
12	Organizational account
CL.	Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.
Donth	ove either account? Civiate a Microsoft account, it's suick and easy
	Legal Privacy

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

Microsoft	
Sign in	
Email, phone, or Skype	>
Can't access your account?	
Sign-in options	
	Next

8. Type the password associated with your organizational account.



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