



## SharePoint Online: Instructions for external users to set up a Microsoft Windows Live Account

External users must sign into SharePoint Online with an e-mail account that's associated with one of the following:

- "Microsoft Live account" (formerly "Microsoft Live ID") or
- Office 365 [work or school account](#).

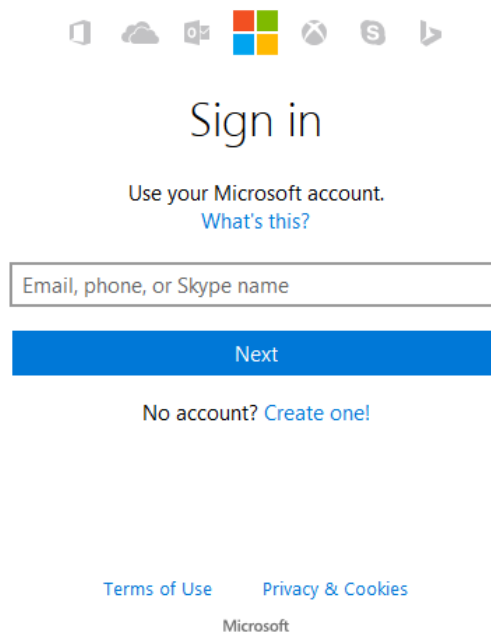
The instructions below are for creating a new "Microsoft Live account" if you do not currently have one.

A Microsoft Live account is the combination of an email address and a password that you use to sign in to services like Hotmail, OneDrive, Windows Phone, Xbox LIVE, or Outlook.com (not to be confused with the Outlook client on your desktop). If you do not use any of these applications or do not know what they are, then you likely do not have a Microsoft Live account. If you use these applications listed previously, then you likely have a Microsoft Live Account and can use it to sign into SharePoint Online.

If you have one of these, then skip to Step 10.

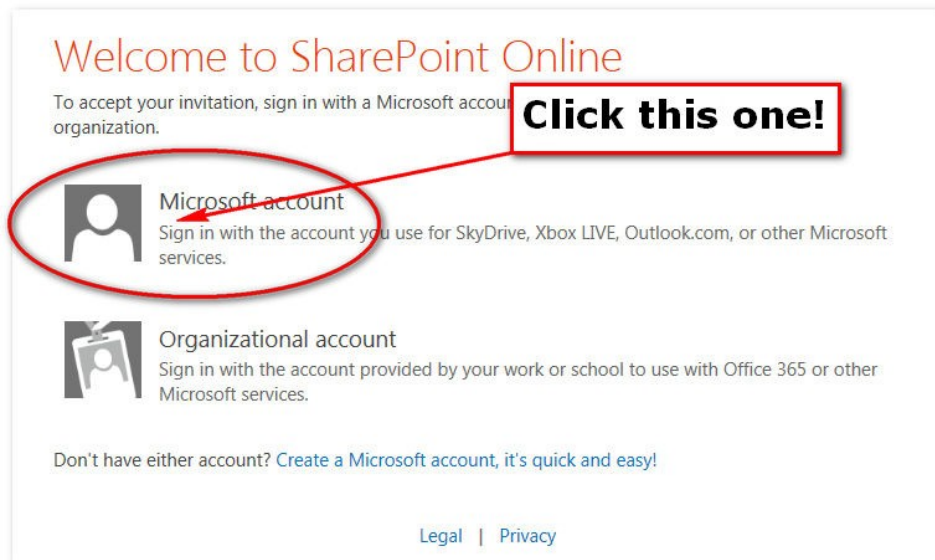
1. Go to [login.live.com](http://login.live.com) to associate your existing e-mail address with a Microsoft Live account, or to create a new e-mail address.
2. Once there, Click "Create One!" Under the Sign in button" toward the bottom right of the page.
3. Under "Microsoft account name," type in your e-mail address. (You can enter **any type of existing email address you currently use** (Gmail, Yahoo, etc.)
4. Select a password that you can remember to be associated with this MS Live Account. Best practice is to select a different password than the one that you are currently using. **\*\*This will NOT change your password to your work or personal account.\*\***
  - a. Please make note of the email address and new password you use for the MS Live Account, as you will need it to access SharePoint Online, and follow the remaining instructions.
5. Complete the remainder of the form and select create account.
6. Go to your e-mail address' inbox.

7. Open the email from **Microsoft Account team** (account-security-noreply@account.microsoft.com) and click “Verify.”
8. Using the e-mail address, log into login.Live.com to finalize verification of your e-mail address.



9. You will now have an Microsoft Live Account that looks like your current email account. However, they are two separate accounts, just look the same.
10. If you haven't done so already, contact the State of Vermont SharePoint Online Site Owner or Administrator who will authorize your site access. Make sure you give them:
  - a. Your e-mail address
    - which is now associated with the Microsoft Live Account
    - or your existing O365 work or school account
  - b. The URL of the SharePoint site to which you need access
11. The Site Collection Administrator will need to add you to the site/documents.
12. Check your inbox for an e-mail from your State of Vermont Contact, with a subject that looks something like this: **“Smith, Terry (Terry.Smith@vermont.gov) has invited you to collaborate”**
13. Open it, and click “Accept your invitation.”
14. After accepting your invitation, you'll be routed to a Welcome page where you need to click “Microsoft account.”

- a. **NOTE:** If you are using an existing O365 work or school account, choose Organizational Account instead.



15. On the next screen, sign in using your e-mail address and the password you created when associating your e-mail address to your Microsoft account.

**IMPORTANT INFO FOR THOSE WHO DON'T USE HOTMAIL, OUTLOOK, or LIVE:** SharePoint Online is NOT asking for the password you use with your email account. Rather, it needs the password you created when you associated your e-mail to your Microsoft account. Remember Step 4, above, where you made note of your password? It's time to use it. If you enter the wrong credentials here, you will not be able to access the SharePoint site. Use the new password!

16. You should now be able to access the SharePoint site!

17. To make sure you can return to the site easily in the future, bookmark/favorite it now...

18. To return to the site in the future, click its bookmark. This will take you to a screen like the one below. If you are using your personal Microsoft account, make sure to "Sign in with a Microsoft account," not an organizational account.

- a. **NOTE:** If you are using an existing O365 work or school account, choose Organizational Account instead.

Office 365

**Click this!**

Sign in with your organizational account

someone@example.com

Password

Keep me signed in

Sign in

[Can't access your account?](#)

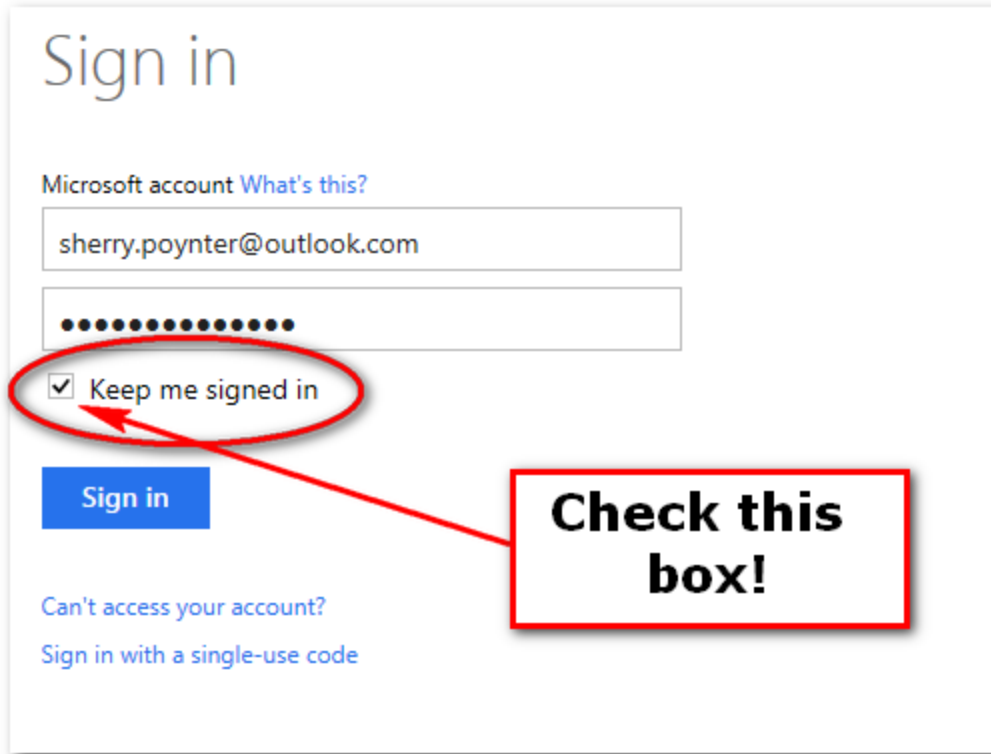
Don't have an account assigned by your organization?

[Sign in with a Microsoft account](#)

19. On the next screen, you need to do four things:

- a. type your "Microsoft account" email address
- b. type your password
- c. check "Keep me signed in" (DO NOT CHECK THIS IF YOU USE A PUBLIC COMPUTER!!)
- d. click "Sign in."

Checking "Keep me signed in" is important. If you don't do this, SharePoint will repeatedly ask for your credentials, and you will become frustrated. Check that box!



20. You should be all signed in, and on the SharePoint page you need. (If not, contact your State of Vermont site administrator contact.) Congratulations!