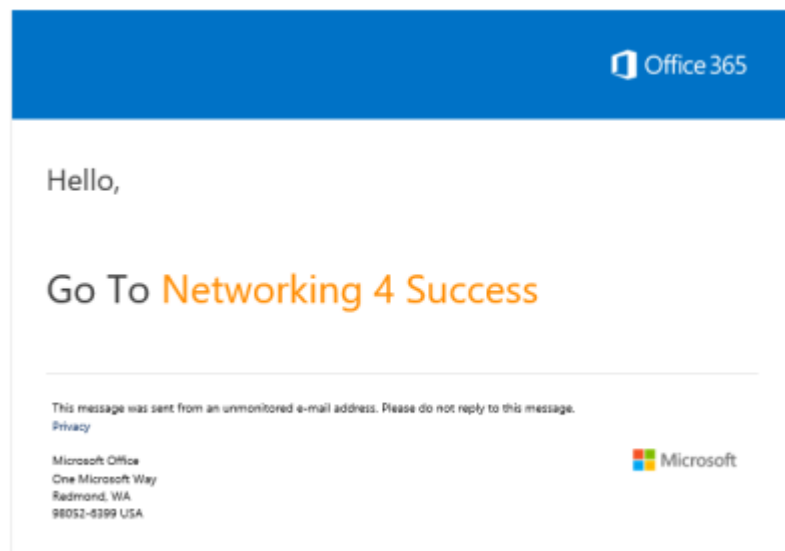


In order to connect to a SharePoint site with an email account external to the domain hosting the site, you will need to follow these steps.

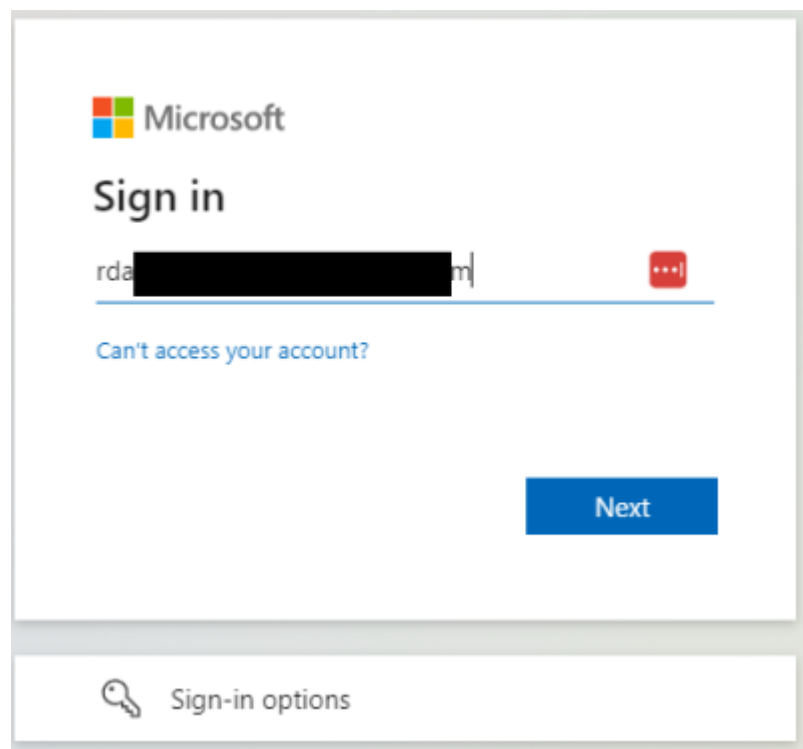
In your email client, locate the Welcome Email for the new SharePoint site and open it.

SharePoint ... CDC Solutions Support wants to share Networking 4 Success
<https://computers[REDACTED]ss/_layouts/15/images/ExternalSharingWhiteLogo.png>

Click on the Link provided for the new site.

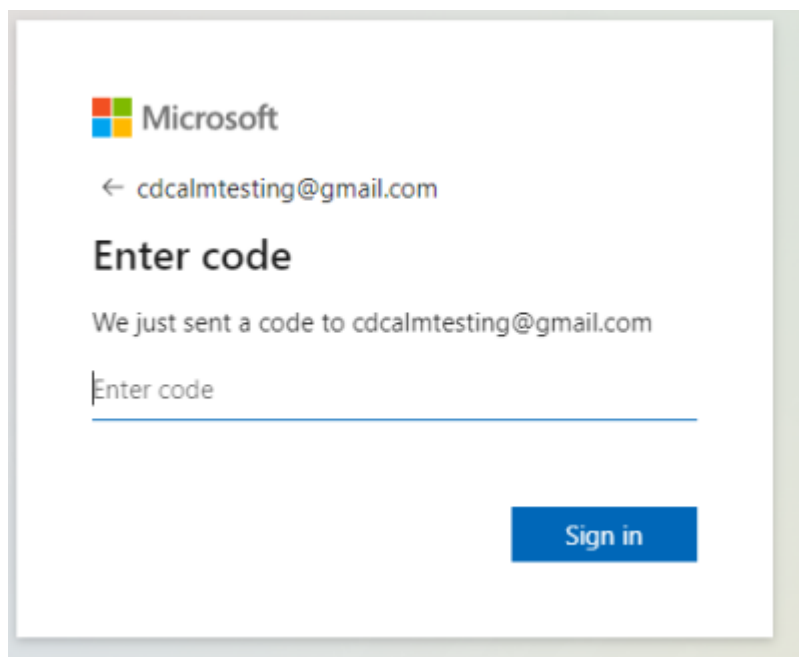


Use the email account you have used for the group to sign in with.



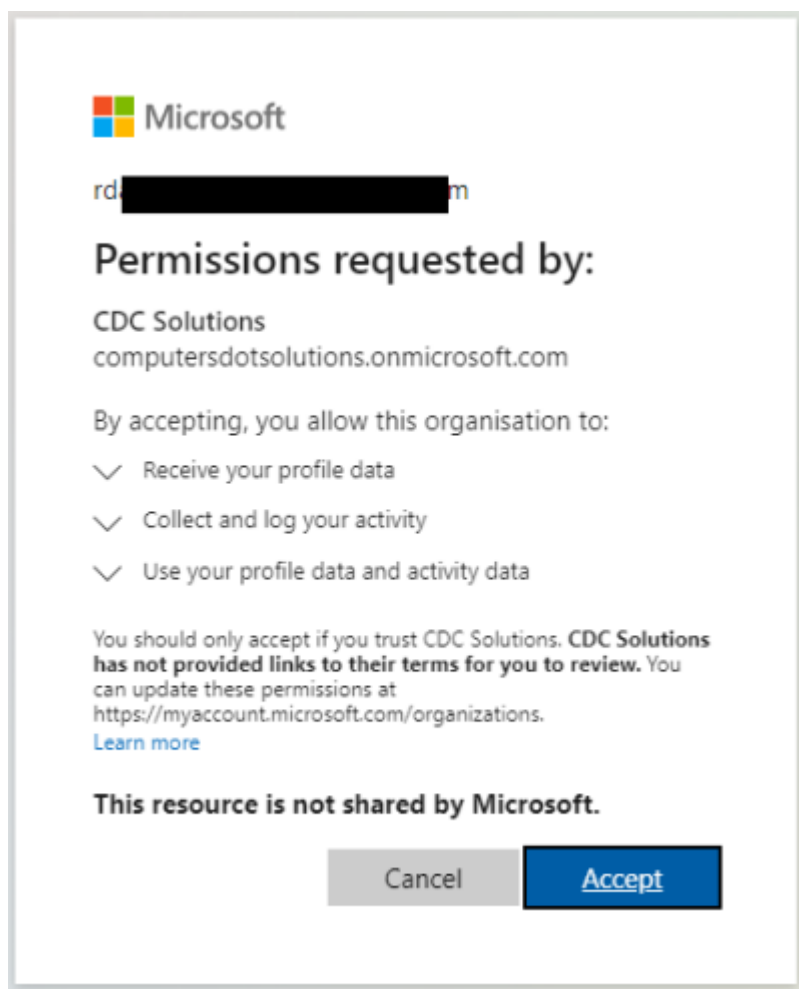
If this email account is an existing Microsoft email account, go ahead and use your current password for that email.

If this email account is NOT an existing Microsoft email account, if you are presented with a password, click the link to send a code, otherwise, Microsoft should send a one time code to the email address you are using.



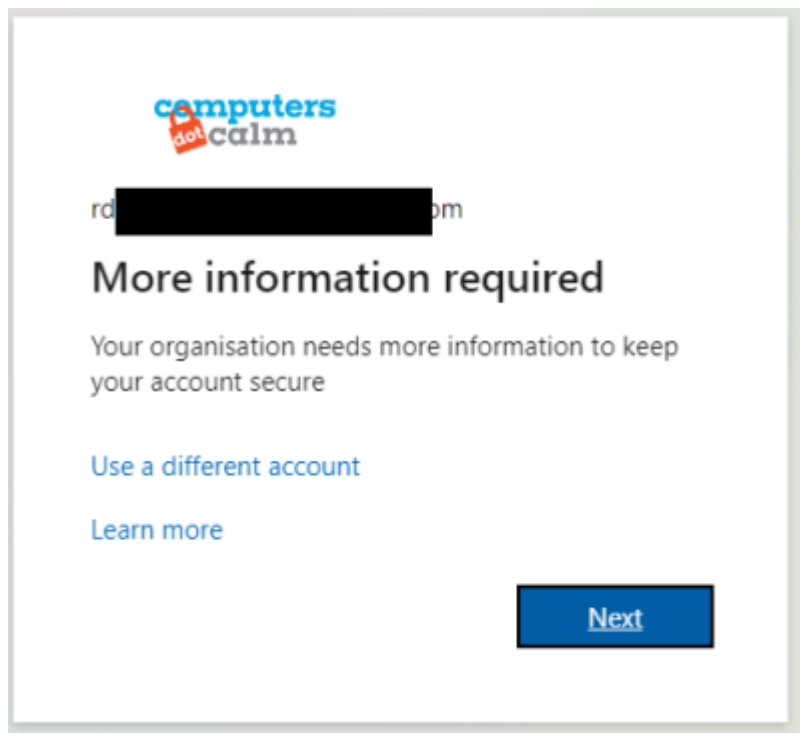
The image shows a Microsoft sign-in interface. At the top is the Microsoft logo. Below it, the email address 'cdcalmtesting@gmail.com' is displayed with a back arrow. The main heading is 'Enter code'. Below this, a message states 'We just sent a code to cdcalmtesting@gmail.com'. There is a text input field with the placeholder 'Enter code'. At the bottom right is a blue 'Sign in' button.

Once you receive the code, enter it in the space provided.
In both cases, once you have logged in successfully, you will be asked to accept the Permissions for the site.

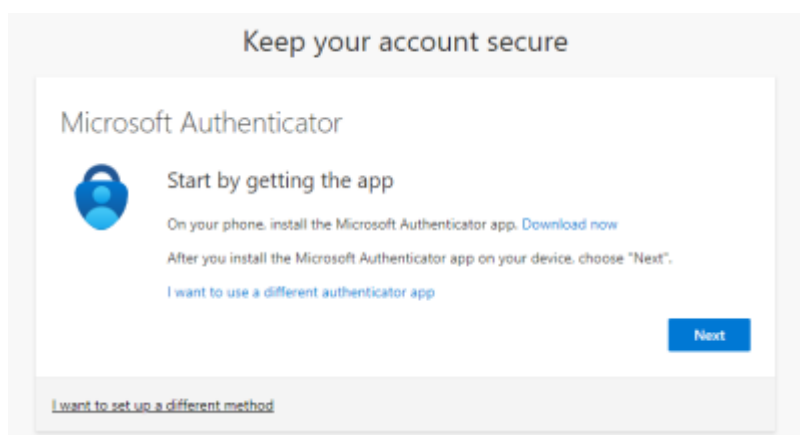


The image shows a Microsoft permissions screen. At the top is the Microsoft logo. Below it, the email address 'rd[REDACTED]m' is displayed. The main heading is 'Permissions requested by:'. Below this, the organization 'CDC Solutions' and the URL 'computersdotsolutions.onmicrosoft.com' are listed. A message states 'By accepting, you allow this organisation to:'. Below this, there are three checked items: 'Receive your profile data', 'Collect and log your activity', and 'Use your profile data and activity data'. A warning message states 'You should only accept if you trust CDC Solutions. CDC Solutions has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations.' Below this is a blue link 'Learn more'. At the bottom, a message states 'This resource is not shared by Microsoft.' Below this are two buttons: 'Cancel' and 'Accept'.

click the **Accept** button to continue.



Click the **Next** button to continue to setup up 2FA/MFA for the site.



If you already have Microsoft Authenticator setup on your mobile device, go ahead and use it. If you have another MFA app setup like LastPass, click the **I want to use a different authenticator app** link and set it up using that wizard. If you have neither setup, click the link for **I want to set up a different method** at the bottom of the form to use your cell phone for authentication.

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Last update: 2024/07/03 17:33

