



How to Access Oxford SharePoint Online 'Examining' Sites if you are an External ('Non-Oxford') User

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Introduction

This guide outlines the steps that an external user needs to complete to login to an Oxford SharePoint Online site.

The steps outlined in this guide are standard Microsoft 'authentication' steps that are required to be completed by any user that is external to an organisation when logging into an internal SharePoint Online site.

Note that the only information that is known and retained by Oxford as part of your login to an Oxford SharePoint Online site (even if you are using a Microsoft work account to login) is your name and email address.

Getting Support

If you have any queries about logging into Oxford SharePoint Online sites please contact the Administrator of the department that has given you access to the site.

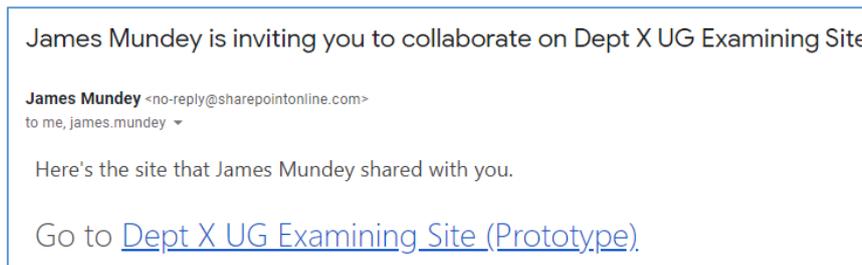
Login Steps

What Steps do I Need to Complete to Login to an Oxford SharePoint Online Site?

When you are given access to an Oxford SharePoint Online (SPO) examining site, a SharePoint email is automatically sent to the email account of the email address with which you have been given access to the site, notifying you that you have been given access to the site.

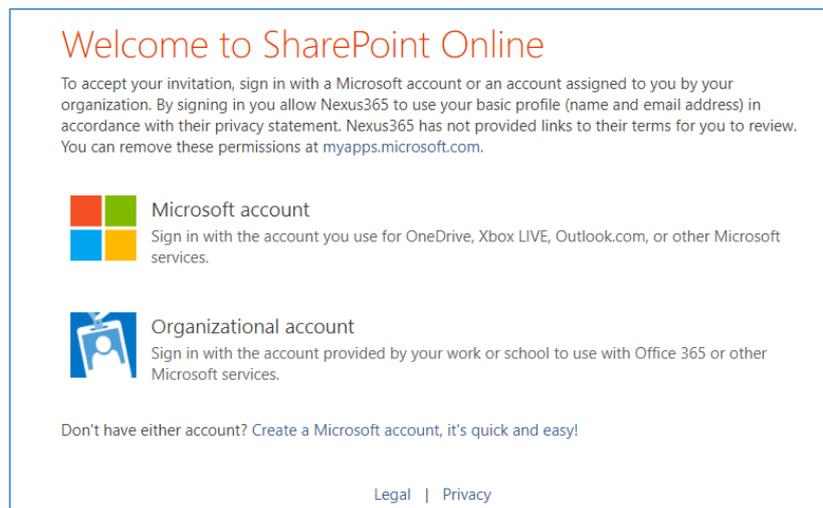
Note that the email is very likely to be in your spam or junk folder so check there for the notification email.

The email, once you have opened it, will look something like this:



Once you have found and opened the email, you need to complete the following steps to login to the SPO site:

1. Click on the link to the site in the SharePoint notification email (see screenshot above)
2. You will be presented with the following 'Welcome to SharePoint Online' screen



Select the relevant option (only one of a, b, or c):

- a) If you have a personal Microsoft account (associated with the email with which you have been given access to the SPO site), sign-in to the Oxford SPO site using that personal Microsoft account by clicking on the '**Microsoft account**' option and following the standard login steps
- b) If you have a Microsoft work account (associated with the email with which you have been given access to the SPO site), sign-in to the Oxford SPO site using that Microsoft work account by clicking on the '**Organizational account**' option and following the steps to login

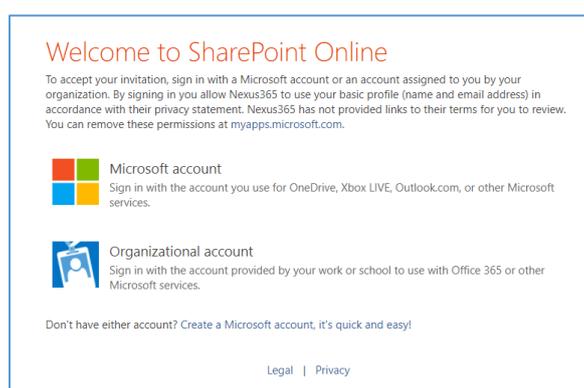
Note that the only details that Oxford has access to in relation to your organisational account are your name and email address. (The same applies for personal Microsoft accounts too).

- c) If you do not already have a Microsoft account (associated with the email with which you have been given access to the SPO site) you can create one in a few simple steps by clicking on **'Create a Microsoft account, it's quick and easy!'** and following the steps to create an account and login
3. Once you have logged into your Microsoft account, the Oxford 'examining' site Homepage will be displayed and you will be able to navigate around the parts of the site that you have been given access to
4. Save the URL of the site as a favourite so that you can easily access the site again when you need to log back into the site in future OR save the original SharePoint notification email somewhere where you can easily access it again in future (so that you have the link for logging in again)

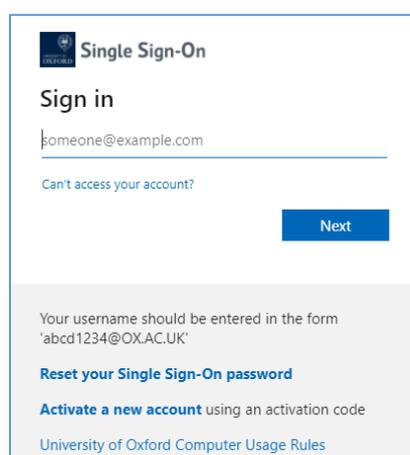
How do I log back into an Oxford SharePoint Online Site?

When you want to login to the SPO site again:

5. Click on the link to the site in the original SharePoint notification email or that you have saved as a favourite
6. You will be presented with one of the following screens:
 - a) The 'Welcome to SharePoint Online' screen again (in which case follow steps 2a or b):



- b) Or the following Oxford login screen:



In both cases you should login using:

- The email address with which you have been given access to the SPO site
- The password of your Microsoft account (which you used to login to the SPO site)