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.

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Login Steps

What steps do I need to complete to login to an Oxford SharePoint Online site for the first time?

When you are given access to an Oxford SharePoint Online (SPO) examining site, either:

A) 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

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

   ![SharePoint Email Example](image)

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

OR

B) You will have been emailed a link to the site directly by the Department Administrator

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

1. Click on the link to the SharePoint site in the email

2. You will be presented with the following ‘Welcome to SharePoint Online’ screen (unless you have an Oxford account in which case see the ‘Logging in with an Oxford account’ section below)
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

Logging in with an Oxford account

Note that if you have previously been provided with an Oxford account, for any reason, you may need to login using the Oxford account details that you have previously been supplied. If you are recognised as having an Oxford account then you may see this or a similar screen when you click on the link to the SharePoint Online site:

![Single Sign-On]

Login using:
- Your Oxford username in this format 1234abcd@OX.AC.UK
- The password that is associated with your Oxford account

3. Once you have logged in, 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 in, in future OR save the email containing the link to the site 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 the email from the Department Administrator (or that you have saved as a favourite)

6. You will be presented with one of the following screens:

   a) The Microsoft ‘Welcome to SharePoint Online’ screen:

   ![Microsoft 'Welcome to SharePoint Online' screen](image1)

   In which case, follow steps 2a or 2b (in the first section of this guide) and 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)

   b) The Oxford login screen:

   ![Oxford login screen](image2)

   In which case, 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)

OR, if you have previously been provided with an Oxford account, login using:

   - Your Oxford username in this format 1234abcd@OX.AC.UK
   - The password that is associated with your Oxford account