



SharePoint Online 'Examining' Sites Managing External Users

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SharePoint Online (SPO) 'Examining' Sites

Managing Users in SharePoint Groups

This quick reference guide includes sections from the 'SPO Examining Sites Administrator Guide' and outlines how to manage external users within SPO sites.

This quick reference guide covers the following help topics:

- How to give external users access to SPO examining sites
- The steps that an external user needs to complete to login to an Oxford SPO site
- The login guide that has been produced for sharing with external users

For an overview of what SPO examining sites are and what they include see the 'SPO Examining Sites - Getting Started Guide' or the full 'SPO Examining Sites Administrator Guide'.

If you prefer to see all guidance in one document, see the '**SPO Examining Sites Administrator Guide**' which contains full details of how to set-up, manage and maintain all of the aspects of your SPO examining site(s).

Getting Support

If you need advice and support in relation to SPO 'examining' sites during MT21 then please contact the e-Assessments project team on: e-assessmentproject@it.ox.ac.uk.

The project team will be providing 'early life support' during MT21 after which ongoing support arrangements will be confirmed and communicated.

Managing External Users

How do I give external users access to SPO examining sites?

Giving external ('non-SSO') users access to SPO examining sites – by adding them to SharePoint groups and giving them direct access to folders (where applicable) – is no different from giving internal 'Oxford' users access to SPO examining sites.

For details of how to add (external) users to SharePoint groups within SPO examining sites see '**How do I ADD users to SharePoint groups within SPO examining sites?**' within the '**Managing Users in SharePoint Groups**' quick reference guide.

For details about how to give external users direct access to folders (outside of SharePoint groups), where applicable, see the '**Managing User Access to Folders**' quick reference guide.

Or if you prefer to see all guidance in one document, see the '**SPO Examining Sites Administrator Guide**' which contains full details of how to manage user access within SPO examining sites.

What Steps Does An External User Need to Complete to Login to an Oxford SPO Site?

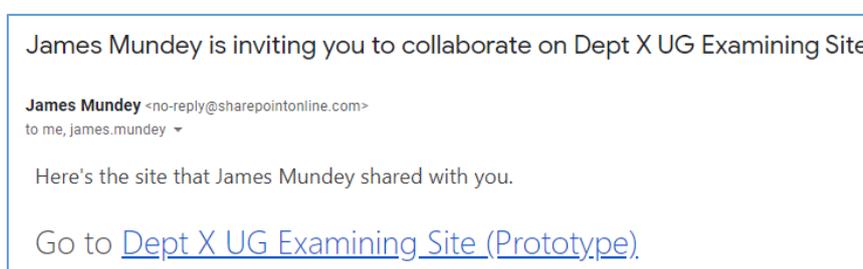
The following section is also in the '**How to Access Oxford Examining Sites (Non-Oxford User)**' guide; that guide can be shared with external users to provide guidance to them about how to access SPO examining sites.

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.

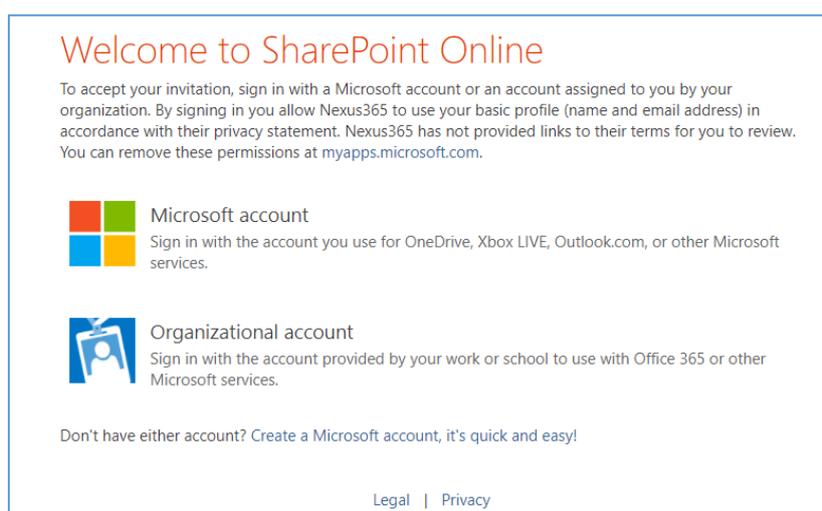
Note that the email is very likely to be in your spam or junk folder so check there for the notification email.

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

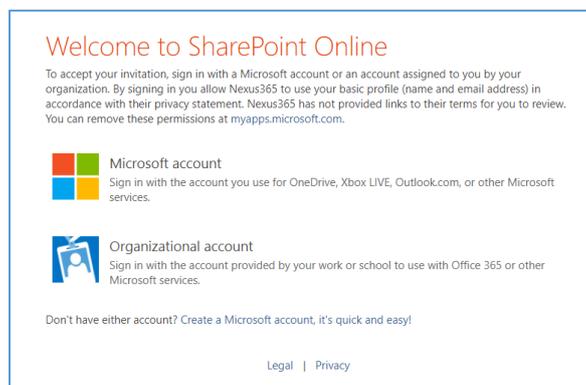
Note that the only details that Oxford has access to in relation to your organisational account are your name and email address. (The same applies for personal Microsoft accounts too).

- 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)

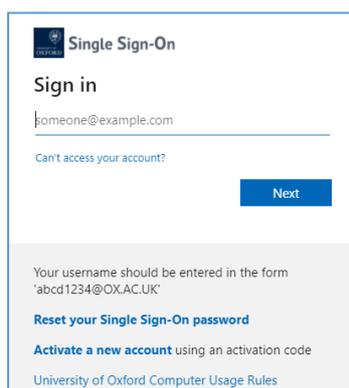
How do I log back into an Oxford SharePoint Online Site?

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)
-

Notes for Administrators

Note that when you add an external user who has not authenticated with the University before to a SharePoint group you won't see a record for the user in the list of users associated with the SharePoint group **until** the user has successfully logged into the site (and authenticated with the University for the first time).

This is because the first time the user logs into any Oxford SPO site they effectively become 'known' to Oxford i.e. Oxford then treats them as an authenticated user (and at that point the University has access to their name and email address).

Going forward, the user will then appear in the same way an internal user will appear when you search for users when adding them to groups and folders in SPO sites.

Login Guide for External Users

As mentioned above, a short login guide has been created for external users to share details of how they login to Oxford SPO sites – see the 'How to Access Oxford Examining Sites (Non-Oxford User)' guide for sharing with external users as applicable.