



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 SharePoint Online 'examining' sites then please contact student.systems@admin.ox.ac.uk.

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.

However, 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.

External Users and Oxford Login Accounts

Some external users may have a legacy Oxford account (e.g. if they've previously been involved in a project at Oxford). If this is the case then they may need to access the SharePoint Online site using their Oxford login details – point them to the sections of the '*How to Access Oxford Examining Sites (Non-Oxford User)*' guide (see below) that advises how to login using their Oxford account details.

Login Guide for External Users

A short login guide has been created for external users to share details of how they login to Oxford SPO sites – the guide, called '**How to Access Oxford Examining Sites (Non-Oxford User)**', is currently available to download (and email to external users) within the SharePoint Online user guidance materials on the [Online Coursework Submissions webpage](#).

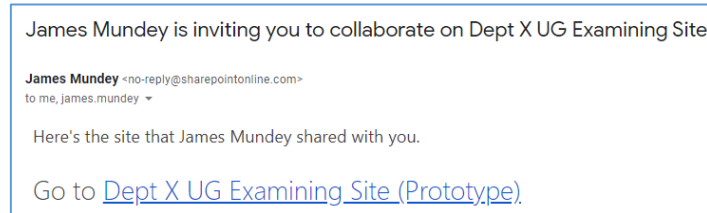
NB the following section of this guide is reproduced in the '*How to Access Oxford Examining Sites (Non-Oxford User)*' guide.

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

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



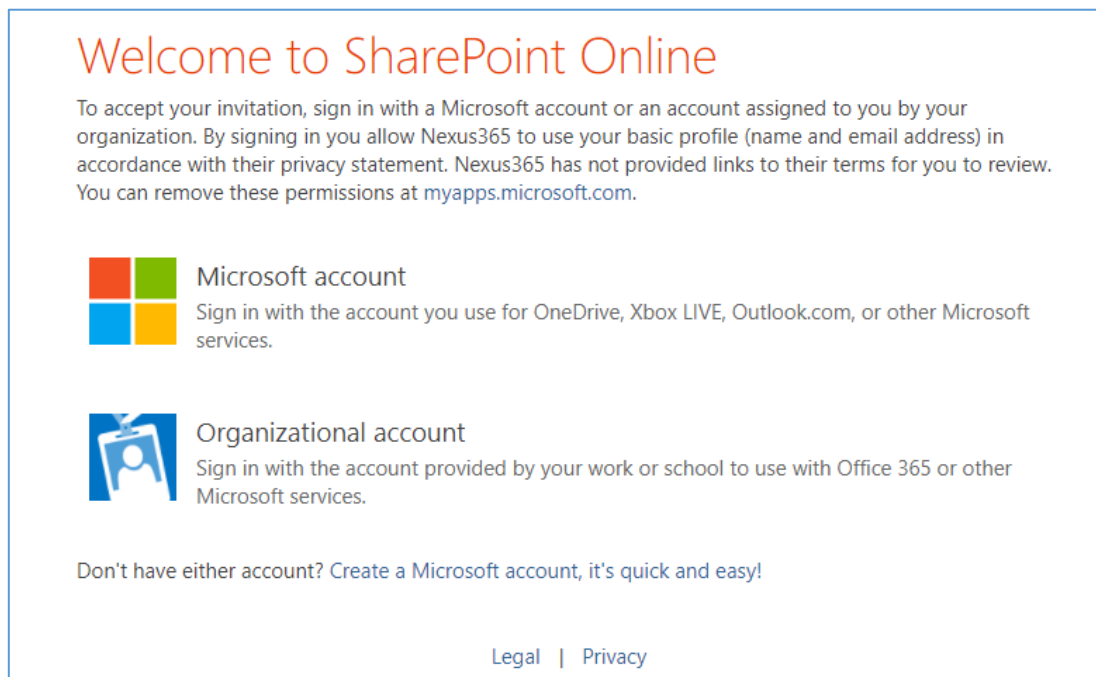
- ***Note that the automated SharePoint email is very likely to be in your spam or junk folder so check there for the notification email.***

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):

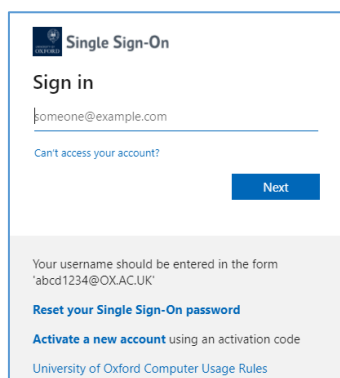
- a) If you have a personal Microsoft account (associated with the email with which you have been given access to the SPO site), sign-in to the Oxford SPO site using that personal Microsoft account by clicking on the '**Microsoft account**' option and following the standard login steps
- b) If you have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



Login using:

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

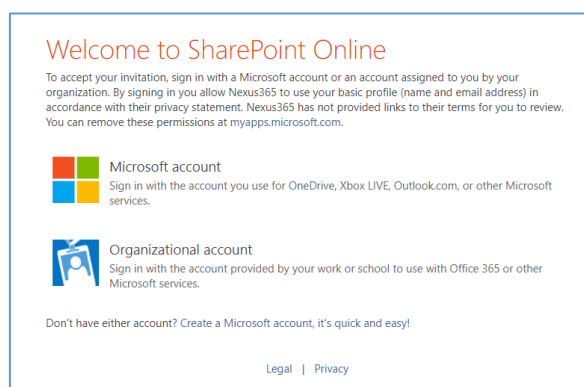
-
- 3. Once you have logged in, the Oxford 'examining' site Homepage will be displayed and you will be able to navigate around the parts of the site that you have been given access to
 - 4. Save the URL of the site as a favourite so that you can easily access the site again when you need to log back 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:

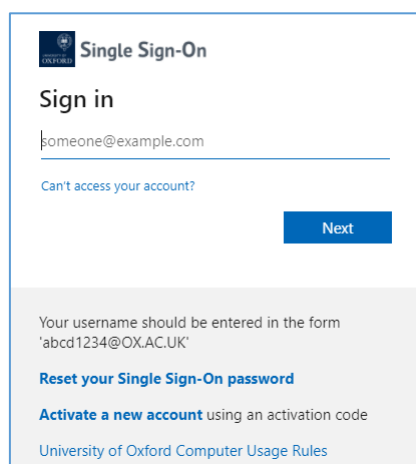
a) The Microsoft 'Welcome to SharePoint Online' screen:



In which case, follow steps 2a or 2b 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:



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