Creating a Microsoft Account – External Users

When a UMB employee shares a file through Office 365 with an email address that is external to UMB, the recipient must use a Microsoft account in order to access the shared file. This is in order to verify the recipient's credentials and ensure the safety of UMB's online environment.

Receiving a Shared File from UMB

When a file is shared, it creates a link to the file that is sent to the recipient via email.

** NOTE ** - This email often goes into spam/junk folders!

The email will look similar to the following:
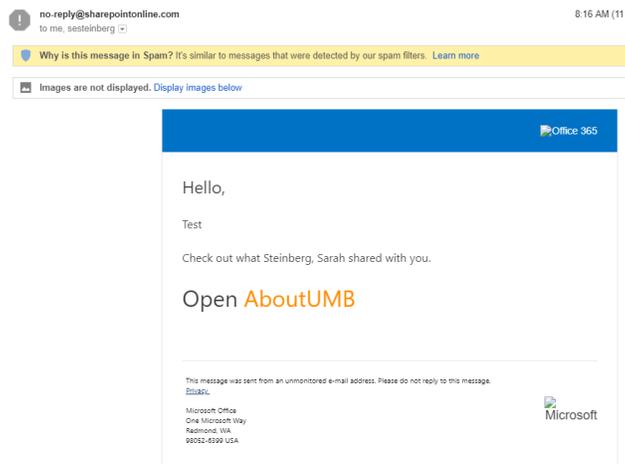
- It will be from "no-reply@sharepointonline.com".
- The text following **Open** is the link to the file.

If a Microsoft account is already associated with external user's email address, the file will open.

If a Microsoft account does not exist for the external user's email address, once the link is selected, the following will appear:
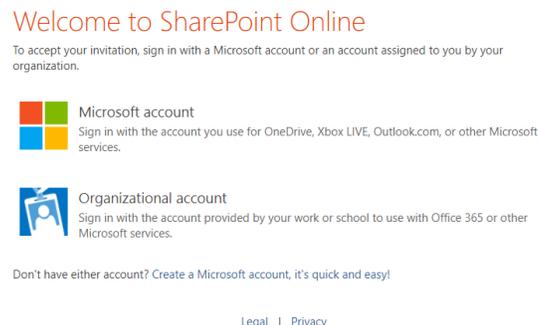
- Select **Microsoft Account**.

Creating a Microsoft Account

If a Microsoft account does not exist, one must be created. ** **NOTE** ** **The account MUST be created using the email address that the file was sent to.** If a different email address is used, access to the file will be denied.

- Once **Microsoft Account** is selected, the **Sign In** window will appear.
- Click **Create one!**
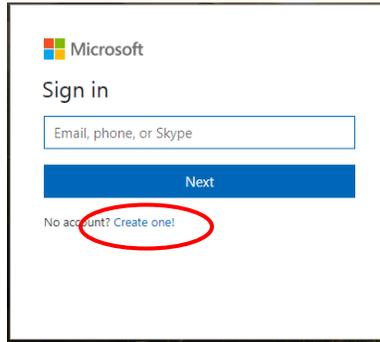
- In the **Create account** window, enter the **email address** that the file was sent to.
- Click **Next**.
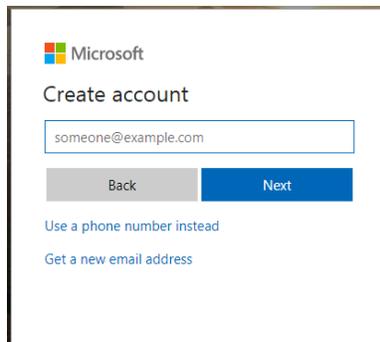
- In the **Create a password** window, enter a **password**.
- Click **Next**.
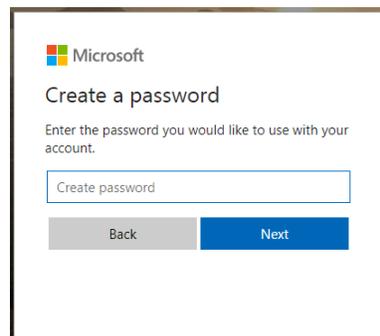
- A **Verification Code** will be sent to the email address provided. Enter the code when prompted.
- Click **Next**.

The Microsoft account is created and access to the shared file will be granted.