

# SharePoint External Users & Microsoft Accounts (MSA)

## Information for Users and SP Owners

### Is your email account a MSA?

To use an MDH SP site you need to have a MSA. If you don't know if your email account is a MSA you can find out by following these steps.

1. Go to **office.com** – this will take you to a welcome page
2. Click on the **Sign in** button
3. Enter your email address and click **Next**
4. If your email is a MSA you will be asked to enter your password
5. If your email is not a MSA the screen will say that it is not an account and you will be asked if you want to create one or you can use another email.

### Possible Scenarios

**Your email is already a MSA** - If the email used to invite an external user is already a MSA, when the user clicks on the link in the invitation they will be asked for their password for that account and will be taken to the MDH SP site in the invitation.

**Your place of business is in process of moving to O365** - It could happen that the external user's place of business is in the process of moving to O365, meaning their email accounts are in the process of becoming MSA. If the external user is having trouble accessing the SP site in the invitation then the SP Owner should have the external user check with their IT department to see if this is the case. If they are in the process of moving to O365 their IT department may be able to supply the user with an alias email (a temporary email address) that has been created behind the scenes. The SP Owner can use the alias email to invite the user. Note: the users IT department does not always know the alias emails.

**Your account is not a MSA and you need to create one** – Some external user's accounts are not MSA so one needs to be created. In this case when the user clicks on the link in the invite the following will be the process to create a MSA:

1. Click on *Create a Microsoft account*

### Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow State of Minnesota - MN365 to use your basic profile (name and email address) in accordance with their privacy statement. State of Minnesota - MN365 has not provided links to their terms for you to review. You can remove these permissions at [myapps.microsoft.com](https://myapps.microsoft.com).



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



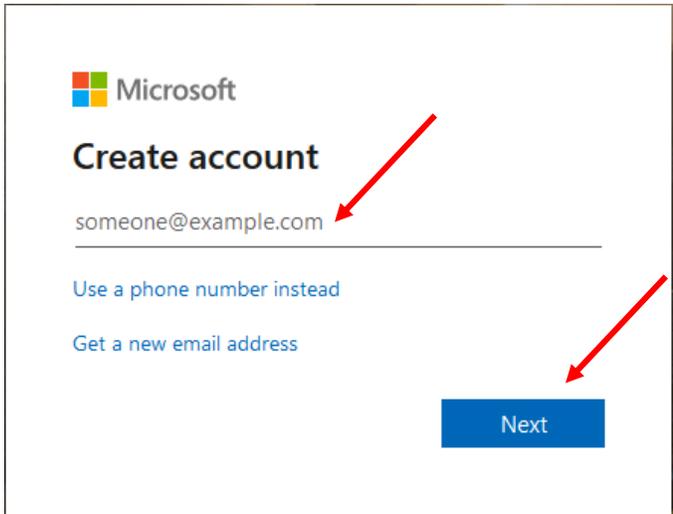
Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

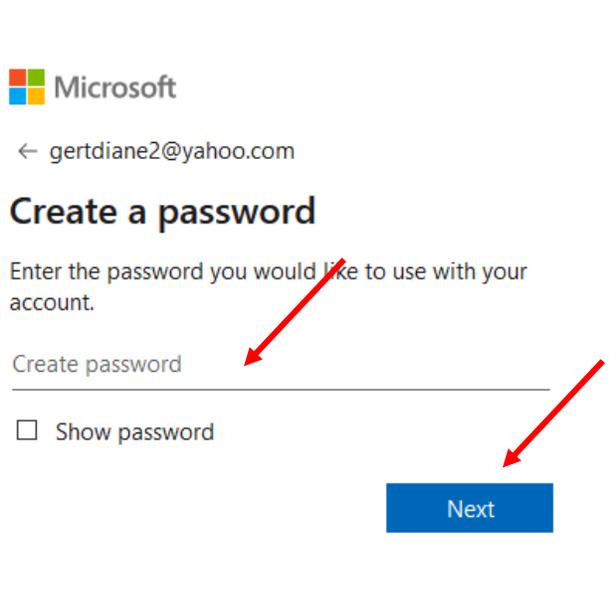
[Legal](#) | [Privacy](#)

- When you click the *Create a Microsoft account* link it takes you to this screen. Enter your email address and click *Next*.



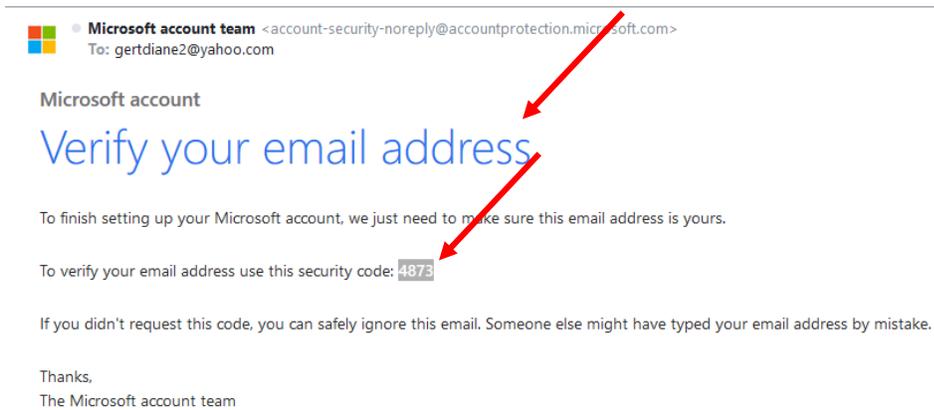
The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is the heading "Create account". A text input field contains the email address "someone@example.com". Below the input field are two links: "Use a phone number instead" and "Get a new email address". At the bottom right is a blue button labeled "Next". Two red arrows point to the email input field and the "Next" button.

- Enter a unique password for this email account no matter if it's a Yahoo account (or others) or your work email. **If you are using your work email know that your work email will continue to work at your place of business like it always has worked but you will now have a MSA using your work email but this is an entirely different account with an entirely different password.** This should be a unique password for this account to access MDH SP sites. Click *Next* and 2 things will happen:

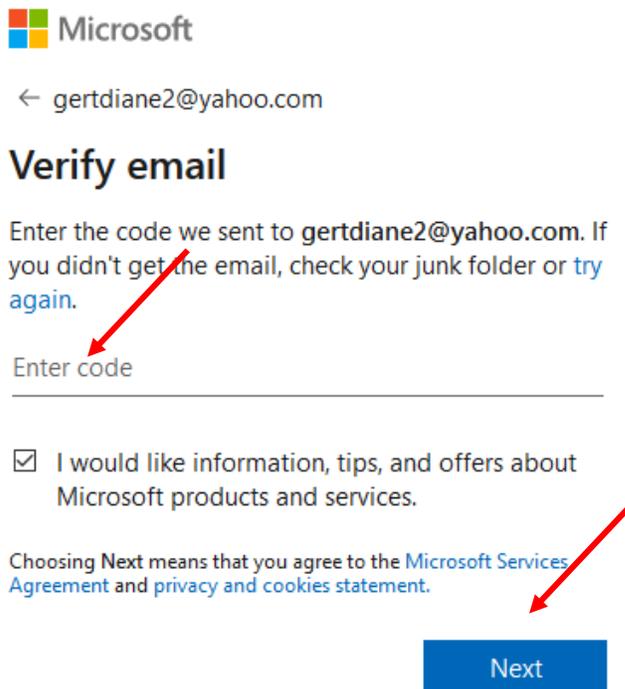


The screenshot shows the Microsoft account creation interface for password creation. At the top left is the Microsoft logo. Below it is the heading "Create a password". Above the heading is a back arrow and the email address "gertdiane2@yahoo.com". Below the heading is the instruction "Enter the password you would like to use with your account." A text input field contains the placeholder text "Create password". Below the input field is a checkbox labeled "Show password". At the bottom right is a blue button labeled "Next". Two red arrows point to the password input field and the "Next" button.

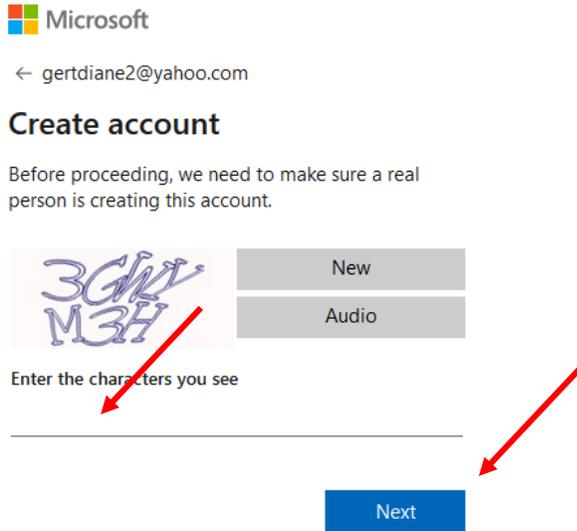
4. You will receive an email with a security code included. Copy the security code



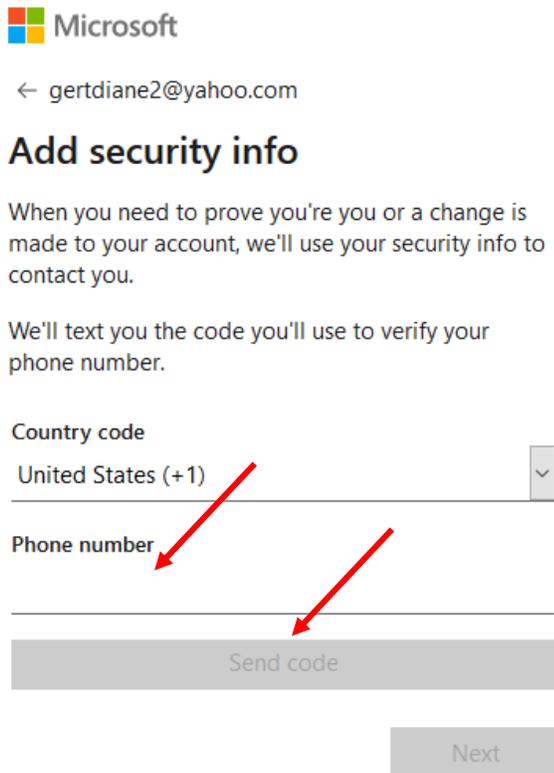
5. Click on the *Verify your email address* link in the previous popup and you will be sent an email to the email account box you are using and enter the code in the code field and click *Next*.



- Another screen pops up and you enter the characters you see and click *Next*.



- In the next screen that pops up enter a phone number and click *Send code*. (Read the note in the popup. You will be sent another notification with another code.)



8. A code is sent to your phone. Enter that code from the text on your phone and click *Next*

Microsoft

← gertdiane2@yahoo.com

## Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code  
United States (+1)

Phone number  
6513732610

I didn't get a code

Enter the access code

Next

9. This screen will appear. Click *Looks good!* if the information is correct. You will be taken to the SP site that has been shared with you.

Microsoft

gertdiane2@yahoo.com

## Is your security info still accurate?

We just want to make sure this [security info](#) is up-to-date, so we can use it to verify your identity or alert you if there's ever a problem with your account.

- gertdiane2@yahoo.com
- 6513732610

[Remind me later](#)

Update now Looks good!

As you are going through the screens creating a MSA you may get some popups that looks like the ones below. Just click through them if you are interested or close out of them. They are Microsoft ads.



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