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# Login Guide for External Users to access a SharePoint Hub Extranet Portal



## **Microsoft SharePoint Online Site – External User Login Guide**

Prepared for:  
External users accessing a SharePoint Hub portal site

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## Overview

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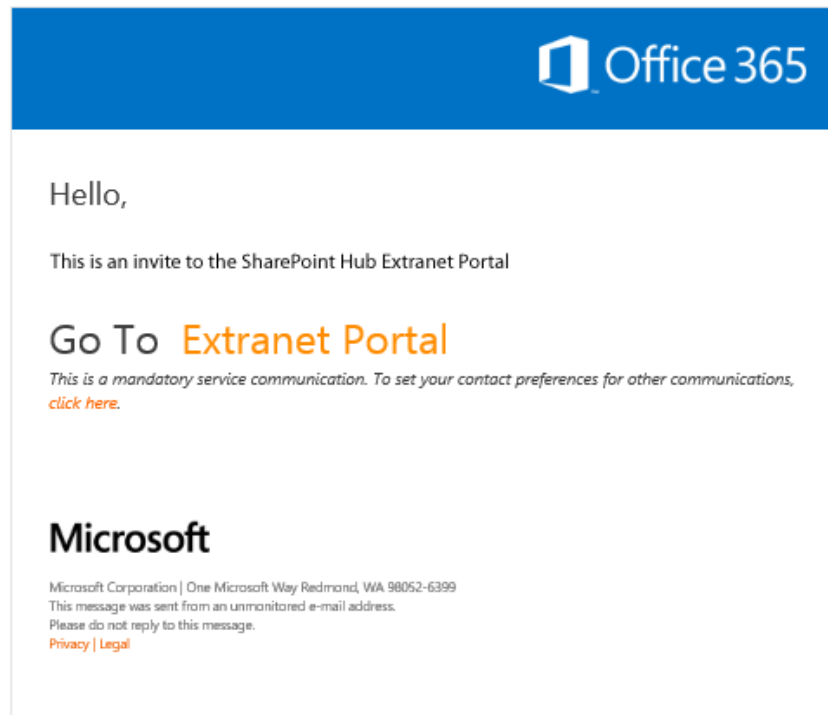
At SharePoint Hub, we value the relationships we have with our clients. To foster these relationships, we have created several secure extranet portals that are intended as platforms for information and collaboration between our employees and yours.

To access these Portals, you will initially need an invitation. If you have not yet received an invitation, or if you have having issues accessing the site, please contact us at [sales@sharepointhub.com](mailto:sales@sharepointhub.com).

## Site Access Logon Overview

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The email invitation sent to you will contain a link to a specific SharePoint Hub Portal. Logging in to the Portal requires a Microsoft Account. A Microsoft account (previously known as a Microsoft Passport, .NET Passport, Microsoft Passport Network, and Windows Live ID) is a single sign-on web service developed and provided by Microsoft that allows users to log into websites, devices, and applications using one account. (Examples of these would be a site like Outlook.com, personal Windows 8 computers and tablets, Windows Phones, and applications like Visual Studio.)



Clicking on the Extranet Portal link in the email invitation example shown would bring you to a Welcome screen.


The Welcome To SharePoint Online window provides three options:


- If you have already established your Microsoft Account and have your user name and password, just click on the MICROSOFT ACCOUNT link.
- The Welcome screen also contains a link to an ORGANIZATIONAL ACCOUNT – this link would not be used to access the SharePoint Hub Portal, but may be used by your company if they have a web site that requires this access.
- If this is your first time visiting the SharePoint Hub Portal, you will need to set up a Microsoft Account. On the Welcome screen, just click on the link to CREATE A MICROSOFT ACCOUNT.

NOTE that you may already have a Microsoft Account that you use for personal or other uses. In this case, we recommend that you create an additional Microsoft Account using your work email address (your work email address is the email address being invited to access the Extranet Portal).

## Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.

 **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!](#)

## Create a new Microsoft Account

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To create a new Microsoft Account on the CREATE AN ACCOUNT screen, complete the information required, and follow the instructions provided. An email will be sent to you to verify your new account, and you will then be able to use that information to log into the SharePoint Hub Portal site.



### Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to [sign in](#).

First name	Last name
<input type="text"/>	<input type="text"/>

User name

[Or get a new email address](#)

Password

8-character minimum; case sensitive

Reenter password

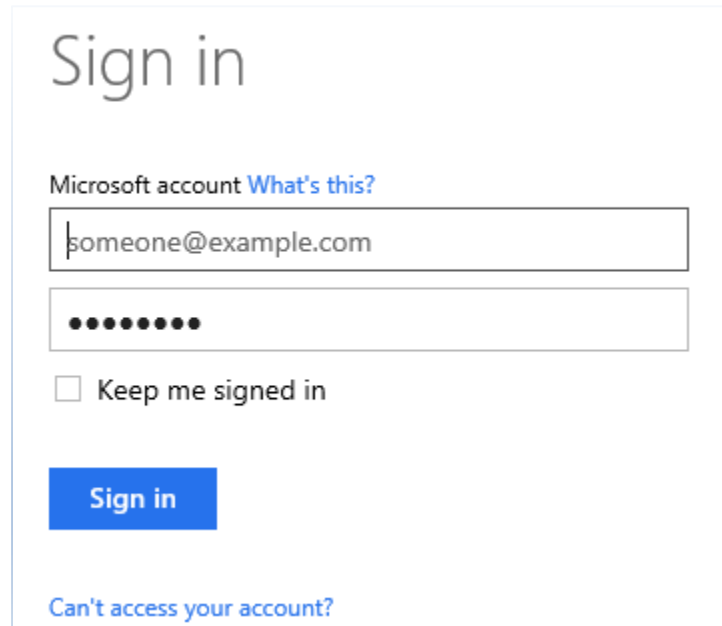
Country/region

▼

## Site Access Logon

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Once you have your Microsoft Account credentials (user name email address and password), you will be able to access the SharePoint Hub Portal site. Click on the link to the SharePoint Hub site, and when prompted, enter your user name email address and password, and then click the SIGN IN button.



The screenshot shows a 'Sign in' form with the following elements:

- Header: 'Sign in'
- Text: 'Microsoft account [What's this?](#)'
- Input field: Contains the email address 'someone@example.com'
- Input field: Contains a password represented by ten dots
- Checkbox: 'Keep me signed in' (unchecked)
- Button: 'Sign in' (blue)
- Link: '[Can't access your account?](#)'

## Site Access Issues

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If you are having issues accessing the site, the SIGN IN screen also provides a link called CAN'T ACCESS YOUR ACCOUNT. This link will help you resolve the issue.

# Sign in


Microsoft account [What's this?](#)

  
  
 Keep me signed in

**Sign in**

[Can't access your account?](#)

Clicking on the CAN'T ACCESS YOUR ACCOUNT link will take you to another screen to assist you with addressing the Sign In issue you are experiencing.

 **Microsoft** | Account

## Why are you having trouble signing in?

- I forgot my password
- I know my password, but can't sign in
- I think someone else is using my Microsoft account

**Next**

Cancel



## Still Need Assistance

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If the information provided here does not answer your questions or resolve your issue, please contact us at [sales@sharepointhub.com](mailto:sales@sharepointhub.com).