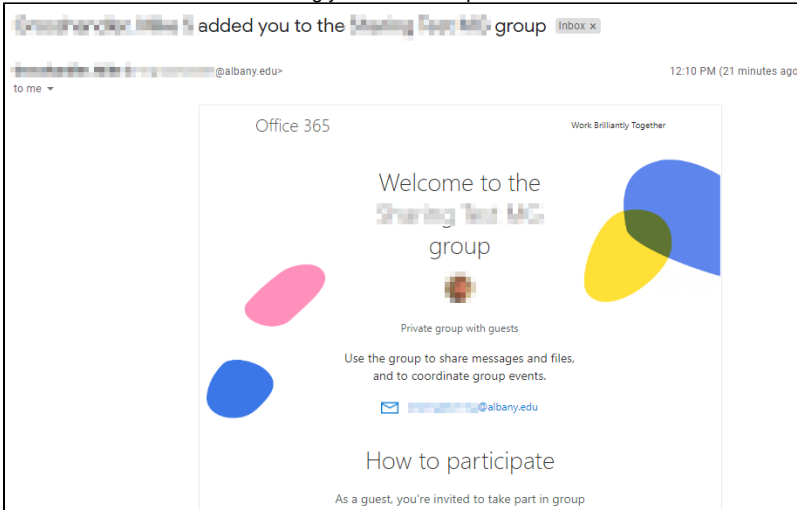


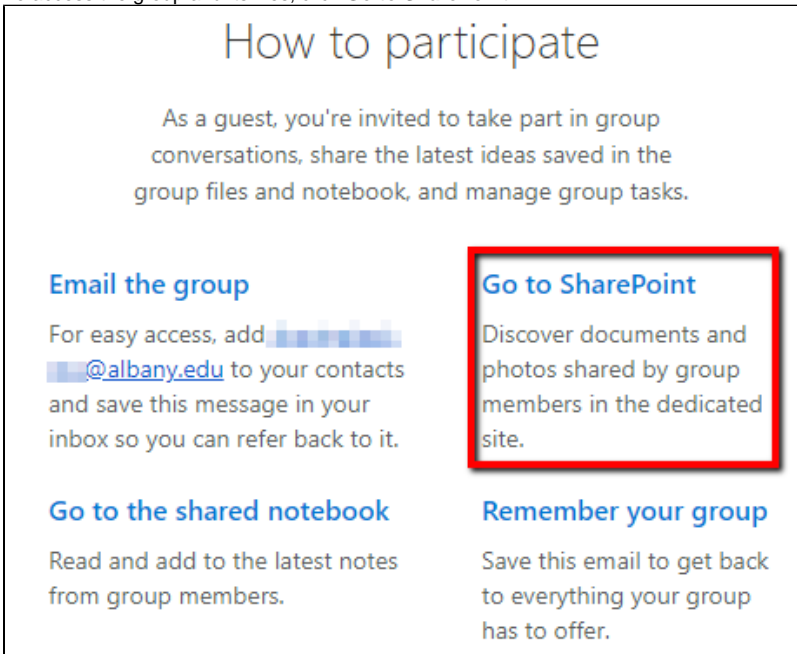
Use an Office 365 Group as a Guest

If you have been invited to join an Office 365 Group as a Guest:

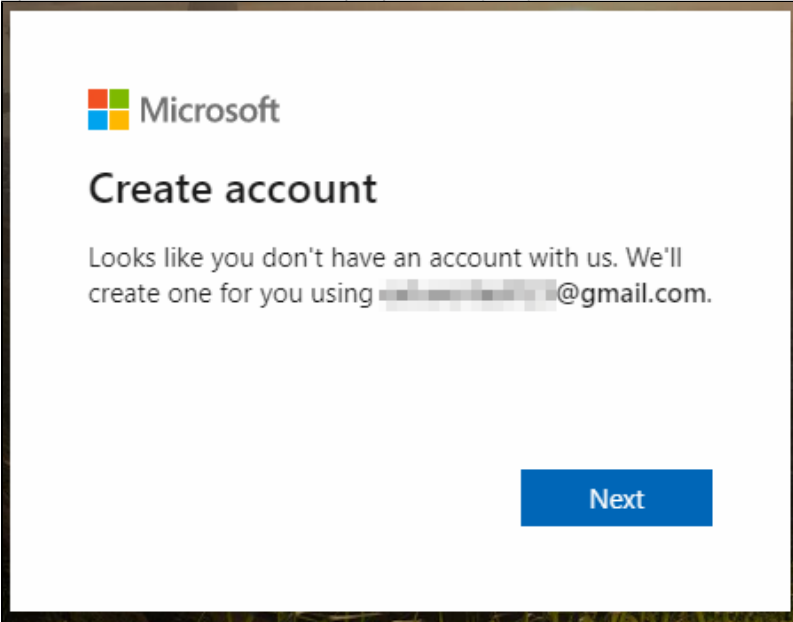
1. You will receive an email welcoming you to the Group:



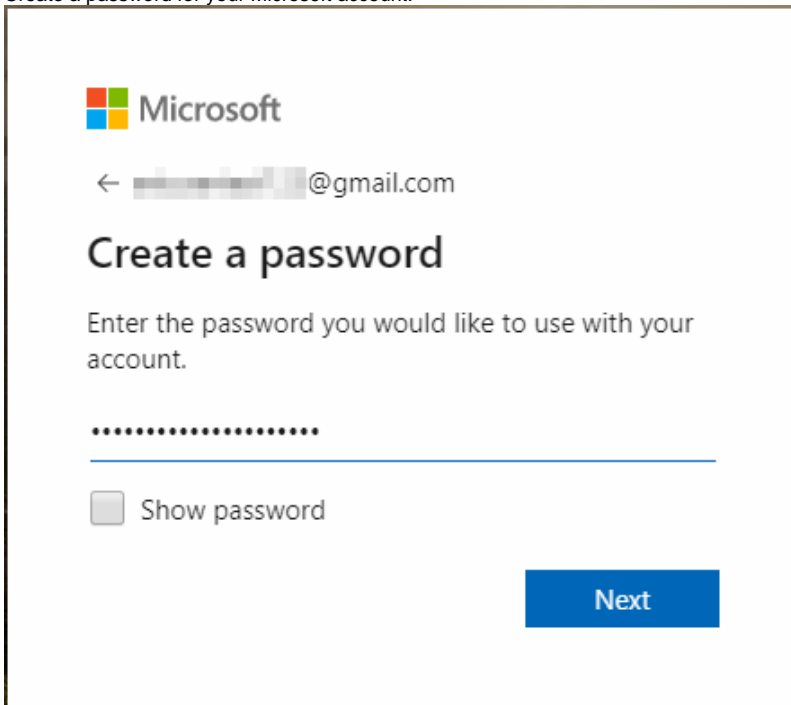
2. To access the group and its files, click **Go to SharePoint**:




3. If you do not have a Microsoft account yet, you will be prompted to create one. Click **Next**:



4. Create a password for your Microsoft account:



5. Verify your account with the code sent to you:



← [redacted]@gmail.com

Verify email

Enter the code we sent to [redacted]@gmail.com. If you didn't get the email, check your junk folder or [try again](#).


Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing Next means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next


6. Complete the CAPTCHA if prompted:



← [redacted]@gmail.com

Create account

Before proceeding, we need to make sure a real person is creating this account.



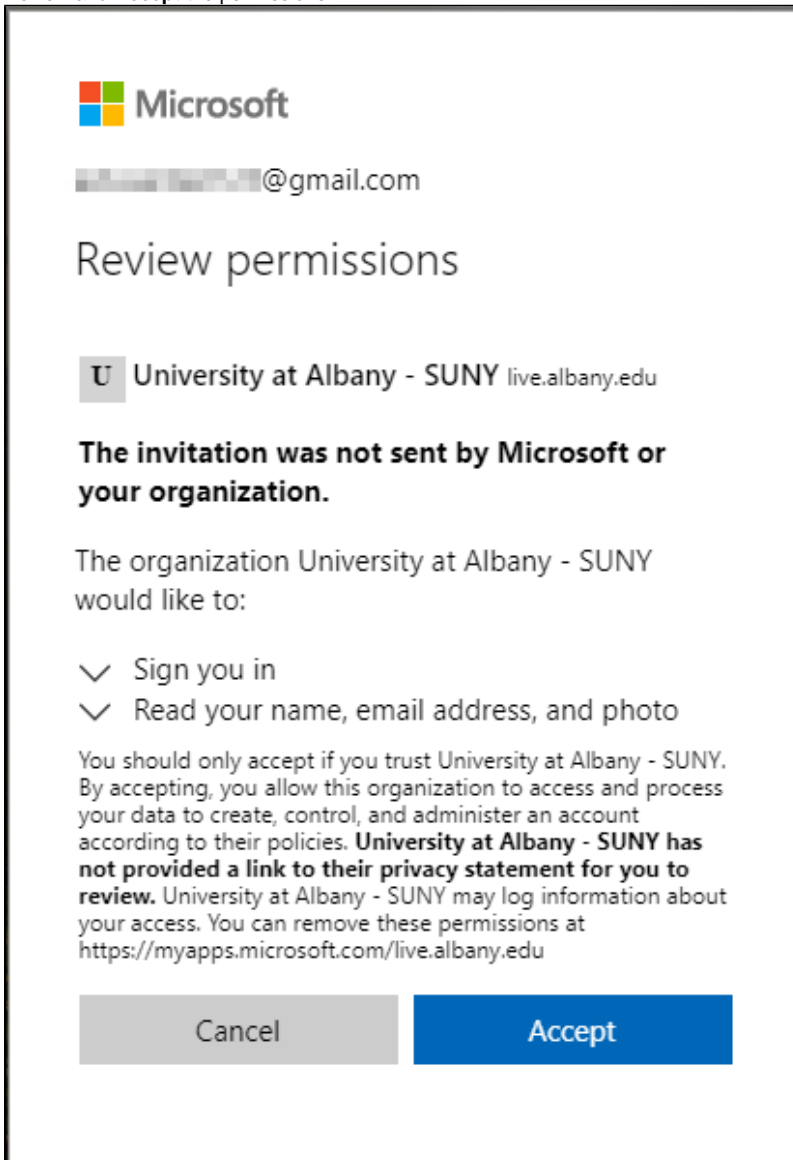
New

Audio

Enter the characters you see

Next

7. Review and **Accept** the permissions:



The screenshot shows a Microsoft permission review dialog box. At the top left is the Microsoft logo. Below it is a blurred email address followed by '@gmail.com'. The main heading is 'Review permissions'. Below that is a grey box with a 'U' icon and the text 'University at Albany - SUNY live.albany.edu'. A bold warning states: 'The invitation was not sent by Microsoft or your organization.' Below this, it says 'The organization University at Albany - SUNY would like to:' followed by two checkmarks: 'Sign you in' and 'Read your name, email address, and photo'. A paragraph of text explains that the user should only accept if they trust the organization and that the organization has not provided a privacy statement link. At the bottom are two buttons: 'Cancel' (grey) and 'Accept' (blue).

8. You should now be able to access the Group Document Library (files). If you get an error, try closing the browser window and clicking the link from the invitation email again.
9. Visit Microsoft's documentation for more info on using an [Office 365 Group as a Guest](#)

Need more help? Submit an [ITS Service Desk Request](#).