HANDLEIDING (MANUAL)	
Onderwerp/titel	Manual SharePoint login instructions for new experts
Afdeling	OS
Versiedatum	10-11-2020

Dear expert/working group member,

Our organisation works with Office 365: SharePoint. To access our platform, your email address must be a registered Microsoft account. Below are the steps to register your email address.

The Netherlands Commission for Environmental Assessment (NCEA) makes use of SharePoint, an Office 365 web application, for its advisory work. This application provides a centralised location for:

- making available and sharing the documents to be assessed;
- collecting and sharing the comments and text proposals of the working group members;
- jointly preparing the advisory review documents;
- keeping track of project planning and additional tasks.

You will be granted access to our SharePoint site, in order for you to access the necessary information. After providing your email address, it will be the only address that we will use. This means that there will be no email traffic to any other email addresses known to us. If possible, we would prefer an email address that is already in our system.

Because we need to send an invitation link to the registered email account, we kindly ask you to inform us of the email address as soon as possible.

Please note that screen shots used in this document may not be up-to-date.

Step 1: Check whether your email address is already a registered Microsoft account

Nowadays, many organisations work with Office 365. If this applies to your organisation, your email address will already be a registered Microsoft account, and you will be able to log into our system with your organisation email and password without any problems. In addition, hotmail.com and @ outlook.com addresses can also be used. Other email addresses, for instance in organisations that do not use Office 365 or @gmail.com addresses, require an easy registration process.
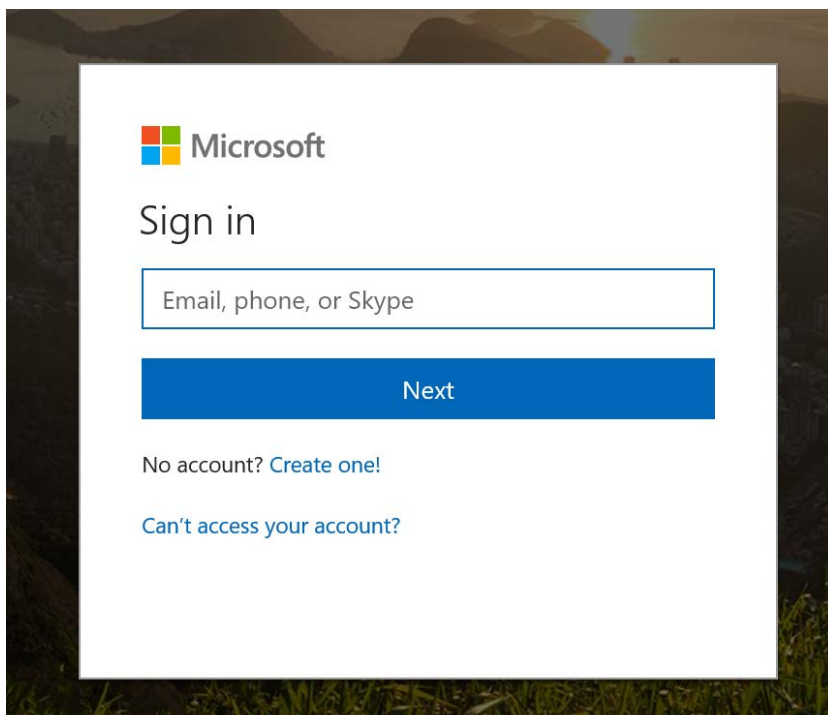
To check whether your email address is a registered Microsoft account, open your browser (Internet Explorer, Safari, Firefox, etc.) in incognito mode (the name is different from browser to browser: incognito, inprivate, etc.).
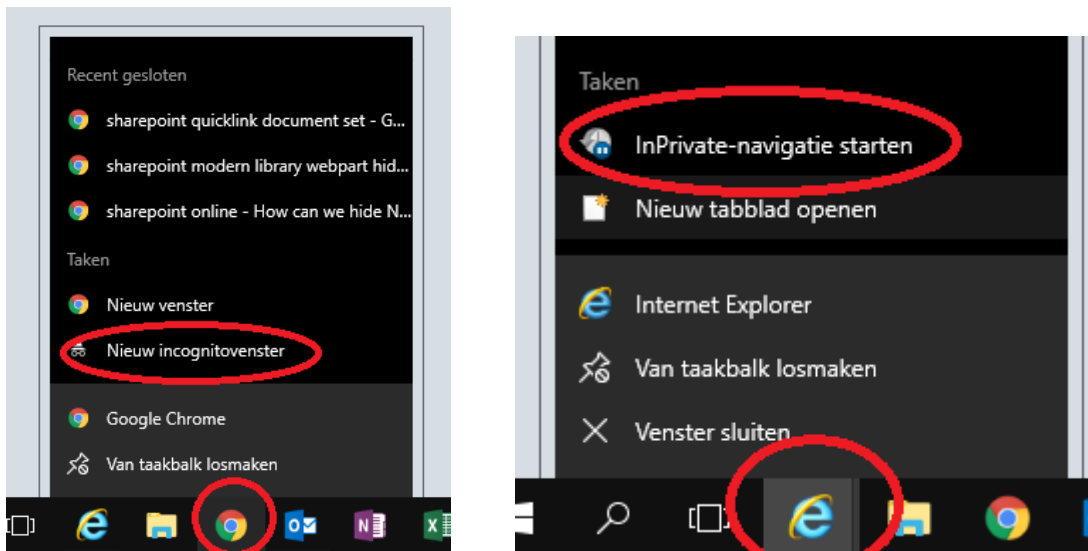
This mode ensures you are using the correct account. In incognito mode you go to the following link:

https://login.microsoftonline.com

You will see the following screen. Enter your email address and click on 'next' to see if your email address has been registered.

Option 1 – password screen: Your address is already a registered Microsoft account

If after entering your email address you are asked to enter your password, the email is already registered, and you don't need to create an account.

Option 2 – error message: Your email address is not a registered Microsoft account

If you see the following page, your email address has not been registered yet. This is no problem; registration of your email address is a quick and simple action and free of charge.
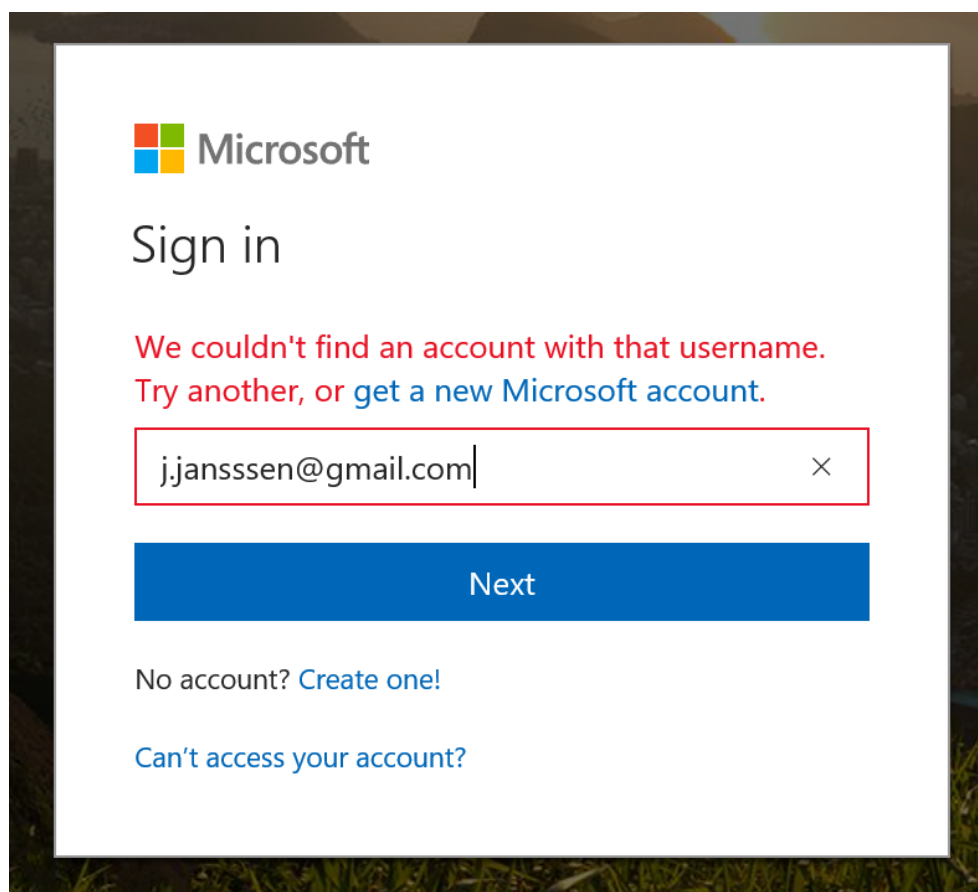
Click on the button "get a new Microsoft account". In the next screen, you can choose a password. This password is for you personally and cannot be reset by the NCEA. Passwords must contain at least eight characters and contain at least two of the following characters: uppercase letters, lowercase letters, numbers and symbols. Click on "Next" to go to the next step.
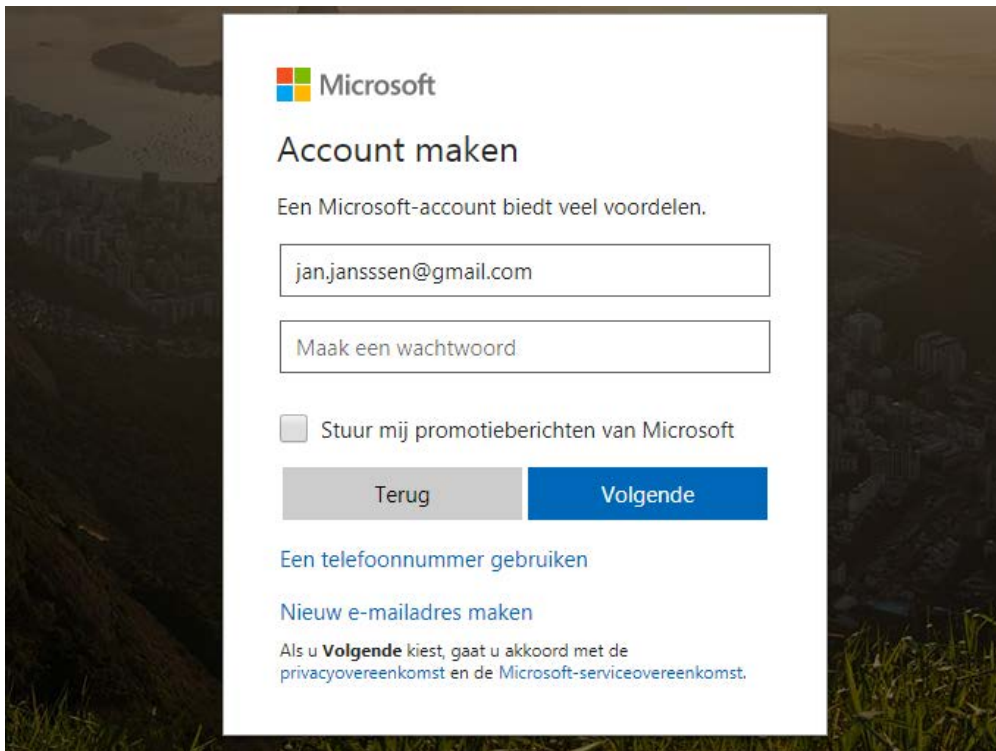
After choosing your password, an email containing a code will be send to your email address. This email is from Microsoft. If you do not see this mail appear in your inbox, please check your spam folder. After receiving the code, you enter it in the next screen. This confirms that you have access to your email address. After you have entered the code, click on "Next".
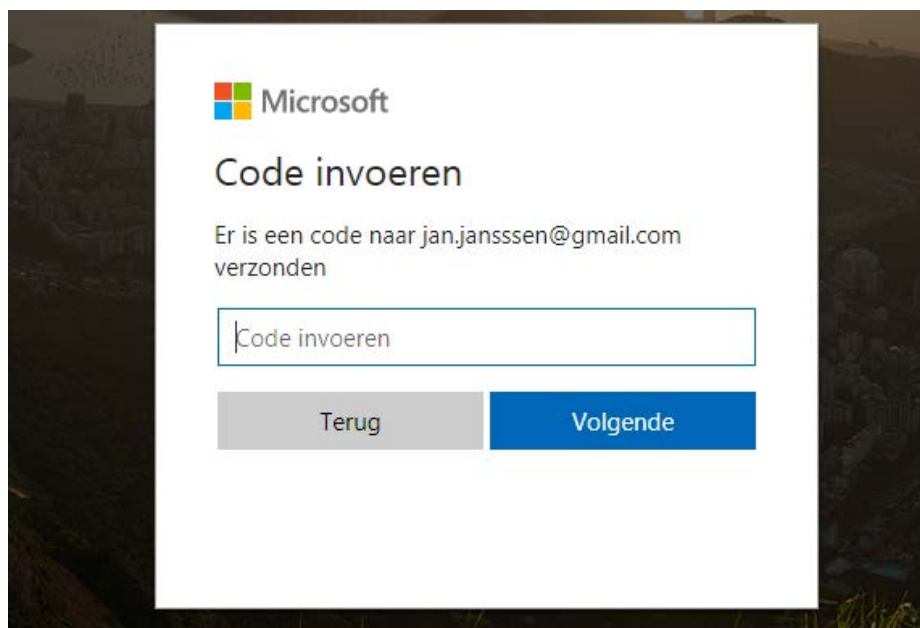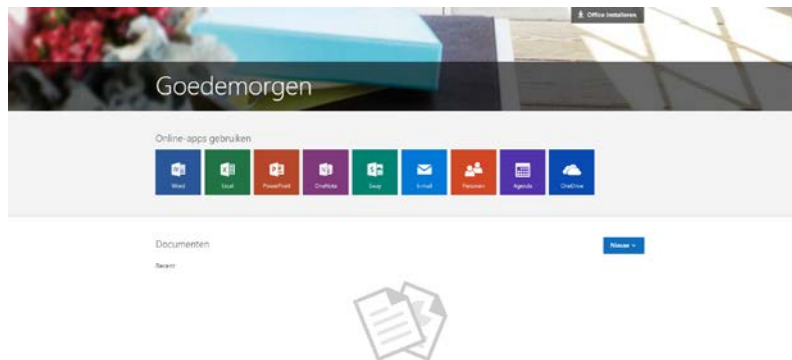

Then, a check whether you are an actual person and not a spam robot will follow.

You need to copy the characters as shown in the screen below. Then click on the "Next" button.
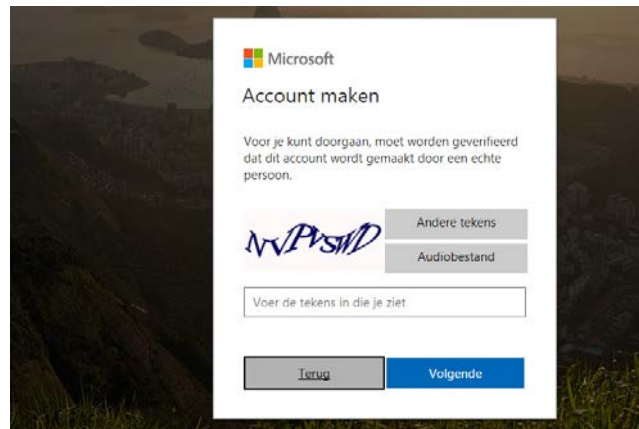

You will then enter a 'welcome' screen

Now your account is created and registered. You can log into the SharePoint system of the NCEA after you have received an invitation from us.

EXTRA Step (not required): fill in your profile with extra information such as name and first name. You do this by clicking on your email address in the top right corner.
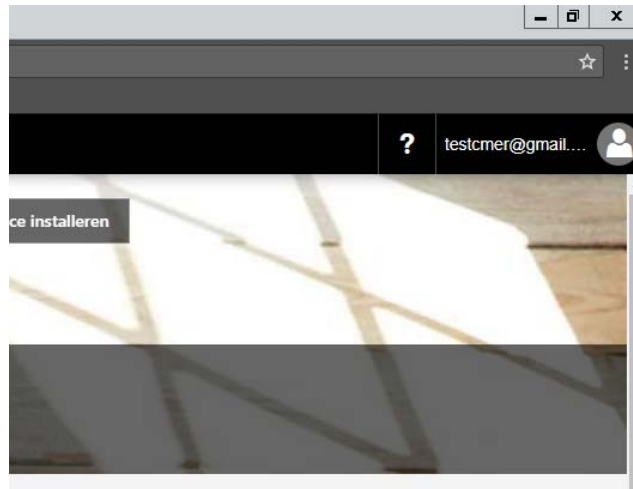
A menu appears where you choose "My account".
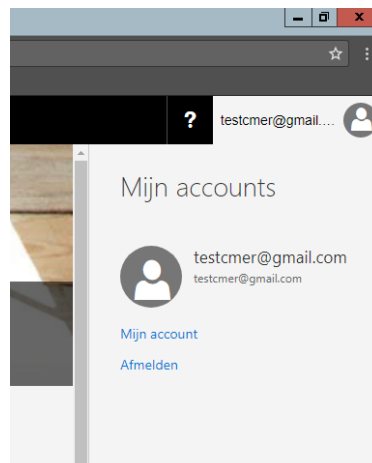
You will see the following screen:

Here you can enter your first name and surname. After you click on "Next" you will

see a Microsoft marketing page. You don't have to do anything here. You can now close your browser.

After we have received confirmation of your email address the following will happen: In order to complete your SharePoint registration, we will send you a link to the project list in SharePoint.

Please note:
- This link will expire in 7 days, therefore please respond within 7 days!
- The project page is still empty but will eventually provide you with an overview of the projects you will contribute to now and in the future.

Please log in within 7 days after receipt of this email:
1. Click on the link that was sent to you: a login page will appear.
2. Log into the notified SharePoint account via "Microsoft Account", unless you use an account of your own organisation.
3. You will see the project overview page in SharePoint.
4. Please let us know if you logged in successfully.

Continued work in Sharepoint:
Once the NCEA approaches you for advisory work, you will receive a SharePoint invitation to log in to the relevant project page using the SharePoint link in the invitation. If logging in was successful, you should be able to see all relevant project documentation.

Please contact our IT-helpdesk if you experience any problems:
Phone +31(0)030-234 76 66
Email: automatisering@eia.nl

Please find the link to the SharePoint manual on our website here. Unfortunately, this manual is still in Dutch. An English/French version should be made available soon.
You will also find a FAQ list.