

STEP 1

Search your mailbox for the personalized sharepoint invitation you received (see printscreen). Check your SPAM folder. Open the invitation mail and click on the link highlighted in orange.



STEP 2.1

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 KU Leuven to use your basic profile (name and email address) in accordance with their [privacy statement](#). You can remove these permissions at [myapps.microsoft.com](#).



Microsoft account **1**

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



Organizational account **2**

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!](#) **3**

If you have an office 365 account, you can use the first or second option to sign in and access the SharePoint website for uploading your file. Not sure whether your account is part of the Microsoft 365 suite? Try one of both options to see whether the system accepts your request. Otherwise, proceed to 2.2.

STEP 2.2

When your e-mail address is not automatically connected to the Microsoft 365 suite, you can click option 3. It allows you to create your own Microsoft account.

IMPORTANT NOTE: you have to use the same email address as the one on which you received our invitation. You cannot make any alterations. This is also true for the domain name (the part which comes after @). If you do not use a one-on-one copy of the email address, our security system will not accept your newly made Microsoft account.

STEP 3

When you have logged in using your newly made or already existing Microsoft account, you will see the home screen. Scroll down to see the folders and upload your file in the appropriate category.

