Instructions – Gaining access to TAC's SharePoint

Users of TAC's SharePoint site will need an Office 365 account or an Outlook.com email address. Follow these steps to confirm that you have a valid email account to use to register for the site:

1) Go to https://login.microsoftonline.com and try logging in with your work address. If **login is successful**, then your email is associated with Office 365, and **you can skip to step 6**.
2) If you were unable to login to the Microsoft URL, your work email address isn't associated with Office 365, and you'll have to use an Outlook account.
3) If you **have an existing active Outlook account** you wish to use, you can **skip to step 6.**
4) To create an account, go to www.outlook.com, click '**No account? Create one!'** and follow the instructions.
5) If creating a new account, please use your first and last names in your new email address. This will be how you are identified on the SharePoint Forum.
6) **Send an email to** cdegrandpre@tac-atc.ca, including your full name, organization and confirmed Office 365/Outlook email. Note – if you require access to a project folder, please also include the name of the project.
7) TAC will soon reply by sending your SharePoint invitation to your Office 365 or Outlook email address. **You must accept the invitation within seven days** or it will expire.

> *Note: Usernames and passwords for Office 365 or Outlook.com accounts are the responsibility of the user, should be kept confidential, and are not accessible by TAC.*