

## Instructions – Gaining access to TAC's Volunteer Centre or Technical Projects SharePoint

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

- Go to <u>https://login.microsoftonline.com</u> 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 <u>www.outlook.com</u>, click '**Create free account'** and follow the instructions.
- 5) If creating a new account, please use your first and last names in your new email address.
- 6) Send an email to <u>tp-pt@tac-atc.ca</u>, including your full name, organization and confirmed Office 365/Outlook email. Note if you require access to a Technical Project folder, please also include the name of the project.
- 7) TAC will soon reply by sending an 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.