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 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 '**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** tp-pt@tac-atc.ca, 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.*