

## 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](http://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. This will be how you are identified on the SharePoint Forum.
- 6) **Send an email to [cghazal@tac-atc.ca](mailto:cghazal@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.***