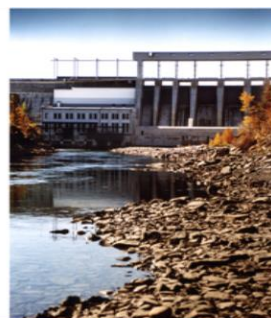


Create Guest Account for TransAlta SharePoint Online

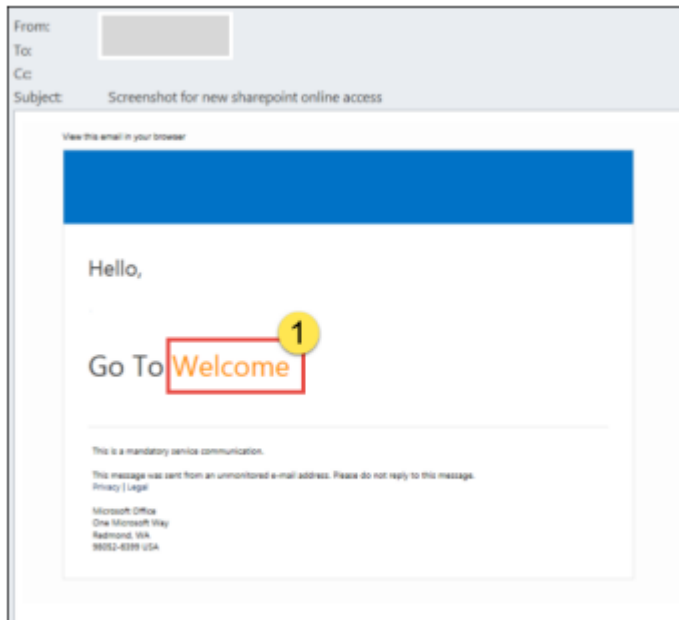
*Last Modified: 2018-08-29
By: Tommy Pang*



Office 365 User Instructions

Follow the steps below to access Office 365:


1. Receive e-mail from a TransAlta administrator.
2. Click on the “Welcome” link.



3. You will be redirected to a registration page.
4. Choose the “Microsoft Account” link to sign in.

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.



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



Organizational account

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!](#)

5. Click on “**Create one!**” to register your account with Microsoft.



Sign in

That Microsoft account doesn't exist. Enter a different account or [get a new one](#).

Bob.Smith@company.com

No account? [Create one!](#)

Next

6. Enter your e-mail address to Create an account.



Create account

someone@example.com

[Use a phone number instead](#)

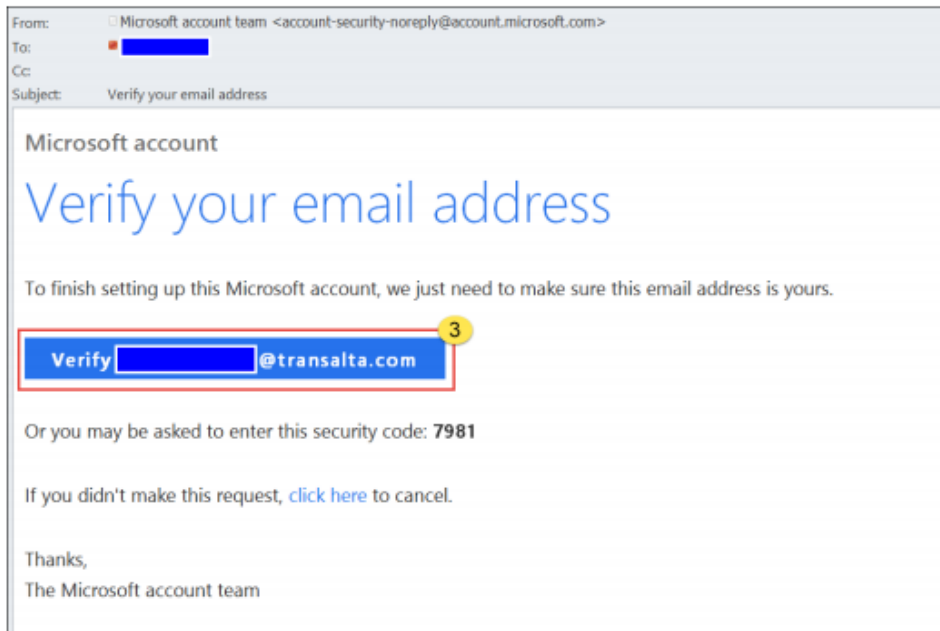
[Get a new email address](#)

Back

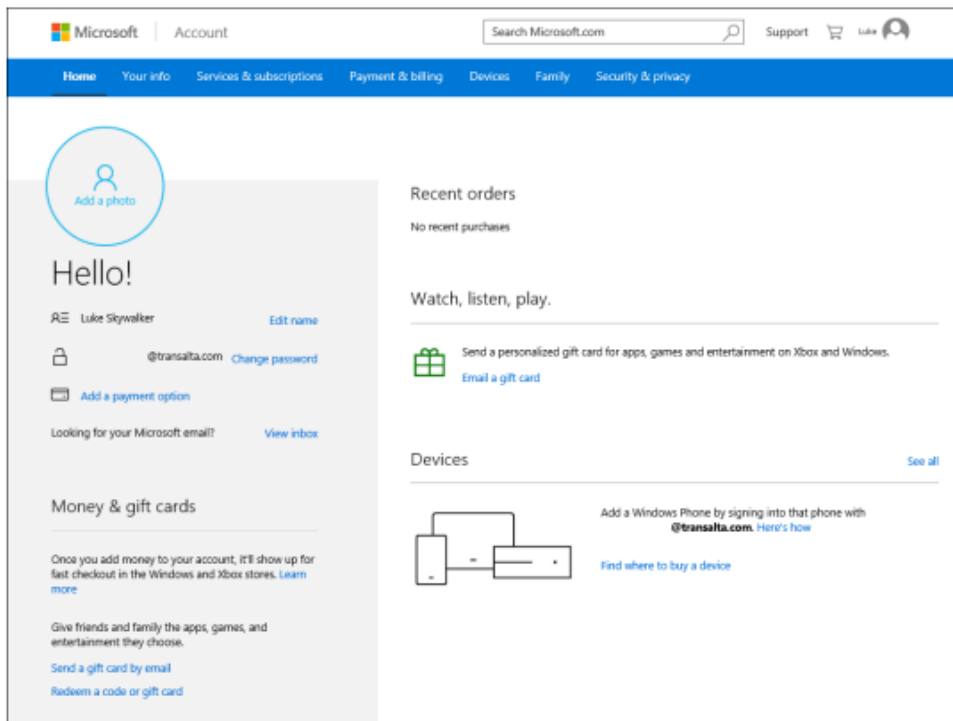
Next

7. Enter in the required information to complete your account creation.

8. Receive an email from Microsoft team requesting you verify your email address.



9. Click on the link to verify your email and account.



Congratulations! You have successfully created a Microsoft account and can log into Office 365.

Security has been enhanced at TransAlta and you will require more than one method of authentication from independent credentials to confirm it is you logging in. This is the screen when you first log in.



For added security, we need to further verify your account



john.smith4ta@gmail.com

Your admin has required that you set up this account for additional security verification.

[Set it up now](#)

[Sign out and sign in with a different account](#)

[More information](#)

©2018 Microsoft

[Terms of use](#) [Privacy & cookies](#)



10. To setup additional security verification choose
Send me a code by text message or
Call me



Additional security verification

Secure your account by adding phone verification to your password. [View video](#) to know how to secure your account

Step 1: How should we contact you?

Authentication phone ▼

Canada (+1) ▼

4036139451

Method


Send me a code by text message

Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.


If you choose Call me, you will receive a voice message on your phone.

 Microsoft


Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We're calling your phone at +1 4036139451

 Answer it to continue...

[Next](#)

 Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We're calling your phone at +1 4036139451

Verification successful!

[Done](#)

©2018 Microsoft [Legal](#) | [Privacy](#)