## Instructions for External SharePoint User

If you already have an active Microsoft Office 365 (O365) account, you will want to use a different browser than the browser you use to access your O365 account. Open a different browser (e.g., if your default browser is Microsoft Edge, use Google Chrome) and copy the invite URL and paste it into the browser to accept the invite.

If you do not have an active O365 account open, you may proceed with your primary browser.

STEP 1: You will receive an email invite from Microsoft to add your personal email account to our organization.

To proceed, click "Accept Invite." If you encounter any issues, copy the invite URL and paste it into your browser. The email will look like this:

← € (	
Car N	lediation Center invited you to access applications within their organization $\frac{1}{1000} \times 1000$
Microso to me 👻	Invitations on behalf of California Association of Realtors <a href="https://www.envirosoft.com">https://www.envirosoft.com</a>
	Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.
	Sender: Car Mediation Center ( <u>carmer Construction or g</u> ) Organization: California Association of Realtors Domain: <u>Construction of Construction</u>
	This message was provided by the sender and is not from Microsoft Corporation.
	CM Message from Car Mediation Center:
	* SharePoint consent/collabration *
	If you accept this invitation, you'll be sent to https://account.activedirectory.windowsazure.com b171_4f03_812e.0b349ef573d08login_hint=@gmail.com. Accept invitation
	This invitation email is from California Association of Realtors (carorg onmicrosoft.com) and may include advertising content. California Association of Realtors has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.
	Microsoft respects your privacy. To learn more, please read the Microsoft Privacy Statement. Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

STEP 2: After accepting the invite, you will be prompted to send a one-time verification code to your email.

STEP 3: After entering the code, you will receive a consent request. Please accept it.

	Microsoft
Microsoft	t
@gm	ail.com
Permissio	ns requested by:
California Assoc carorg.onmicros	ciation of Realtors
By accepting, yo	u allow this organization to:
✓ Receive your p	profile data
$\checkmark$ Collect and lo	g your activity
✓ Use your profi	ile data and activity data
Realtors. California . links to their terms	ept if you trust California Association of Association of Realtors has not provided for you to review. You can update these ://myaccount.microsoft.com/organizations.
This resource is	not shared by Microsoft.
	Cancel Accept

STEP 4: After accepting the consent, you will see an app screen with a loading icon, indicating that your account has been successfully added. **Please note that the app loading screen will not fully load, and you can close the tab now.** 

Google Chrome isn't your default browser Set as default				
	Microsoft			
	Apps	O Search apps		
	17 1			

Within 2 business days, you will receive a email from <u>mediation@car.org</u> confirming your access and providing you with a link to access the SharePoint page. <u>https://carorg.sharepoint.com/sites/CAR-MediatorPanel</u>.

Going forward, we will include a link to this resource page in all case communications. We also recommend bookmarking it for ongoing reference.

Once you receive the link, click on it to open the SharePoint page. In most cases, the page will load automatically. If you see a login screen, enter your email address, and a one-time code will be sent to your account. Enter the code to gain access to the SharePoint page.