UWSA SharePoint Online Invitations

UW System Administration has begun to use Microsoft SharePoint Online for collaboration both within UWSA and across the UW System. The following instructions will help to access UWSA SharePoint sites to which you have been invited to join.

Invitation

You will receive an e-mail that looks similar to the following when a SharePoint Online site has been shared with you. In this example, the CSRG site has been shared with the recipient. Simply click on the site link to proceed to the site.
Signing In
All UWSA SharePoint Online sites require users to log in so that proper security and access to sites can be maintained. Select the best option for you.

Microsoft account
You may use this option if you do not have Office 365 at your institution and already have an existing Microsoft account.

Organizational account
This is the preferred option if you have Office 365 at your institution. Simply log in with your Office 365 credentials.

Create a Microsoft account
You must select this option if you do not have an existing Microsoft or Office 365 account.
Creating a Microsoft Account

Users selecting to create a Microsoft account will be presented with the following screen. Complete the required information to establish an account so that you can access the UWSA SharePoint Online site that has been shared with you.
Sign In
You will be prompted to sign in after you have selected to use a Microsoft or Organizational account, or you created a new Microsoft account.