



This manual explains how to open files as an external colleague

| 1 | Clicking on the link will open the browser. You will be asked to log in with your email address and password. | Sharing Link Validation You've received a secure link to: Woving OneNote Notebooks.pptx Sign in to henktestgraag123@gmail.com and we'll give you access immediately. Next | Microsoft HENKtestgraag123@gmu Enter password Þassword Forgot password? Email code to henktestgraag | 1 | |
|---|--|---|--|--|--|
| 2 | You will be asked to send a verification code to your email address. | Request Verification Code | = 🎽 Gmail | Q, In:spam | |
| | In this example the email ended up in the spam folder, so be sure to check that folder if the email does not appear in your inbox. The sender is 'SharePoint Online'. | You've received a secure link to: Image: Woring OneNote Note Notebooks.pptx To verify your identity, we'll send a code to you at henktestgraag123@gmail.com. Send Code By clicking Send Code you allow UWA to use your email address in accordance with their <u>retivacy statement</u> . | Compose Snoozed Sent Drafts ALEAS Important Chats Scheduled All Mail Span 1 Trash | C ≟ ☆ SharePoint Online | Messages that hav 16109178 is your Microsoft SharePoint v |

ICT is overal

ICT is everywhere



| 3 | You can see the verification code in the subject line and body of the email. | Enter Verification Code |
|---|---|--|
| | Enter this code in the browser on the 'Enter verification code' screen. | Helio. For security purposes, you must enter the code below to verify your account to access bruce deviation of the code will stop working. Furpose the second will stop working a new code. Furpose the second working a new code |
| 4 | The file will then open in the browser. If you want to edit the file in the app that is installed on your PC, click on 'Edit' and 'Open in desktop app' | Diavoorstelling Controleren Beeld Help ✓ A A B I U ∠ ~ A ~ · · · · ONIVERSITEIT VIX AMST ONIVERSITEIT VIX AMST Openen in desktop-app |

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