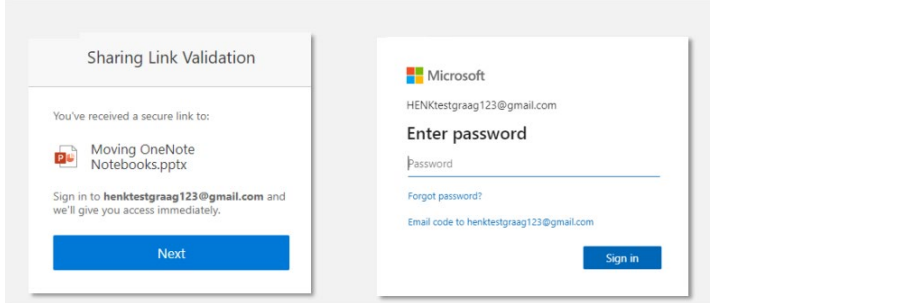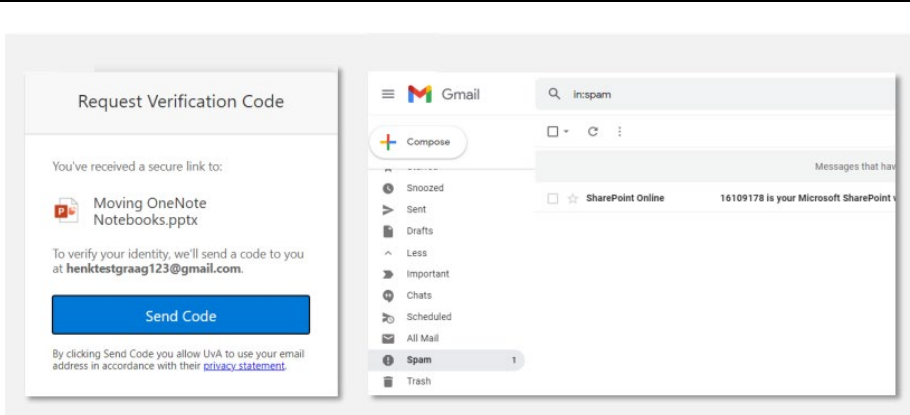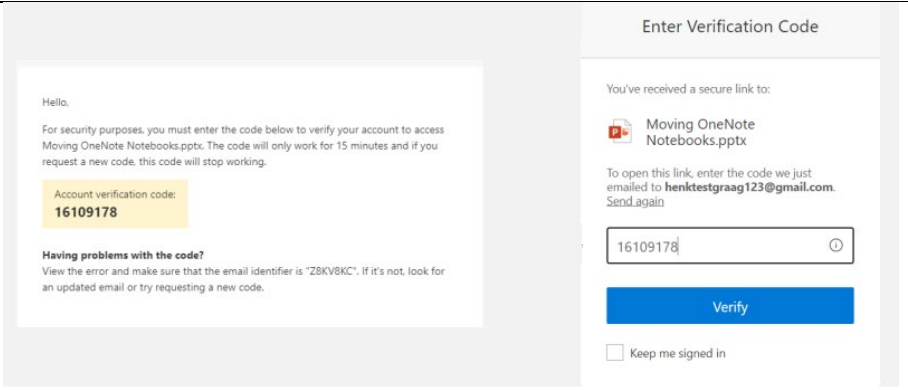# Collaborating with the UvA as a guest

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.	
2	You will be asked to send a verification code to your email address. 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'.	

3	You can see the verification code in the subject line and body of the email. Enter this code in the browser on the 'Enter verification code' screen.	
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'	