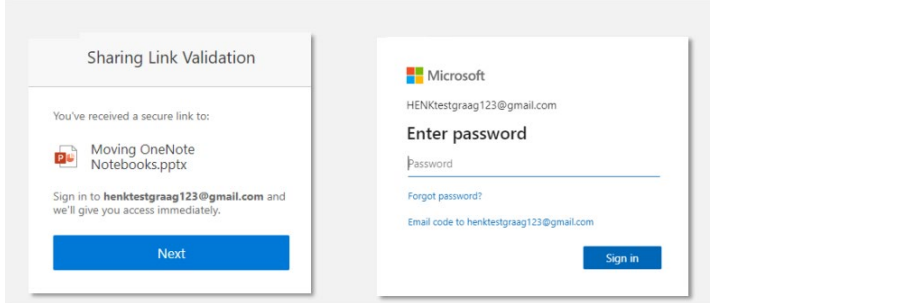
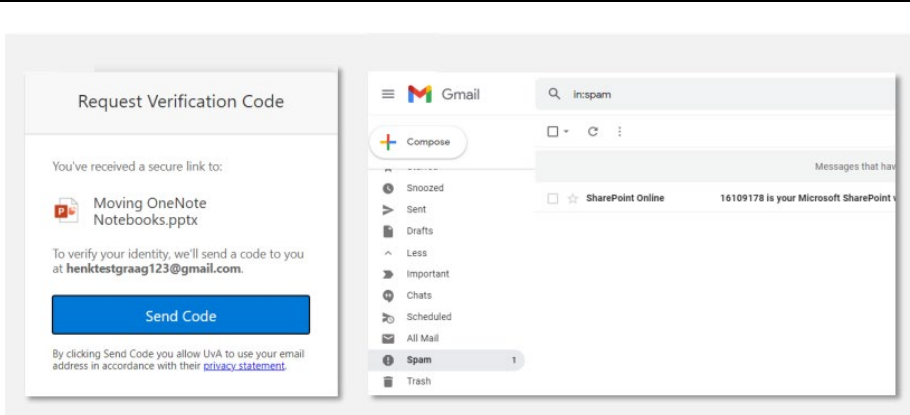


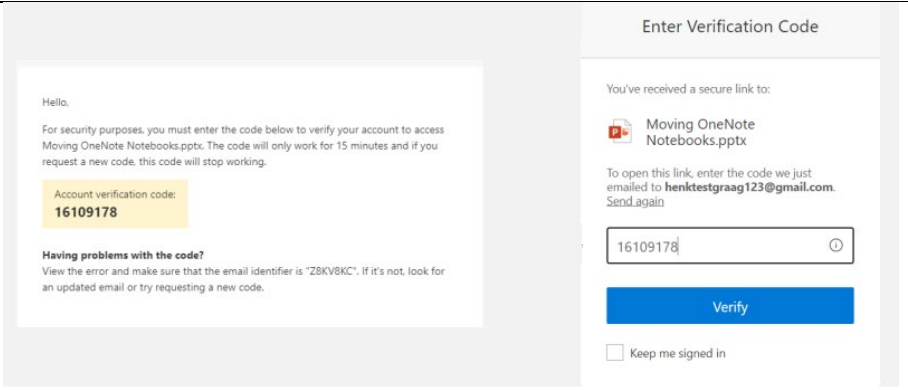


Collaborating with the UvA as a guest

This manual explains how to open files as an external colleague

1	<p>Clicking on the link will open the browser. You will be asked to log in with your email address and password.</p>	 <p>The first screenshot shows a 'Sharing Link Validation' page with the text: 'You've received a secure link to: Moving OneNote Notebooks.pptx'. It asks the user to sign in to henktestgraag123@gmail.com and provides a 'Next' button. The second screenshot shows a Microsoft 'Enter password' login screen for the same email address, with a 'Sign in' button.</p>
2	<p>You will be asked to send a verification code to your email address.</p> <p>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.</p> <p>The sender is 'SharePoint Online'.</p>	 <p>The first screenshot shows a 'Request Verification Code' page with the text: 'To verify your identity, we'll send a code to you at henktestgraag123@gmail.com.' and a 'Send Code' button. The second screenshot shows a Gmail inbox with the 'Spam' folder selected, displaying an email from 'SharePoint Online' with the subject '16109178 is your Microsoft SharePoint...'.</p>



3	<p>You can see the verification code in the subject line and body of the email.</p> <p>Enter this code in the browser on the 'Enter verification code' screen.</p>	
4	<p>The file will then open in the browser.</p> <p>If you want to edit the file in the app that is installed on your PC, click on 'Edit' and 'Open in desktop app'</p>	