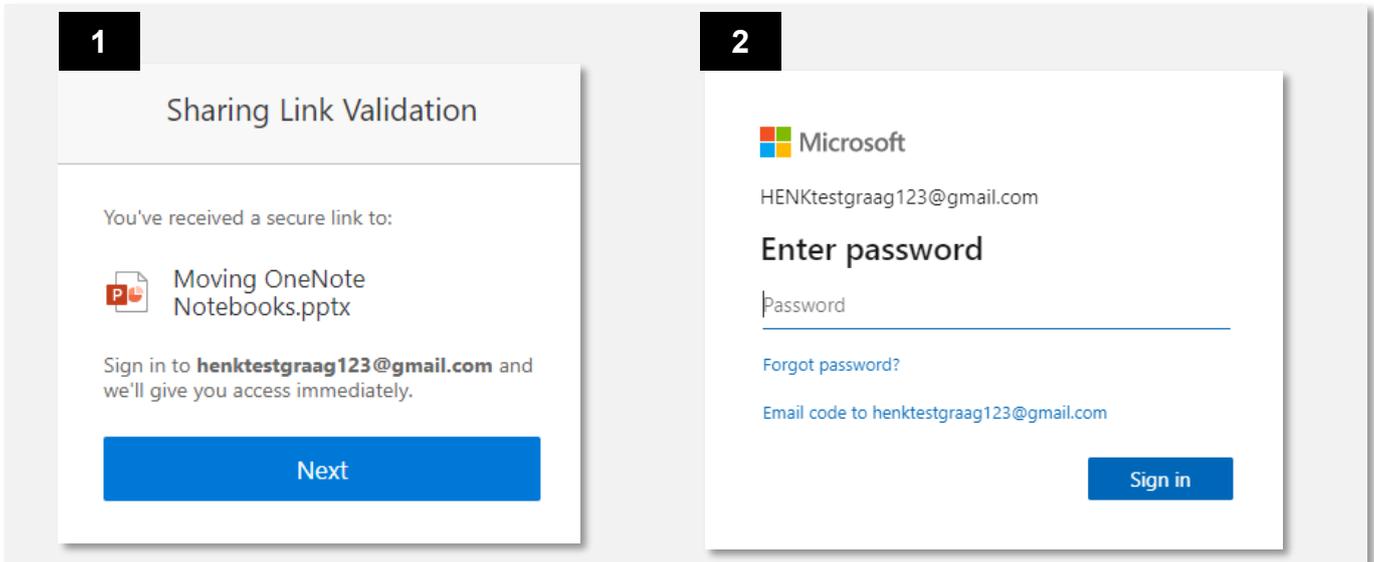Below are the steps for using a non-AUAS email address to open a file that has been shared with you from the AUAS OneDrive or SharePoint environment. In this example, an external colleague is using Gmail. The steps are the same for most email clients, but may look different.
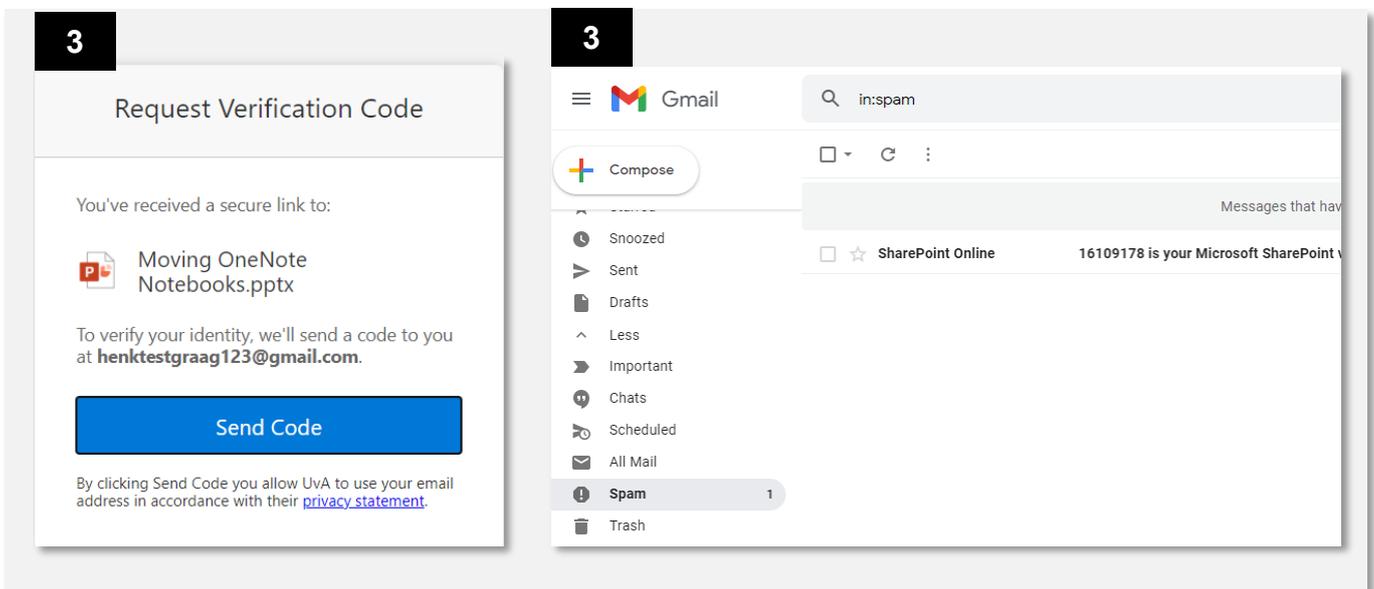
*Please note: If you are an external party and already belong to a AUAS team in Microsoft Teams, the process will look different. In this case, you will also have to complete a verification step via the Authenticator app in order to open the file.*

1. Clicking on the link will open the browser. You will be asked to log in with your email address and password.

2. Log in using your email address and password.



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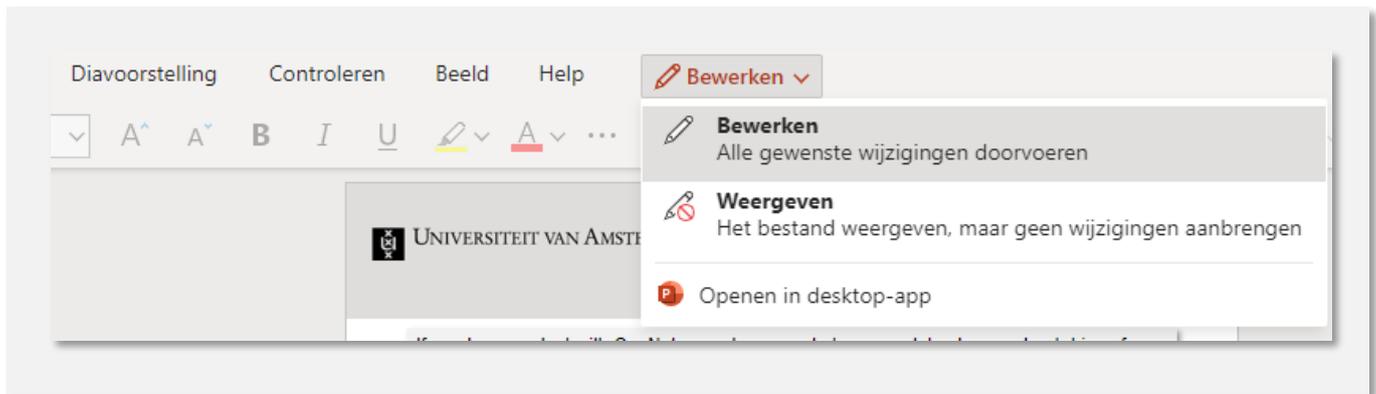
4. You can see the verification code in the subject line and body of the email. Enter this code in the browser on the 'Enter verification code' screen.

5. Click on 'Verify', and tick 'Keep me signed in' if you wish to stay logged in.
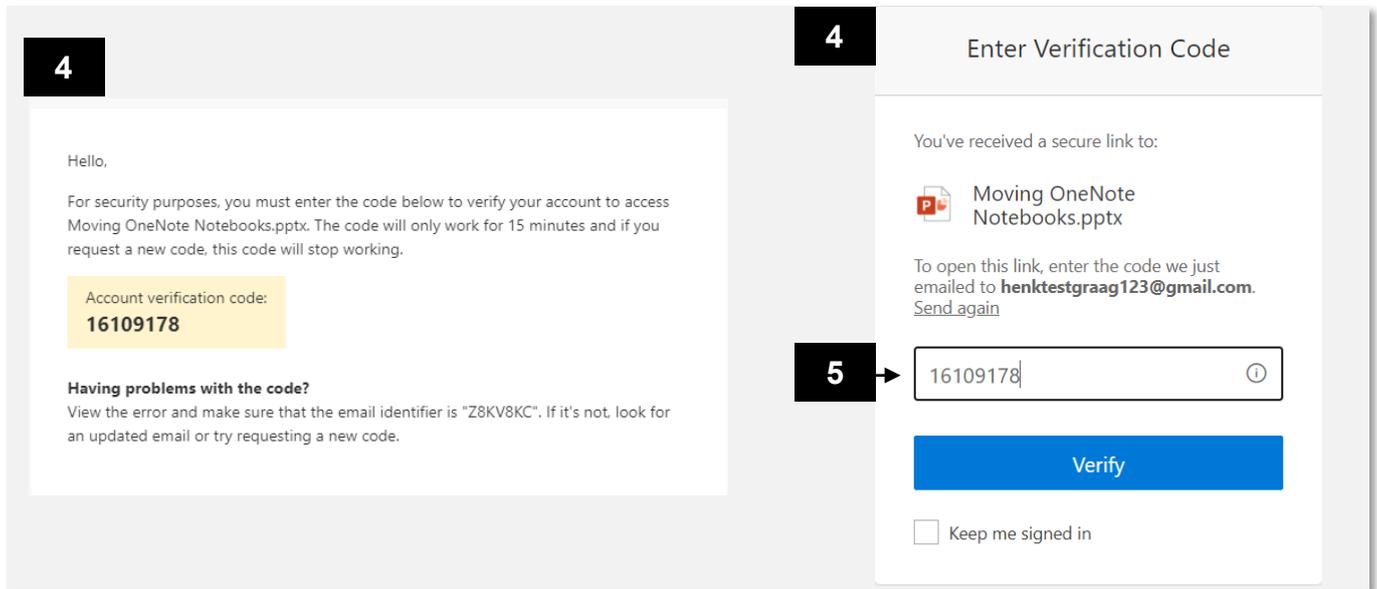


6. The file will then open in the browser. If you want to edit the file in the app that is installed on your PC, click on 'Edit' and 'Open in desktop app'.



You can now edit the file that has been shared with you from OneDrive or SharePoint Online.

Tip: If you do not have the Microsoft 365 apps installed on your PC and therefore must work in the browser, use Microsoft Edge or Google Chrome. Other browsers may not be fully compatible with online Microsoft 365 files and applications.