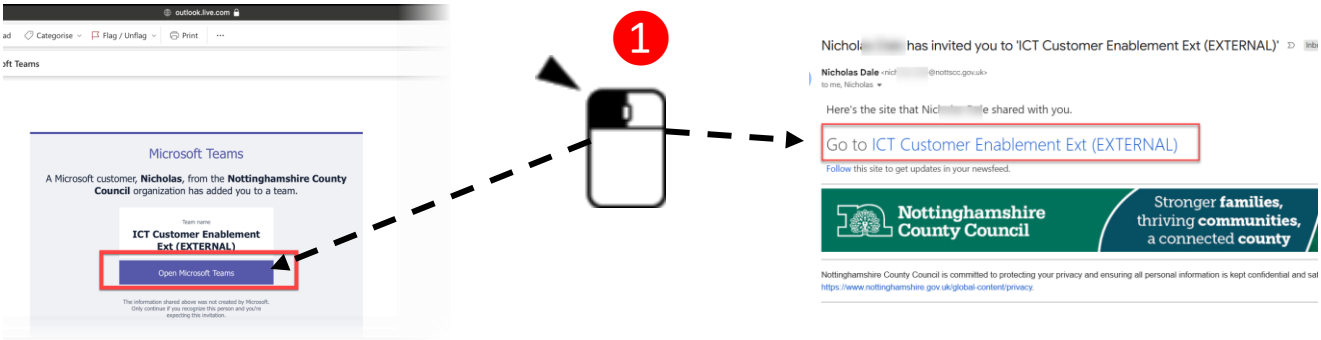
Nottinghamshire County Council

NCC SharePoint & MS Teams (External Guests)

How to join a Microsoft Team or SharePoint site from an email invitation

This guide shows the steps required to accept an NCC email invitation and set up Multifactor Authentication.

Starting from the **Microsoft email invitation** that an NCC colleague will have sent to you ...
(check your Junk emails if you can't locate it)

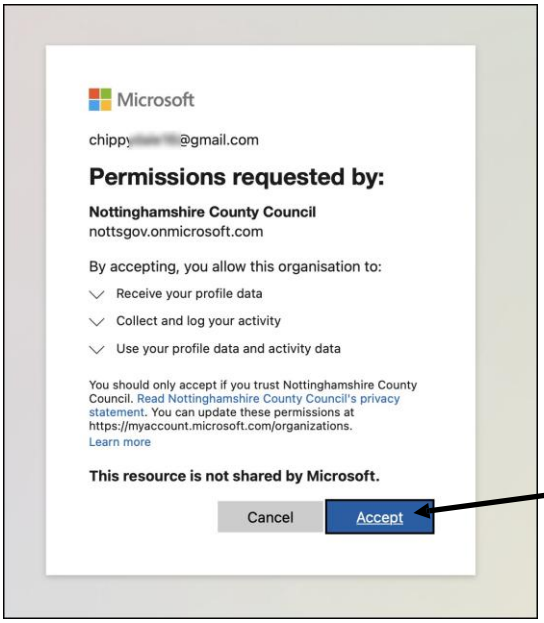


2 Enter the email address that you received your invitation into the **Sign in** field



4 **Enter the code** that will have been emailed to the email address you provided

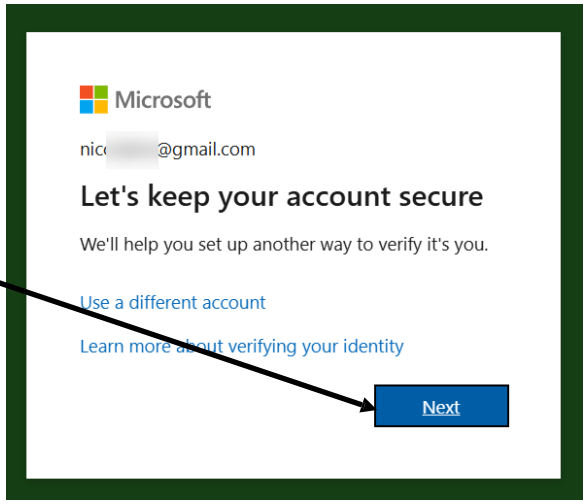


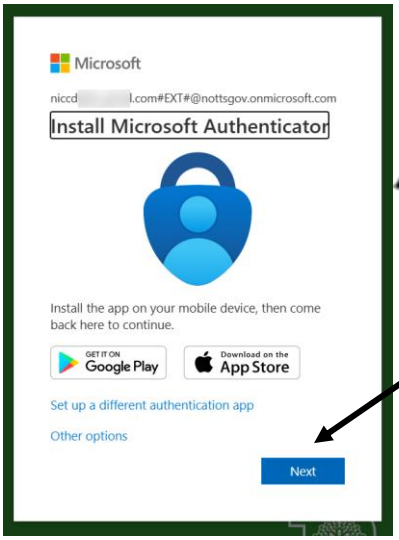


If happy with the permissions request click **'Accept'**

6

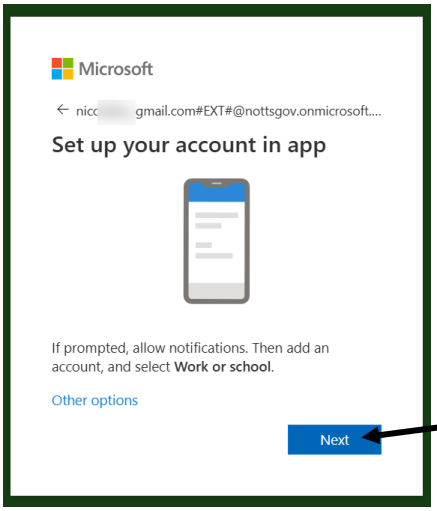
7



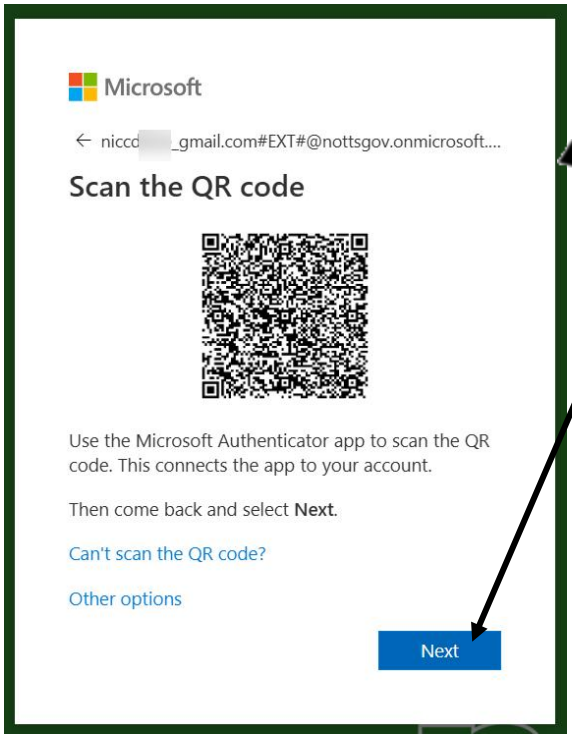


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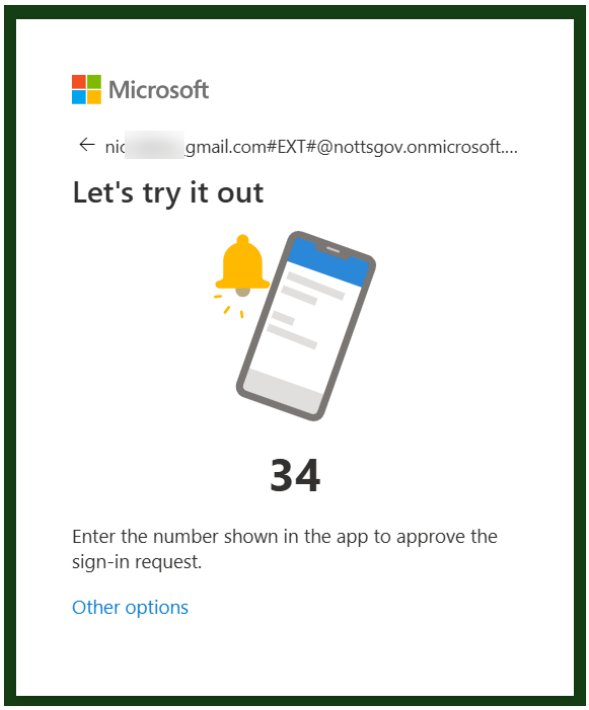
Install the Microsoft Authenticator App (unless already installed)



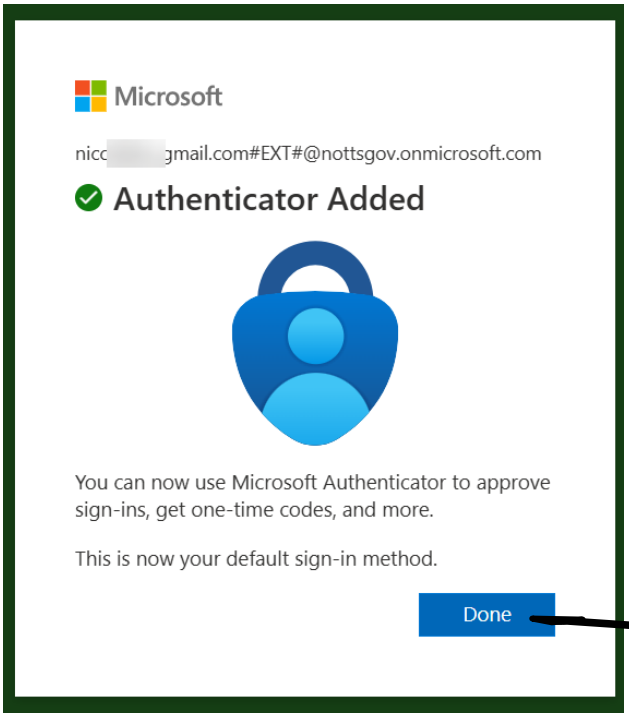
9



10 Follow the on-screen guidance



Follow the on-screen guidance 11



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If you experience any problems, please follow the Joining Issues FAQ