



Accessing a State of Vermont SharePoint Site

A Guide for External Users

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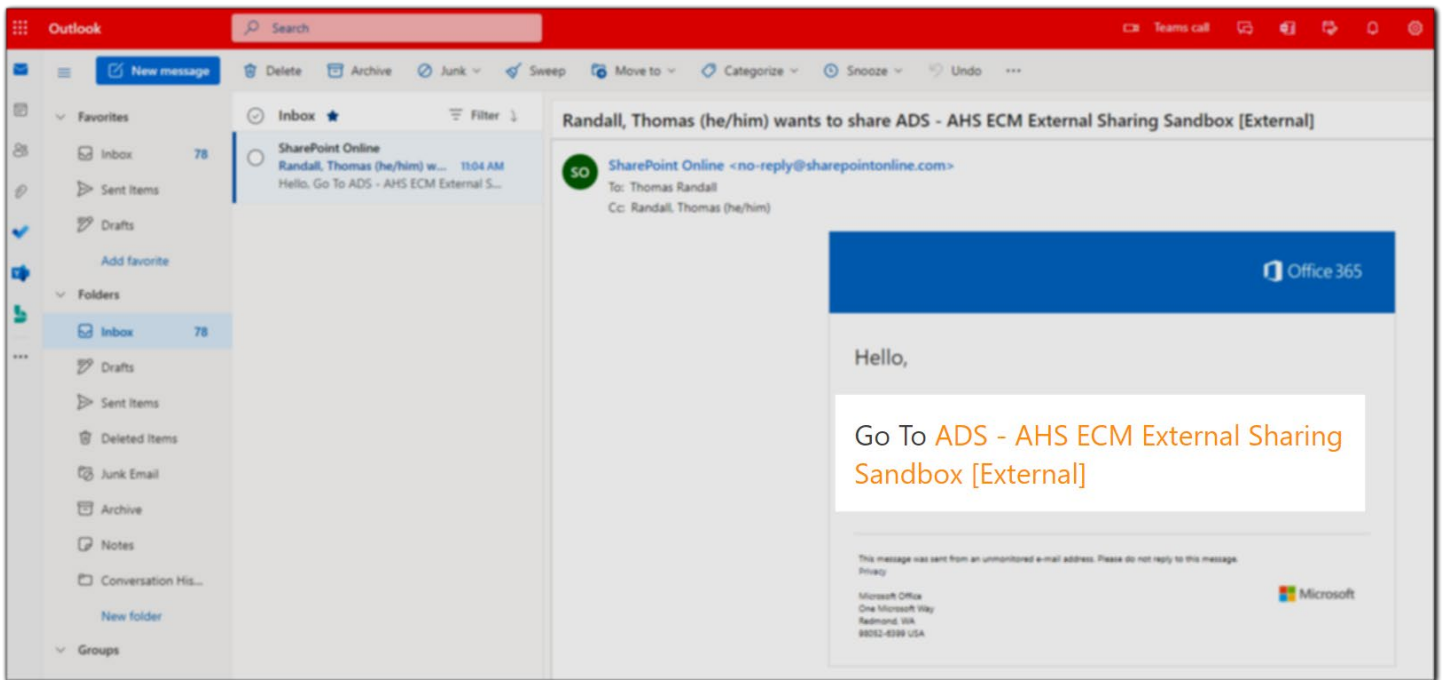
The document outlines the process for accessing a State of Vermont SharePoint site as a guest user. This guide is provided as a courtesy and may not depict the process for you with one hundred percent accuracy. If you require further assistance, please reach out to the person who granted you access to the site.

NOTES

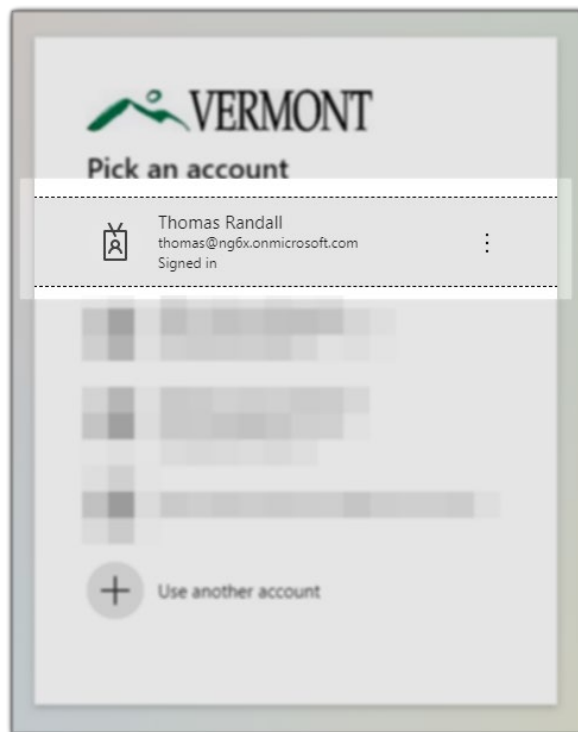
- You have 30 days from the receipt of your invitation to accept and set up multi-factor authentication (MFA). If you do not accept within this timeframe, you will get a **User not found in tenant** error on login. To resolve this, you will need to reach out to your State of Vermont Business partner to reestablish your account.
- Inactive accounts will be removed from the State of Vermont Microsoft 365 tenant after 90 days of inactivity. An attempt to log in after removal will result in a **User not found in tenant** error. To resolve this, you will need to reach out to your State of Vermont Business partner to reestablish your account.
- When accessing a State of Vermont SharePoint site, you will have 15 minutes after login to complete your task. After 15 minutes, your session will timeout and you will need to log in again.
- Resources in a State of Vermont SharePoint site can only be accessed through a web browser. You will be unable to sync files to your computer, open files in the Microsoft desktop applications, or connect to data through Power Query.

SECTION 2: ACCESS WITH A MICROSOFT 365 ORGANIZATIONAL ACCOUNT

You will get an email from your contact at the State of Vermont. Click on the link in the email:



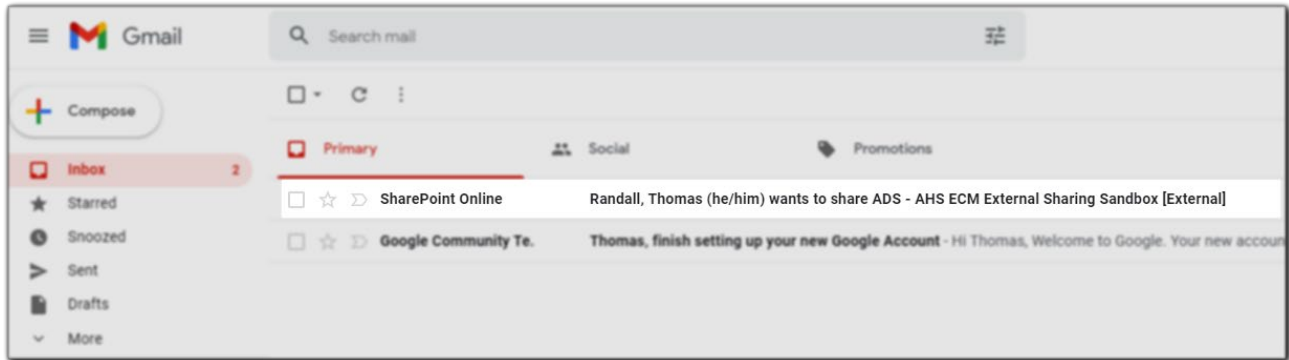
On the login screen, select your organizational account.



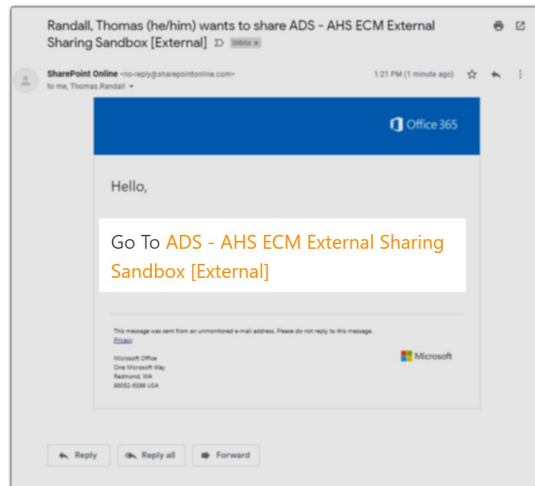
If this is your first time logging in, please see [Section 4 of this guide](#). Otherwise, you will be prompted to complete the MFA method you previously setup.

SECTION 3: ACCESS WITH ANOTHER TYPE OF PERSONAL OR ORGANIZATIONAL EMAIL ACCOUNT

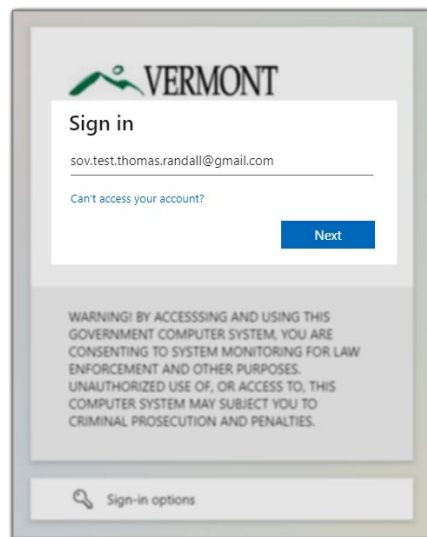
When you are first invited to a State of Vermont SharePoint site, you will get a notification in your inbox from **SharePoint Online**. (Note: this notification will sometimes end up in your spam folder.)



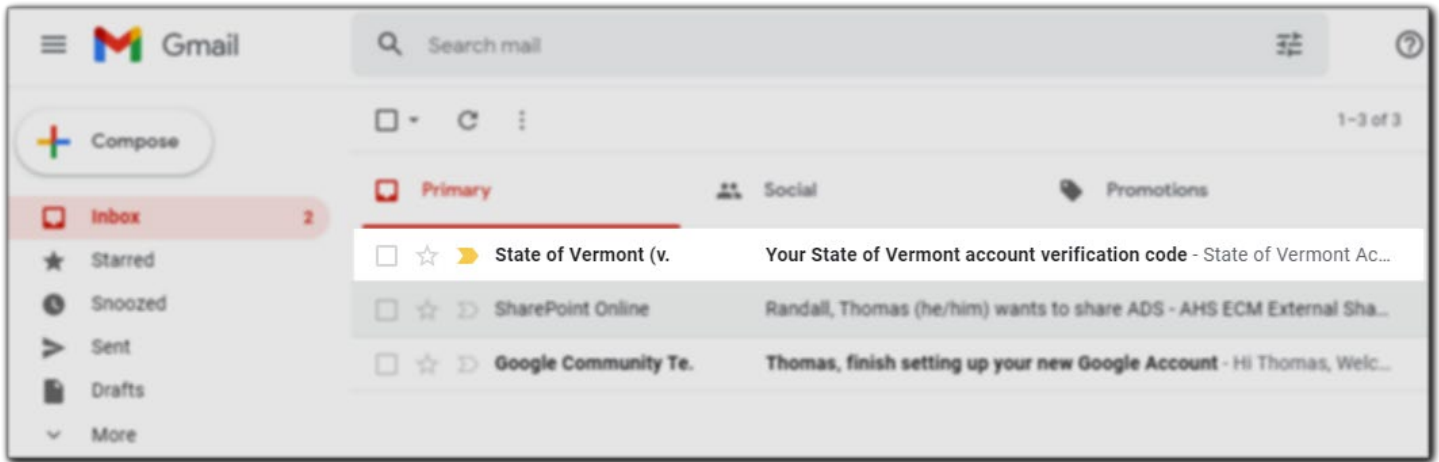
Open the link in the email.



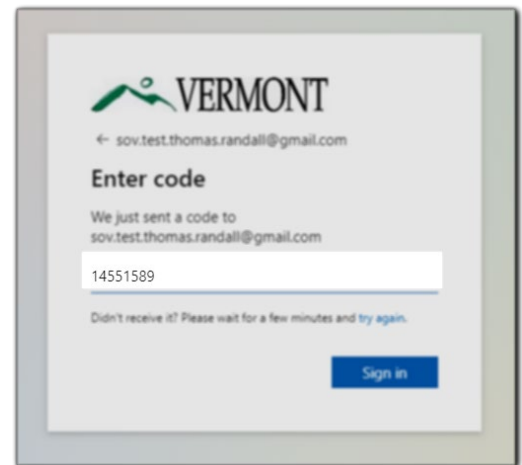
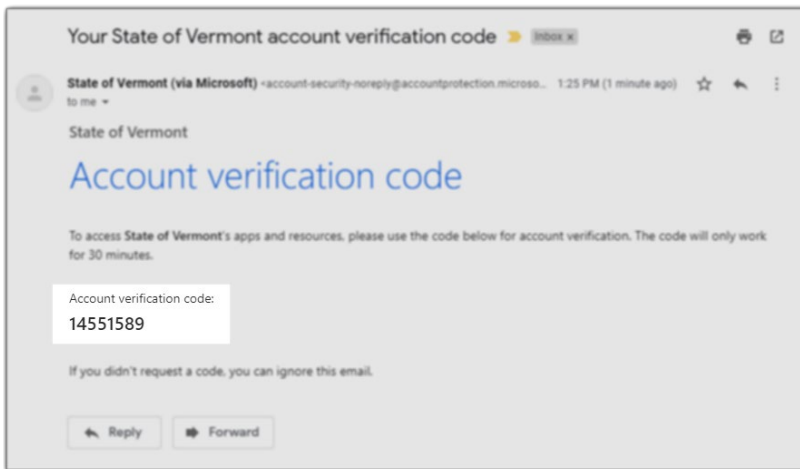
Enter your email address on the sign-in screen.



A second email with a login code will be sent to your email.



Copy and paste the code into your browser window.

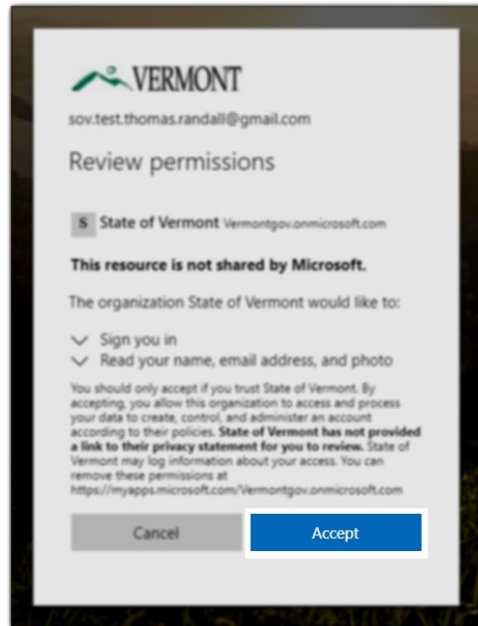


If this is your first time logging in, please see [Section 4 of this guide](#). Otherwise, you will be prompted to complete the MFA method you previously setup.

SECTION 4: FIRST-TIME LOGIN FOR ALL EMAIL TYPES

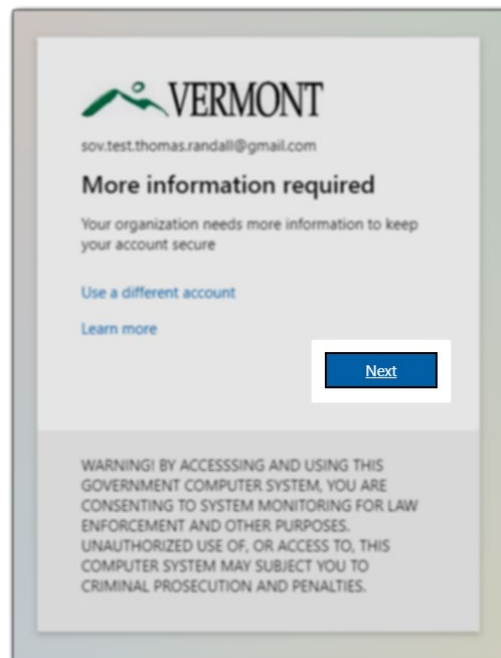
SECTION 4.1: REVIEW PERMISSIONS

The first time you log in as an external user, you will be prompted to review what permissions you are granting to the State of Vermont. You must **Accept** this in order to access any SharePoint site shared with you.



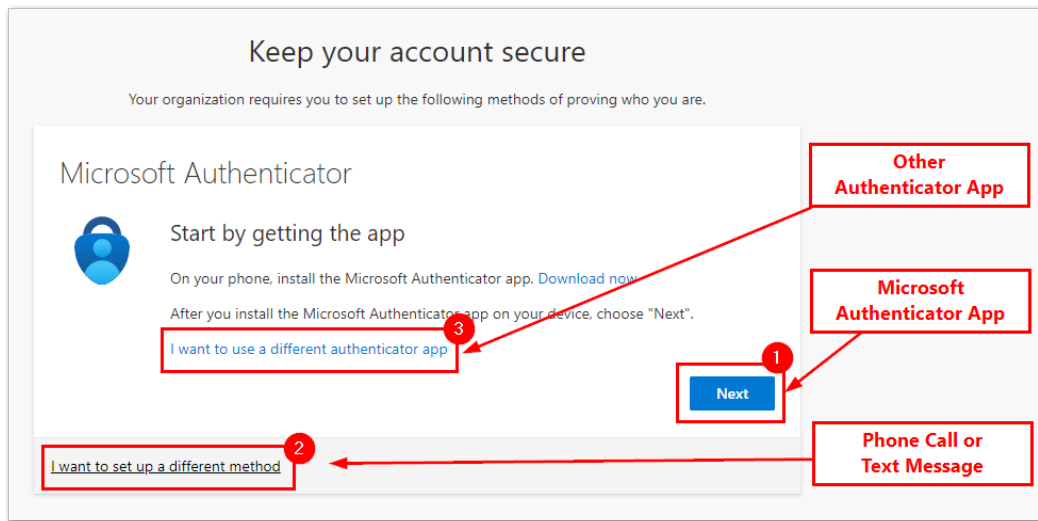
SECTION 4.2: SETTING UP MULTI-FACTOR AUTHENTICATION (MFA)

All users are required to set up Multi-Factor Authentication (MFA) in order to access a SharePoint site maintained by the State of Vermont. This ensures the information is properly secured. When prompted, click **Next** to begin the setup.



You have three (3) options for your MFA method:

1. A push notification from the Microsoft Authenticator App.
2. A phone call or text message to a landline or cell phone.
3. Another authenticator app, such as Google Authenticator.



SECTION 4.2.1: MICROSOFT AUTHENTICATOR APP

The following steps will walk you through how to configure the Microsoft Authenticator App.

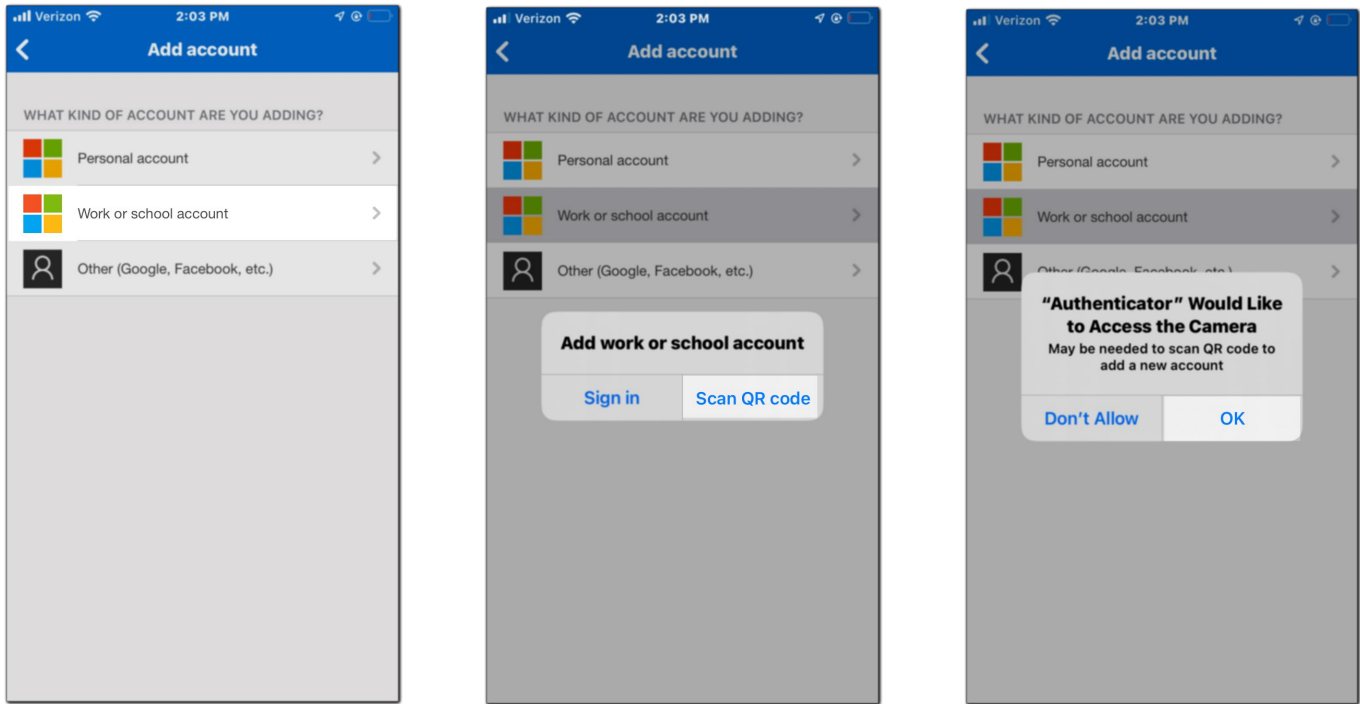
On your phone, you will need to install the Microsoft Authenticator App.

- [Apple App Store](#)
- [Google Play Store](#)

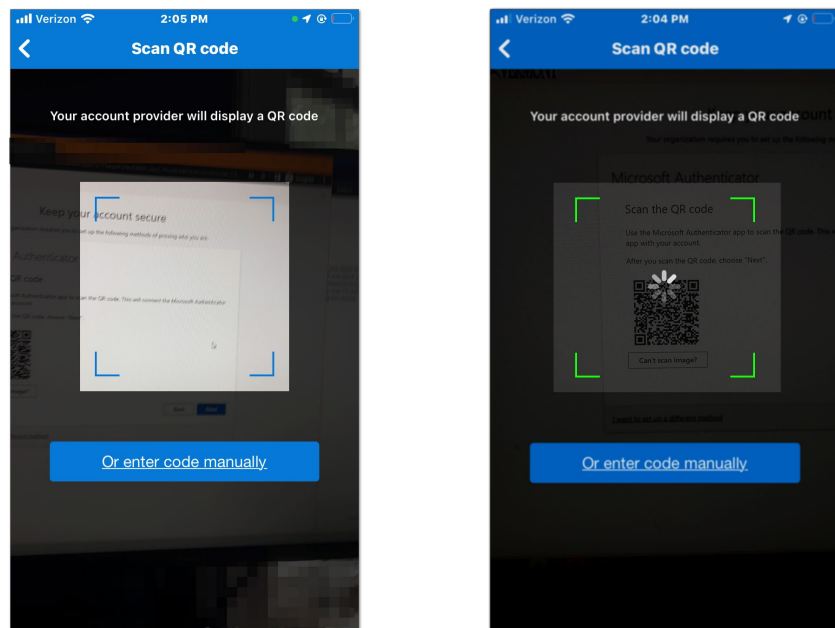
Once installed, click on the + sign in the upper righthand corner.



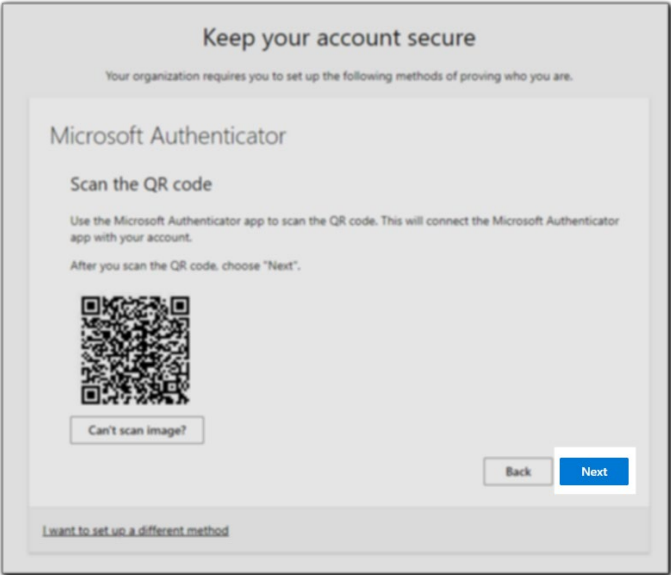
Next, you will select: **Work or school account**. On the prompt that follows, select **Scan QR Code** You may need to allow access to your camera.



Back on your computer screen, click **Next**. A QR code will display on the screen. Point your phone at the screen until the code is positioned in the box. It will scan automatically.

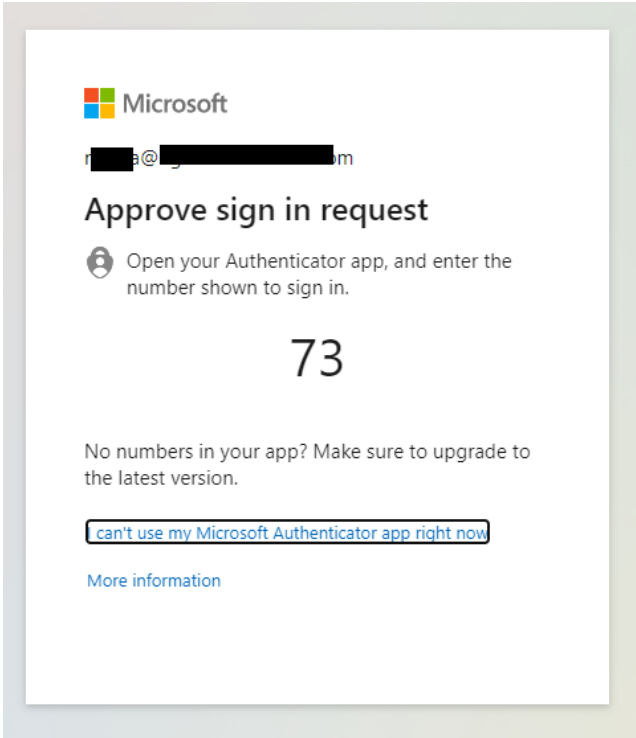


On your computer, click the **Next** box.

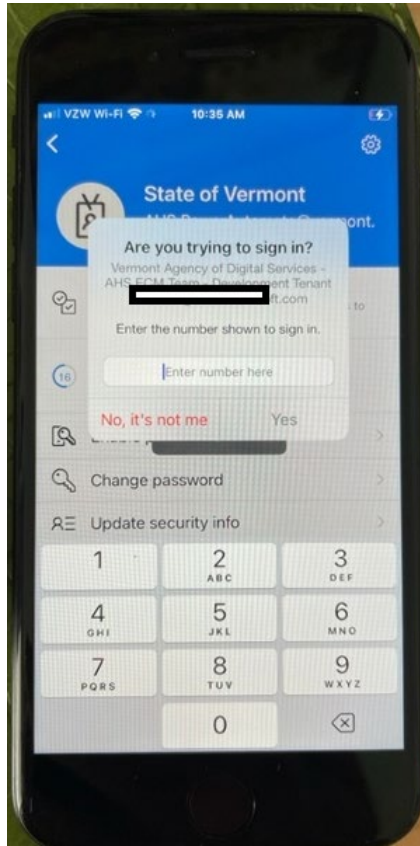


This completes setup of the Microsoft Authenticator App.

A prompt will now appear on your computer with a two-digit code:



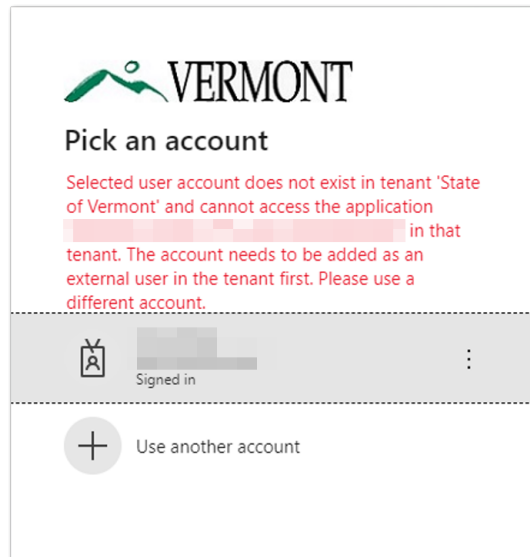
Enter this code on the prompt in the Microsoft Authenticator App on your phone:



This completes the setup of the Microsoft Authenticator App. You will now be directed to the SharePoint site.

A.1. USER NOT FOUND IN TENANT

Guest users will encounter this error message when their guest account was removed from the State of Vermont tenant. (Please see the Notes in [Section 1: Overview](#) for reasons this might occur.)



If you are seeing this error message, please reach out to your SOV business partner to reestablish your access.