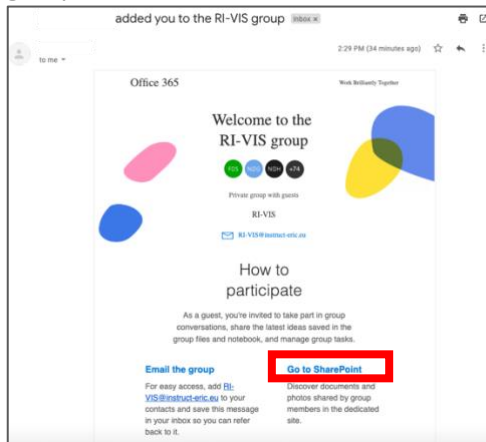


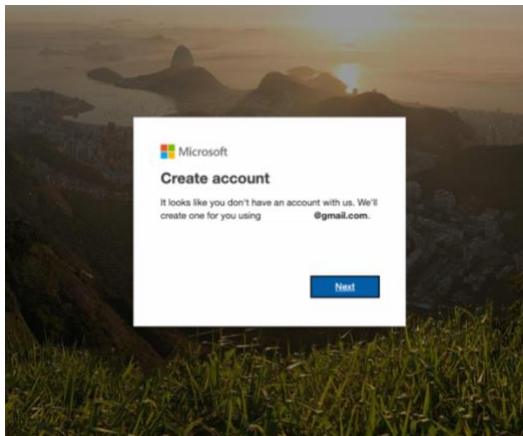
# RI-VIS Connecting to SharePoint

## Instructions

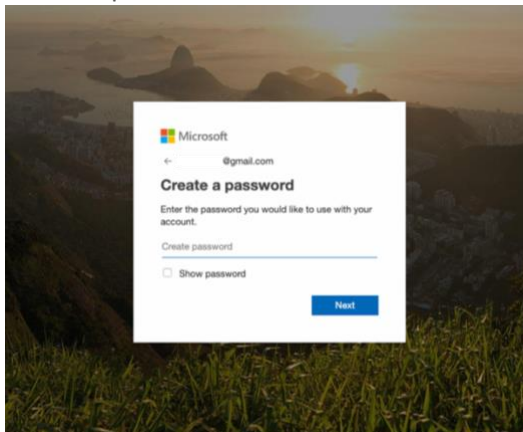
1. You should receive an email like the one shown below entitled “XXX added you to the RI-VIS group”



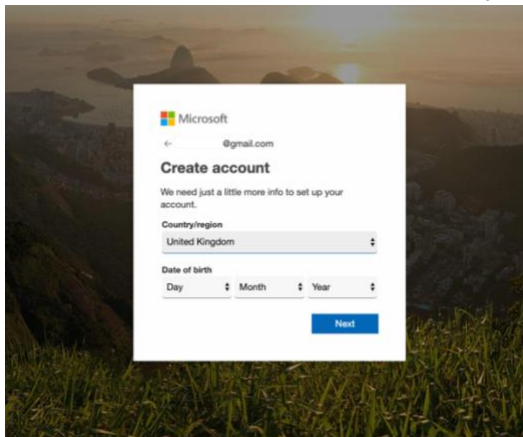
2. In the email scroll down and click on the link “Go to SharePoint”.
3. You should now be prompted to sign in with the email account the invitation was sent to. The email address here should prefill. If your email address is already associated with a Microsoft account, then simply sign in with the corresponding password. If it is not you will see a prompt to create an account associated to the email address you were invited with. Click “Next” to continue



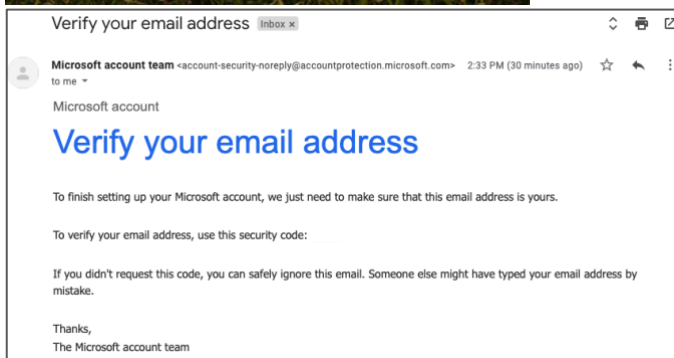
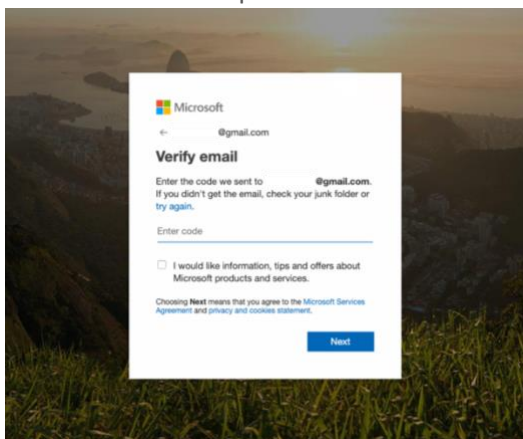
4. Create a password for the new account and click “Next”



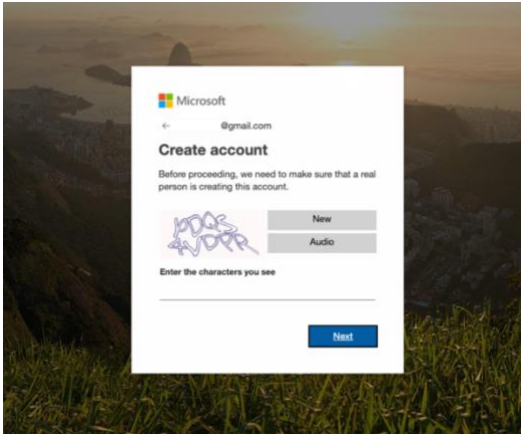
5. Add some additional information about your region and date of birth and click “Next”



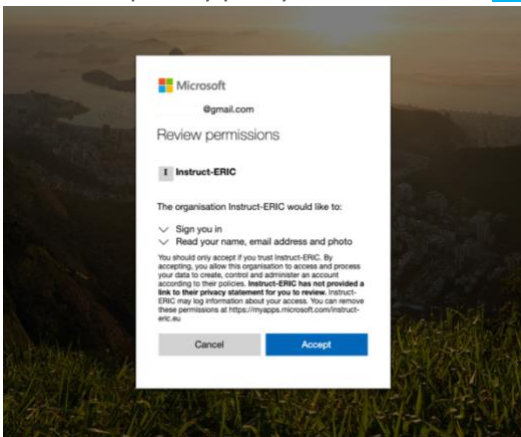
6. The next page will prompt you to enter a validation code which has been sent to the email address you are creating the account for. The email will appear similar to the one below. Enter the code and press “Next”



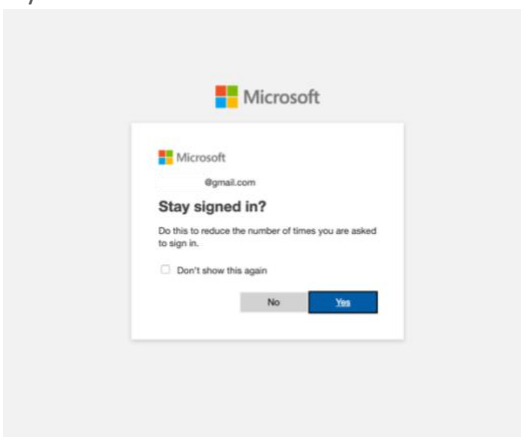
7. Fill in the captcha on the following page and click “Next”.



8. Finally you are asked to confirm additional permissions for the organisation Instruct-ERIC so that we can enable your access to the SharePoint. Accept these conditions and continue. The RI-VIS privacy policy can be found at <https://ri-vis.eu/network/rivis/privacy-policy>.



9. Microsoft then asks you if you want to reduce the number of times you are asked to sign in. You can choose either option here, and you can select the “Don’t show this again” checkbox if you wish.



10. You should now be able to access the RI-VIS SharePoint whilst logged in with the corresponding Microsoft account. The RI-VIS SharePoint home can be found at <https://instructeric.sharepoint.com/sites/ri-vis>

## Troubleshooting

### I don't have an invitation email

First check that the email has not been quarantined or filtered as junk or spam. If you still can't find the invitation email please contact [coordinator@ri-vis.eu](mailto:coordinator@ri-vis.eu) to request a new invitation.

### My institution does not allow the creation of associated Microsoft accounts

If you see an error message similar to the one here, you will not be able to create a Microsoft account for the email address provided. In this case please send the email address for an alternative Microsoft email account (this can be a [newly created free outlook account](#), or an existing account you already have [Outlook/Hotmail/Live/MSN/Passport] if you are willing to share the email address) to [coordinator@ri-vis.eu](mailto:coordinator@ri-vis.eu) and we will send a new SharePoint to this alternative address. Follow the instructions to connect this account to the RI-VIS SharePoint.

**Set up your account with Microsoft**

Check your email for your verification code. Didn't get the email? Check your Spam folder or [try again](#).

**Note:** When you use a work or school email address to set up an account with Microsoft, your IT department may later control your data and restrict what you can do with your account.

By clicking **Finish**, you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

[Finish](#) [Back](#)

**We cannot create a self-service Azure AD account for you because [redacted] has disabled self-service account sign-up by email validation. Ask [redacted]'s admin to enable EmailVerified users or create an account for you.**

### I clicked a link to a document in the SharePoint sent to me by a colleague but was informed my account can't be found in the directory

Check that you are signed in to the account with the same email address that you were invited with. If you are signed in with a different Microsoft account to the one that you were invited with either request a new invitation for your currently signed in account (by emailing [coordinator@ri-vis.eu](mailto:coordinator@ri-vis.eu) with the email address of the account you wish to be invited) and follow the connection instructions, or log out of the currently signed in account and log back in with the account which has access to the SharePoint.

**That didn't work**

We're sorry, but [redacted] can't be found in the [redacted].sharepoint.com directory. Please try again later, while we try to automatically fix this for you.

Here are a few ideas:

- [Click here to sign in with a different account to this site.](#)  
This will sign you out of all other Office 365 services that you're signed into at this time.
- [If you're using this account on another site and don't want to sign out, start your browser in Private Browsing mode for this site \(show me how\).](#)

If that doesn't help, contact your support team and include these technical details:

**Correlation ID:** a3baef09e-3088-0000-p490-b783c8616564  
**Date and Time:** 7/16/2019 12:44:34 AM  
**URL:**  
**User:**  
**Issue Type:** User not in directory.

## Other issues

If you are experiencing any other issues connecting to the SharePoint site, please contact [coordinator@ri-vis.eu](mailto:coordinator@ri-vis.eu) with as much detail as you can about the problem. Screenshots of any errors are particularly helpful in diagnosing the issue.