O365 GUEST USER ACCOUNT SETUP GUIDE

After your guest account has been requested, you will receive an email with the subject line of: "You're invited to the West Point organization".

The body of the email will look something like the image shown below, depending on if you used outlook or a web browser to open the message.

1. Select the link in the email.

2. This will redirect you to a page that looks similar to the image shown below. Create your password and select Next.
3. You will then receive an email with a code as shown in the image below:

![Email image]

4. Copy the code from the email and paste it in the box on the verification page.

5. Select finish.
6. You will be asked to review your account permissions as shown in the image below. Click “Accept” then Next on the More information prompt.
7. You will then be prompted to set up your authentication method. You have the choice of either installing the Microsoft authenticator app on your mobile phone or having it call a phone number you select. (We recommend the authenticator app)

If you want to use the app go to the App or google store and download Microsoft authenticator. Once it is installed select Next

8. Select Next

On your phone select “Work or School Account”
9. You will then get prompted on your phone to scan the QR code on your computer. Scan the code on your computer screen and then approve the login in the Authenticator App on your phone.

10. Once you are added to a Microsoft Team you will receive an email notifying you:

Select the link in the email to bring you to the Team
11. Select “Use the Web app instead”

12. Select your account and log in with the password you created

13. Click continue on the screen show below and you will then be prompted to approve your login request using the Microsoft Authenticator app on your phone.
14. You will see the menu options on the left-hand side of your screen where you can chat with individuals or see files and chat within the Teams you are a member.

15. For more tutorials on how to use Teams please visit https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7