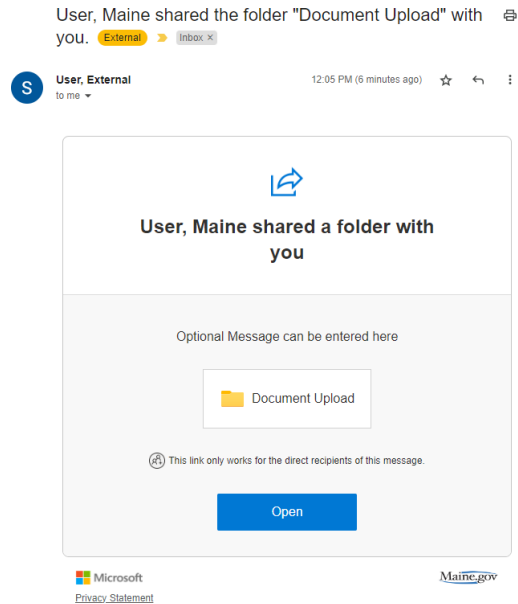
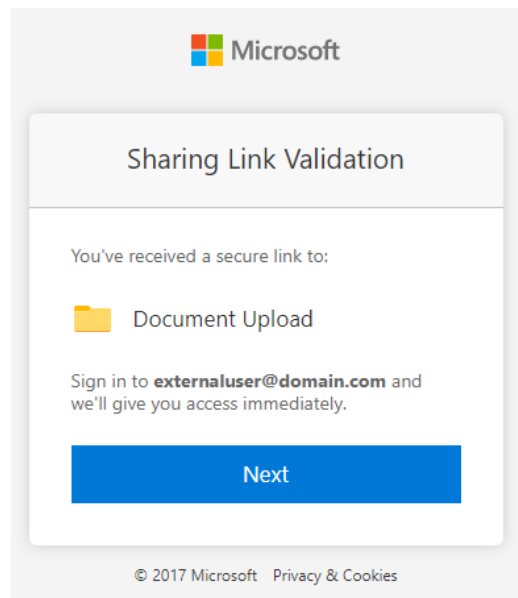


# Guest Access to OneDrive for Uploading

You will receive an email from the State of Maine with a link to the folder they are sharing with you. It may look like the email below or could be a link in another email.

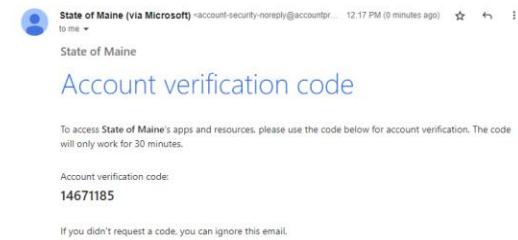


If you do not have a Microsoft account with the email address, you will need to verify that it is your email address by entering a code.

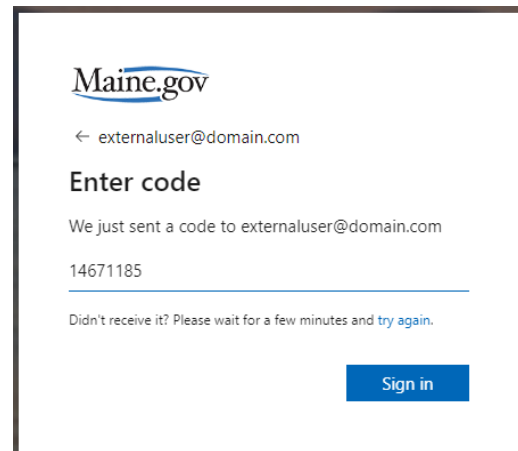


Click **Next** and then click **Send code** for it to be emailed to you.

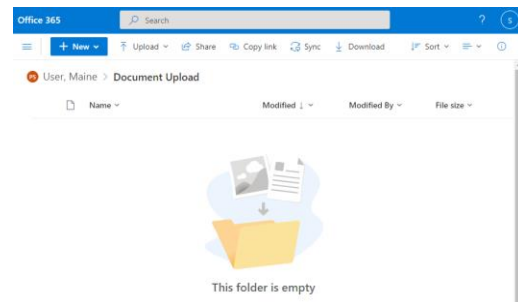
You will get the code in your email



Go back to the sign in page and enter the code, finally click **Sign in**



Once you are signed in you will have access to the folder in OneDrive along with options to upload document or drag them onto the window.



If there are any documents there, you will also have the option to view or edit them within the web browser.