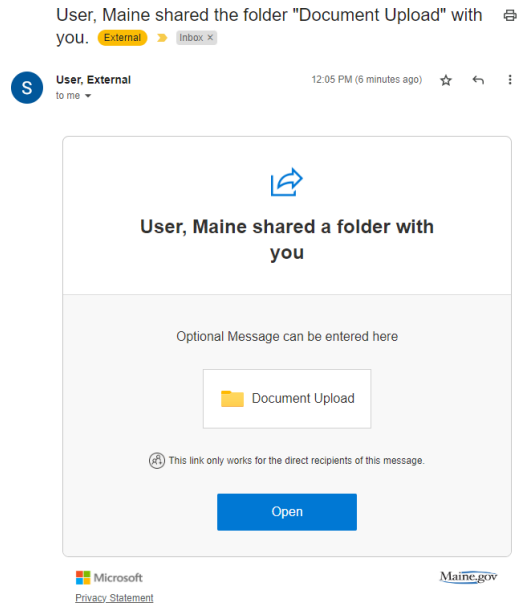
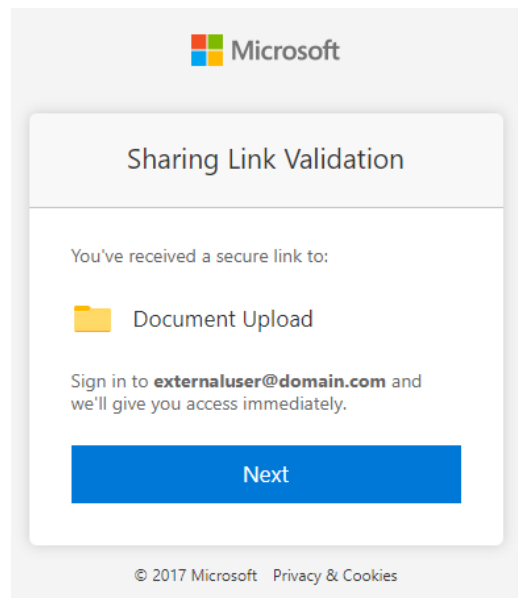


Guest Access to OneDrive or SharePoint

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

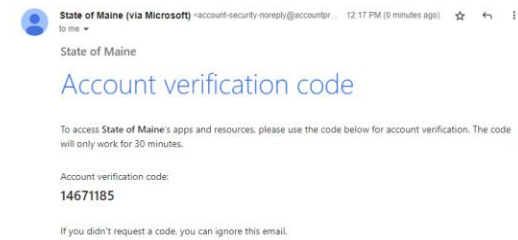


If you do not have a Microsoft account with the email address, you will need to verify that it is your email address by entering a code.

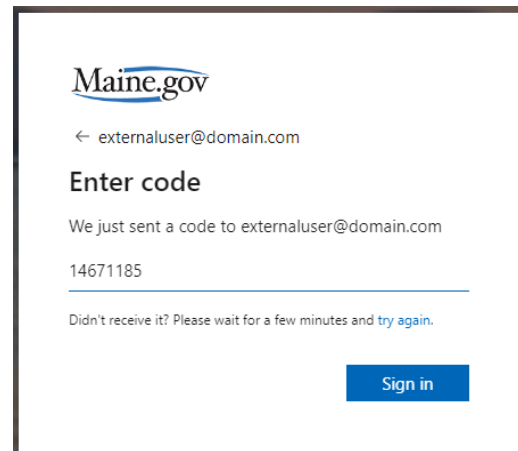


Click **Next** and then click **Send code** for it to be emailed to you.

You will get the code in your email

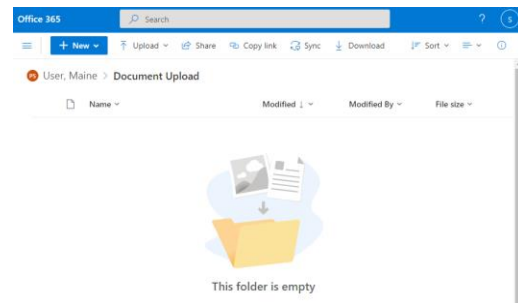


Go back to the sign in page and enter the code, finally click **Sign in**



Once you are signed in you will have access to the file or folder in OneDrive.

For folders you will see a list of documents or folders, you will also have the option to view them within the web browser.



If it was a folder with write access, there will be additional options for editing or to upload documents.