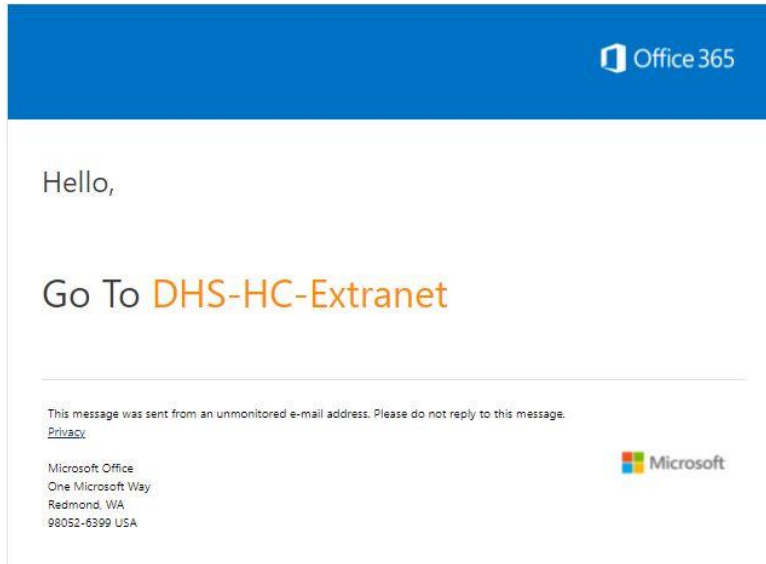


Accessing HC Extranet using Site Invitation Email

1. Once you receive the site invitation email you can click the site link within the email to access the new site.



2. After clicking the site link within the email, you should be directed to the SharePoint welcome page shown below. From here you can choose to login using an existing personal Microsoft account or by using your work email that's associated with a Microsoft account through your organization. If you don't have an email associated with a Microsoft account you can create one by clicking the "Create a Microsoft account, it's quick and easy!" link near the bottom. **Note: It is possible that you may bypass the welcome screen and be directed straight to the login screen if you already have a Microsoft account associated with your email.**

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow Commonwealth of Pennsylvania to use your basic profile (name and email address) in accordance with their privacy statement. Commonwealth of Pennsylvania has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.


Don't have either account? [Create a Microsoft account](#), it's quick and easy!

[Legal](#) | [Privacy](#)

3. After choosing a login option on the welcome screen you will then enter your email that is associated with a Microsoft account. Click next.

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom right of the main content area is a blue button labeled "Next". Below the main content area is a separate box containing a key icon and the text "Sign-in options".

4. Next enter your password and click sign in.



The image shows a Microsoft login interface. At the top left is the Microsoft logo. To its right is the text "@comcast.net". Below this is the heading "Enter password". Underneath the heading is a password input field with the placeholder text "Password". Below the input field is a checkbox labeled "Keep me signed in". Underneath the checkbox are two links: "Forgot password?" and "Sign in with a security key". At the bottom right of the form is a blue button labeled "Sign in".

5. You should then be directed to the HC Extranet homepage. Depending on your browser settings you should not be required to reenter your login credentials every time you access the site after the initial login.