# NCC SharePoint & MS Teams (External Guests)

How to join a NCC SharePoint site

This guide shows the steps required to accept an NCC email invitation and register your mobile phone to receive a one-off code via a SMS (Text Message) each time you require access to the NCC SharePoint site or Team in the future.

Starting from the email invitation that an NCC colleague will have sent to you ... *(check your Junk emails if you can't locate it)*
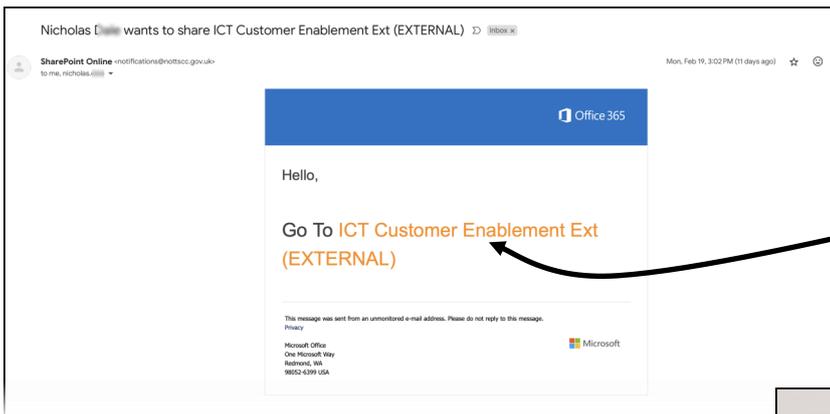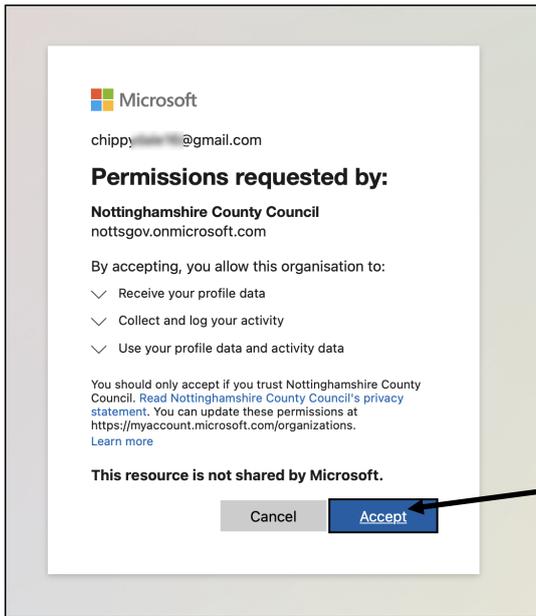
1 This hyperlink after the words **Go To** will be the specific name of the NCC SharePoint site you have been

2 If you have a work email address type it into the **Sign in field**

3
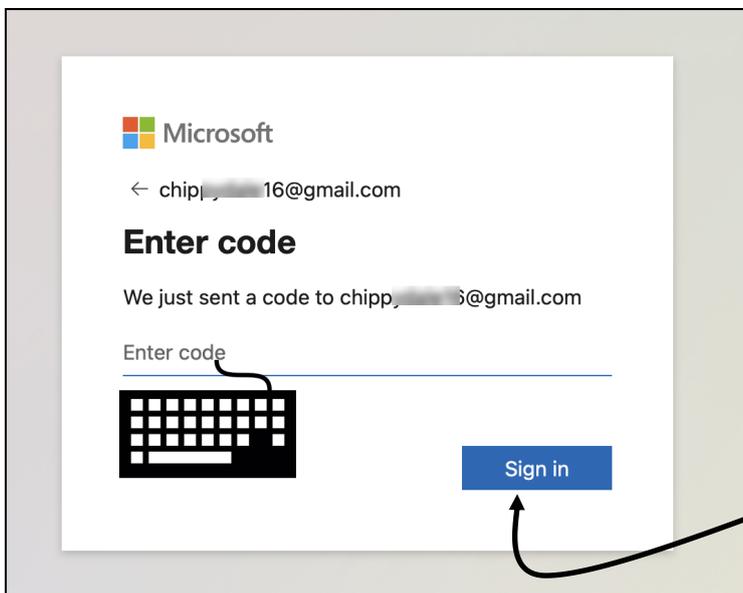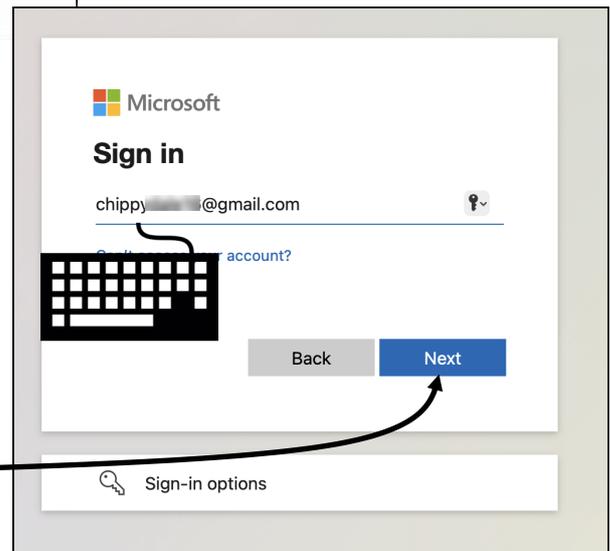
4 **Enter the code** that will have been emailed to the email address you provided
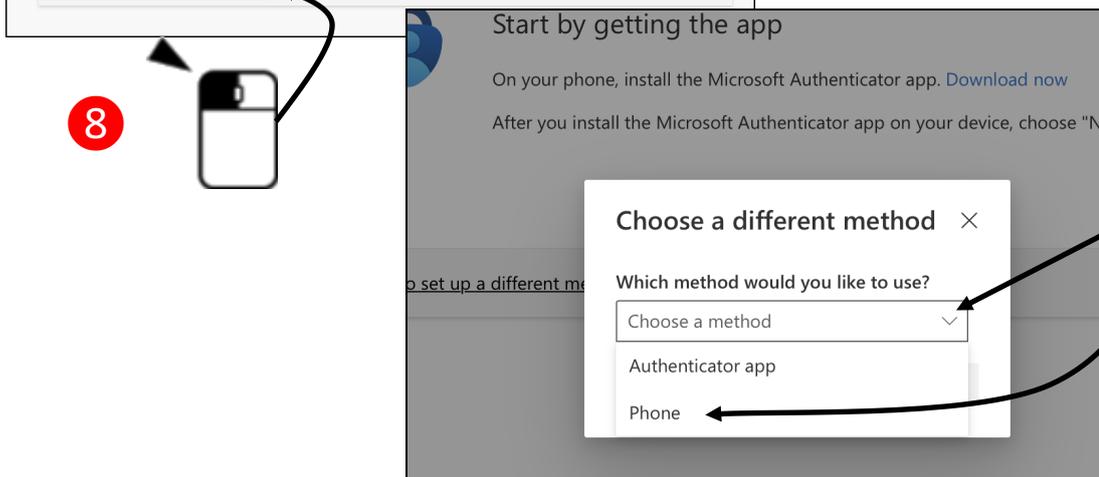
5

Please Turn Over

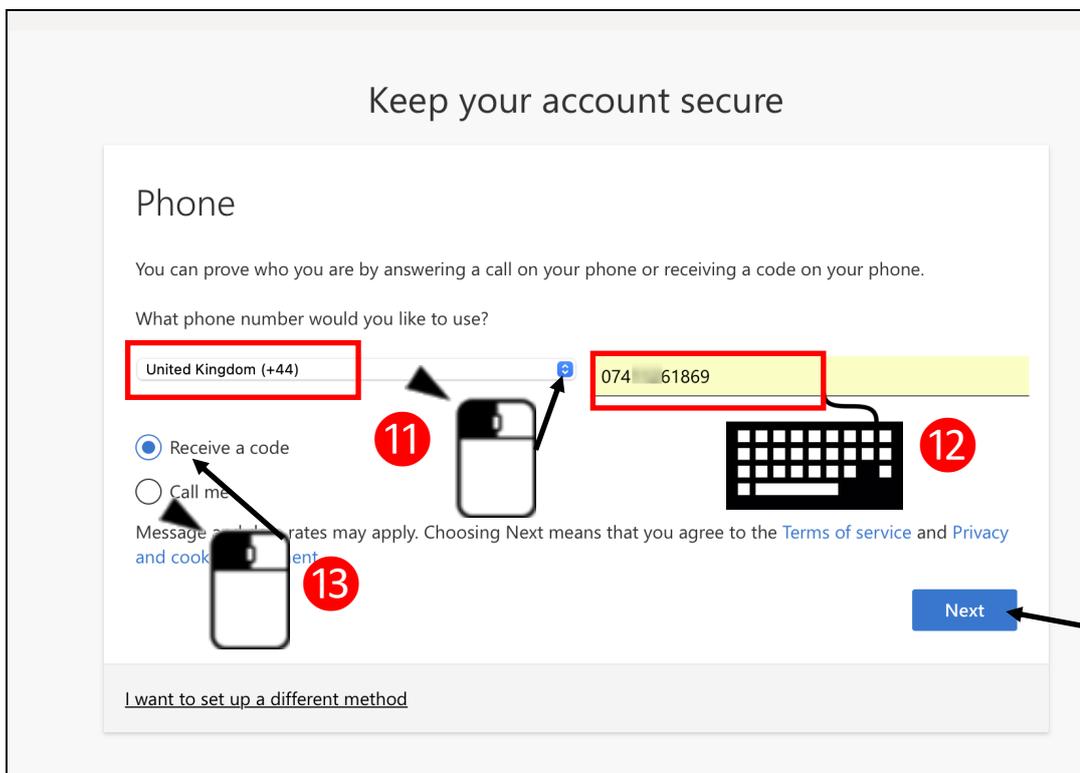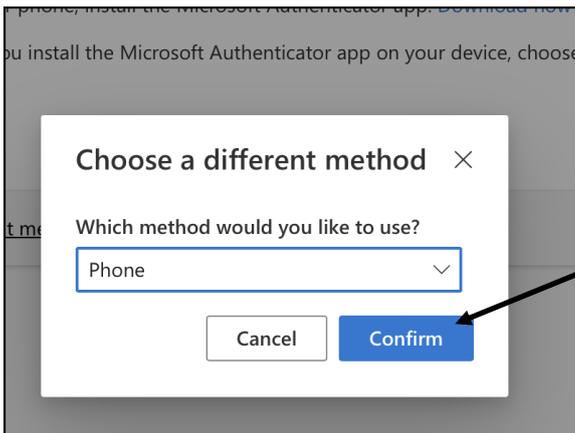If you are happy with the 'Permissions request' click **'Accept'**

6

7
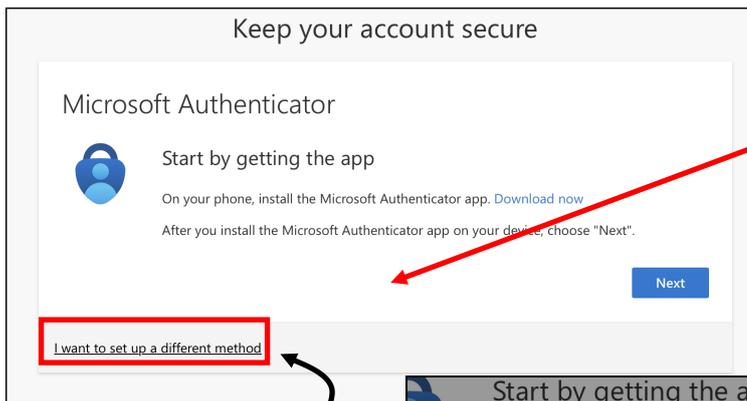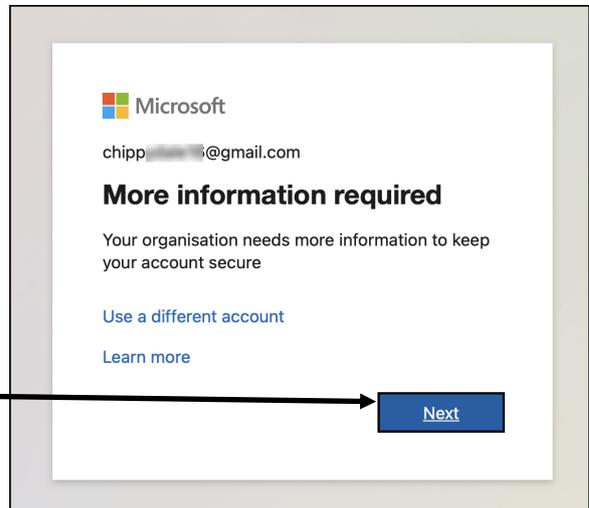
Note: **DO NOT** Click Next

Click **I want to set up a different method**

8

9

Select **'Phone'**

Choose a different method ✕

Which method would you like to use?

Phone ▾

Cancel   Confirm

⑩

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United Kingdom (+44)   074___61869

⑪   ⑫

○ Receive a code

○ Call me   ⑬

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next   ⑭

I want to set up a different method

Select UK, enter your mobile phone number & click 'Receive a code'

Keep your account secure

Phone

We just sent a 6 digit code to +44 074___ _69. Enter the code below.

5___35

Resend code

Back   Next   ⑮

I want to set up a different method
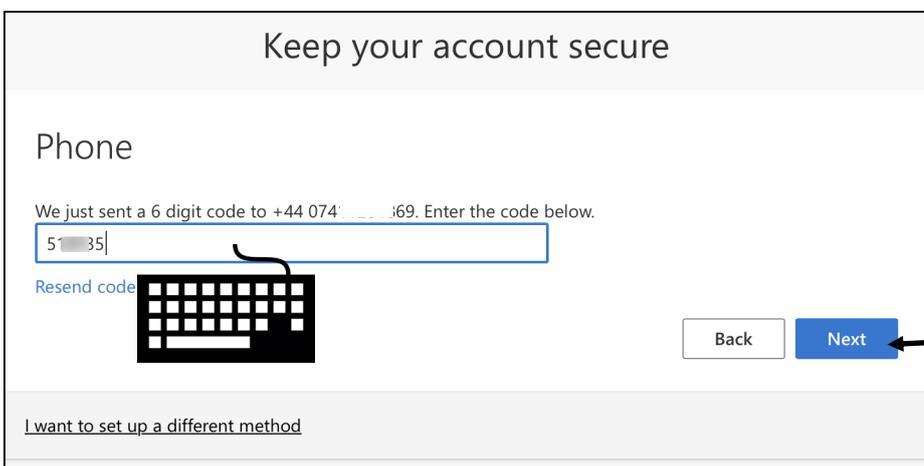
Enter the code that was sent to your mobile phone

Please Turn Over

Keep your account secure

Phone

✅ Verification complete. Your phone has been registered.

Next

⑯

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

📞 Phone
+44 07......69

Done

⑰
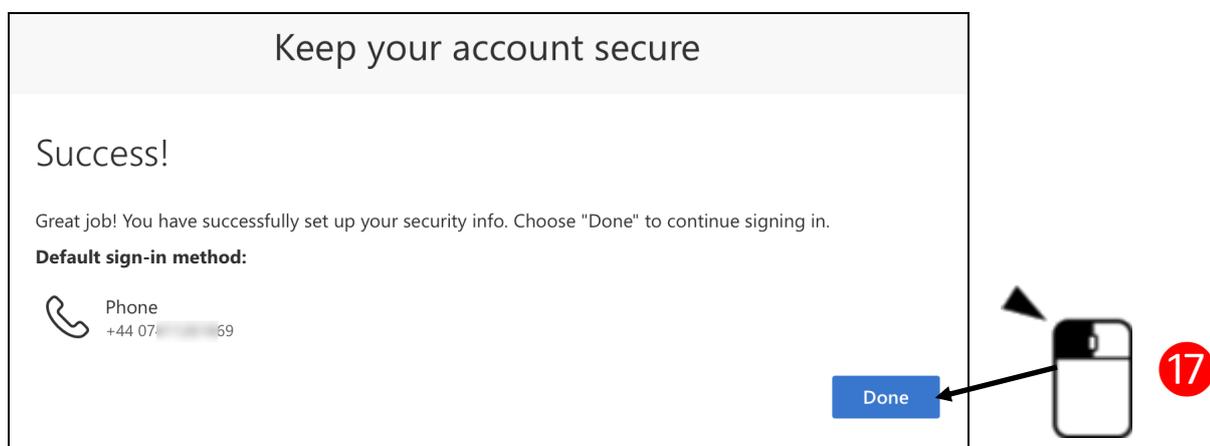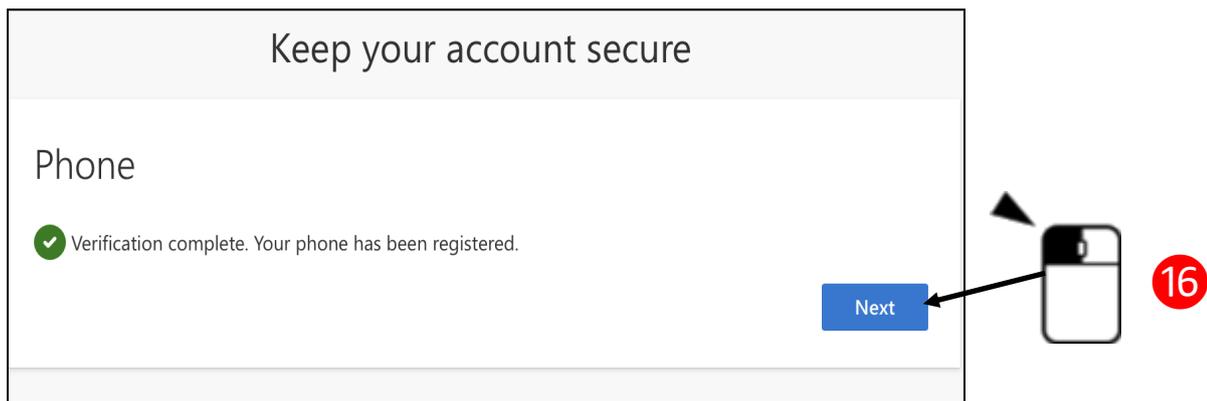
Set up is now complete

Things to Remember…

☐   To provide additional support to your External invitee you may choose to send them by email the web address of the SharePoint site you have just added them to

☐   When you sign into the NCC SharePoint site each time in the future you may be prompted to enter the code that will be sent to your mobile phone

☐   At step 8, the default method of authentication is to utilise and install a Smartphone App called **Authenticator**. For simplicity we don't demonstrate this method, but it is an option you may be familiar with and want to follow

☐   This guidance has been produced by NCC ICT Services Customer Enablement Team. It can be shared by NCC SharePoint owners/admins with any external colleague that they are inviting to be a guest member of an NCC external SharePoint site collaboration space. External colleagues experiencing any issues in accessing the SharePoint site should in the first instance contact their own ICT support team, this guidance can be shared with them for troubleshooting purposes. Any further issues can be reported back to the NCC SharePoint Site Owner/Admin who may request further support from the NCC ICT Service Desk