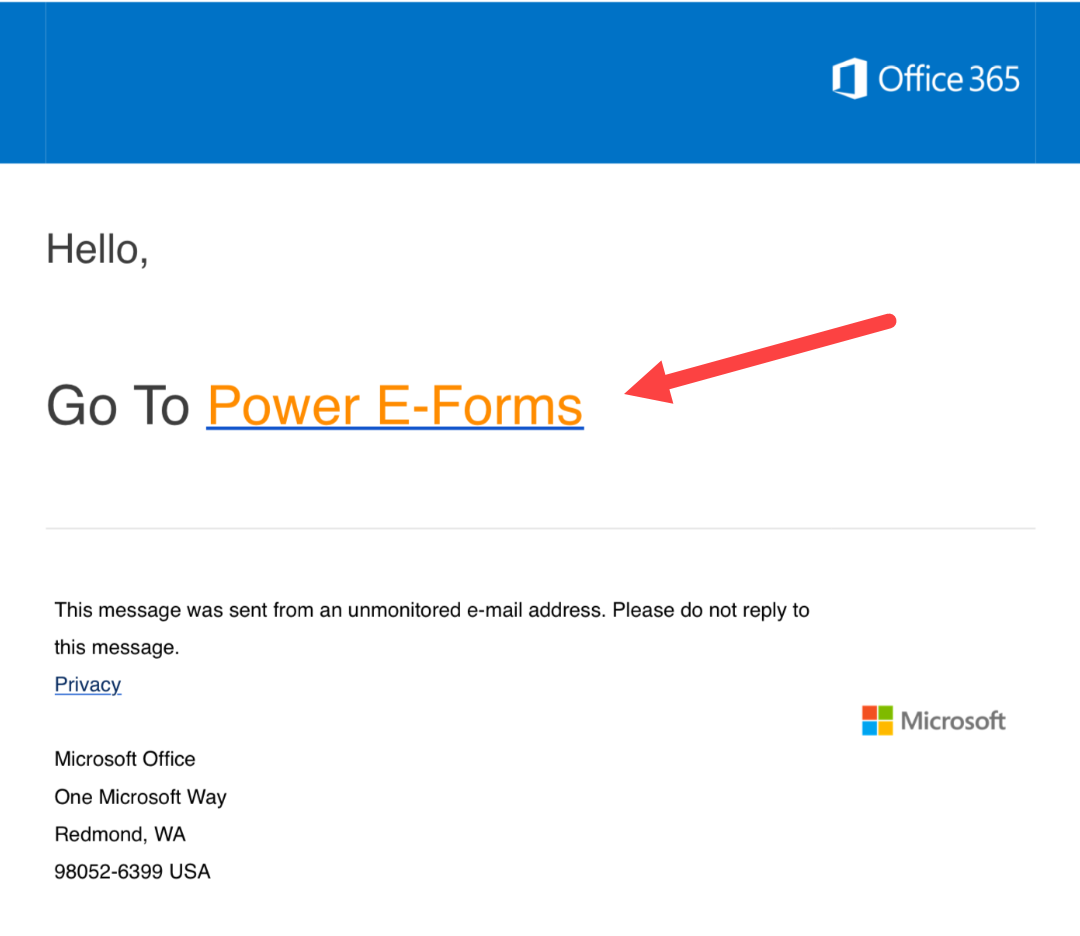
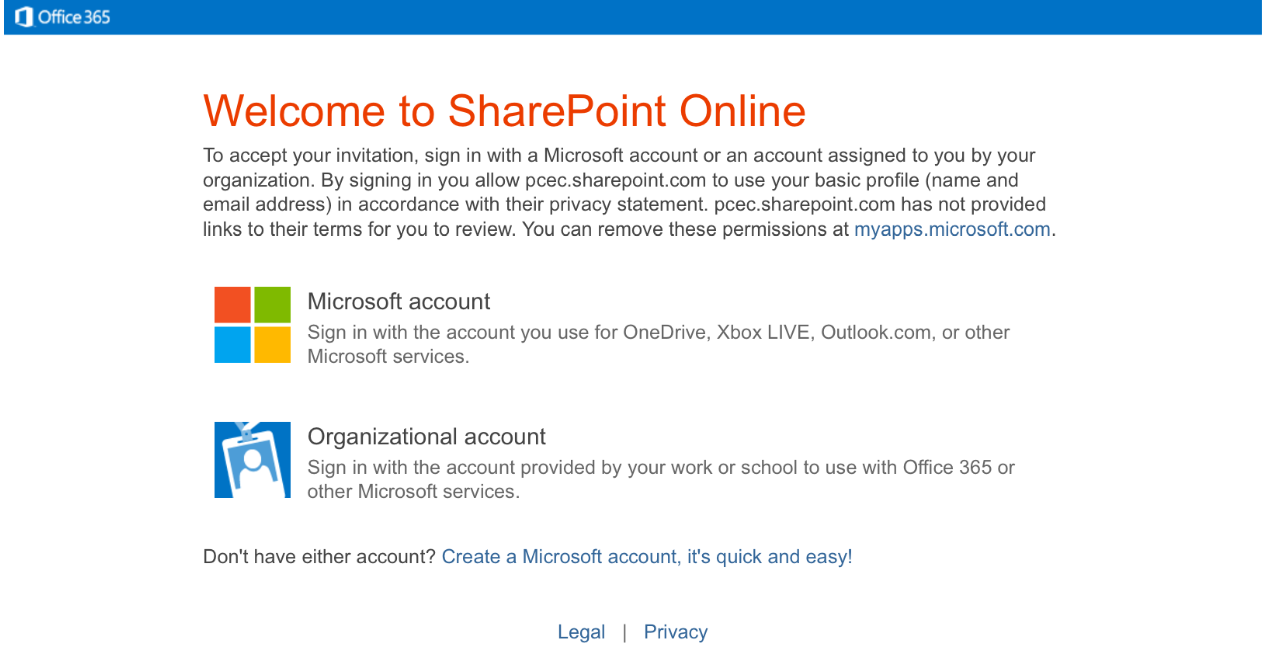
How To Create a Microsoft Account for SharePoint

1. Open the email sent from Power. Click on the orange link ("Power Safety E-Forms")

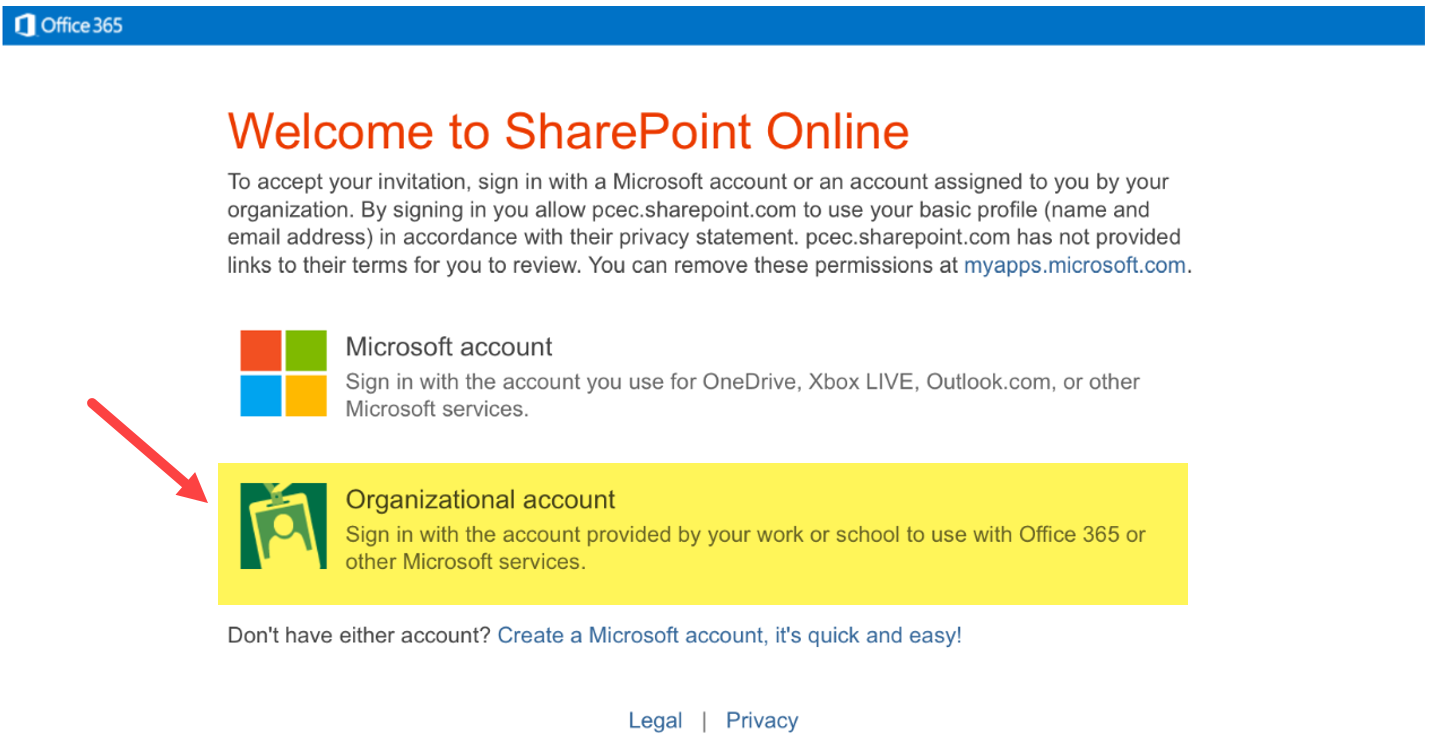
***\*You can not use the SharePoint app; this must be done on a browser\****



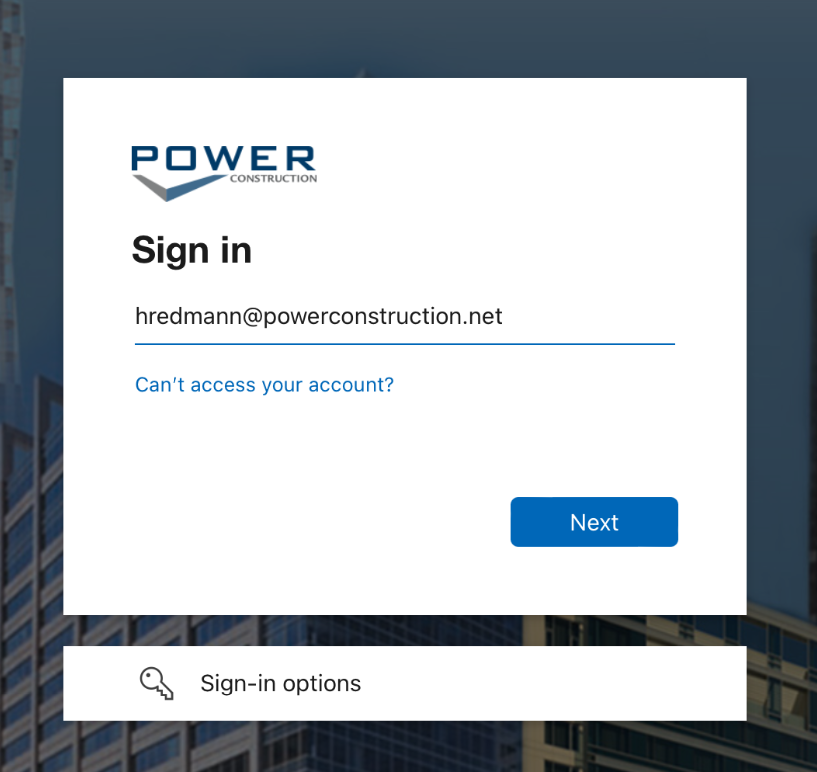
1. This screen will appear:



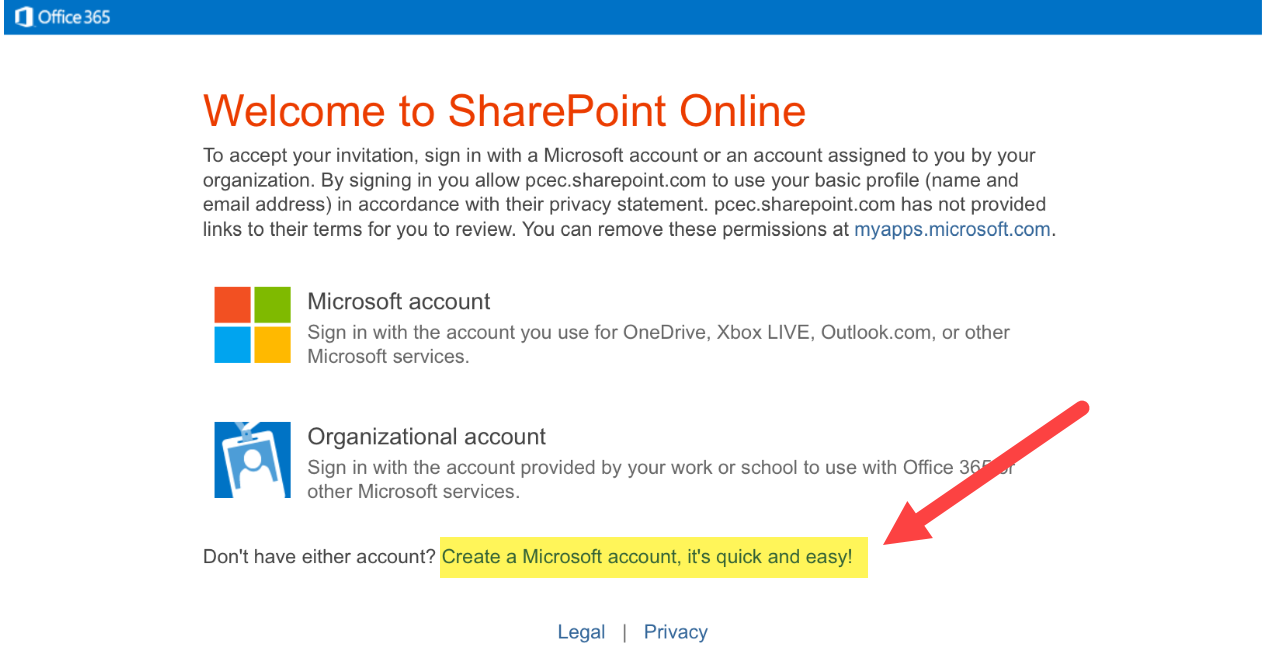
1. **If your company uses Microsoft**, click on "Organizational Account" and log in using your company email and password.



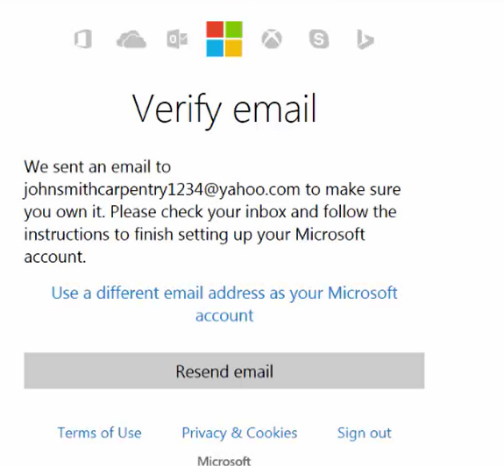
The log in screen looks like this:



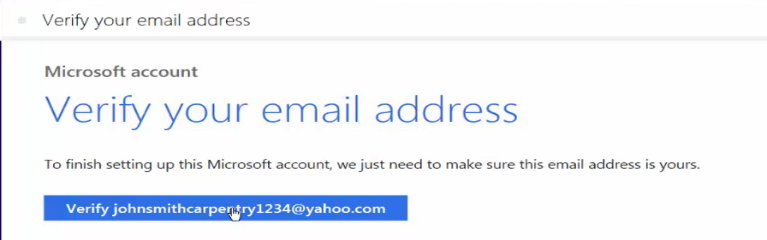
1. **If your company does not use Microsoft**, click on "Create a Microsoft Account".



1. Fill in the required information
2. Use the email address that the invite was sent to
3. Create password (case sensitive)
4. Select "Next" at the bottom of the screen
5. After your account has been created the page will look like this



1. Go back to your email inbox to complete verification
2. Select the email titled "Verify your email address"
3. Select "Verify your email address" highlighted in blue
4. This screen will appear



1. Return to your inbox and Select "Power Safety E-Forms" link
2. You now have access to SharePoint

