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# HOW TO ACCESS SHARE FILES FROM AN EXTERNAL ORGANIZATION.



Kevin Bonilla

29 seconds ago · Updated

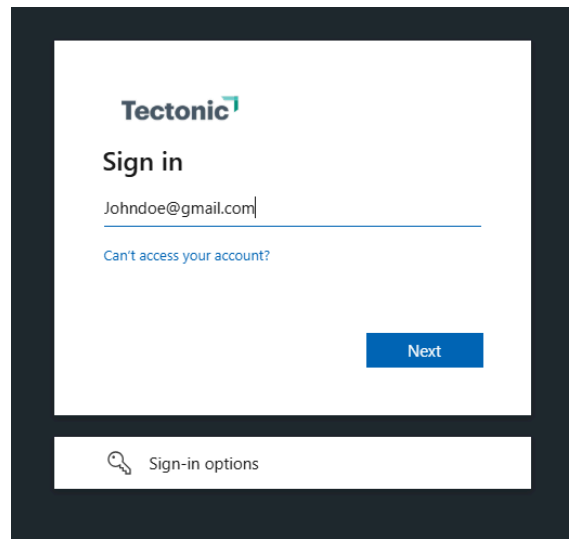
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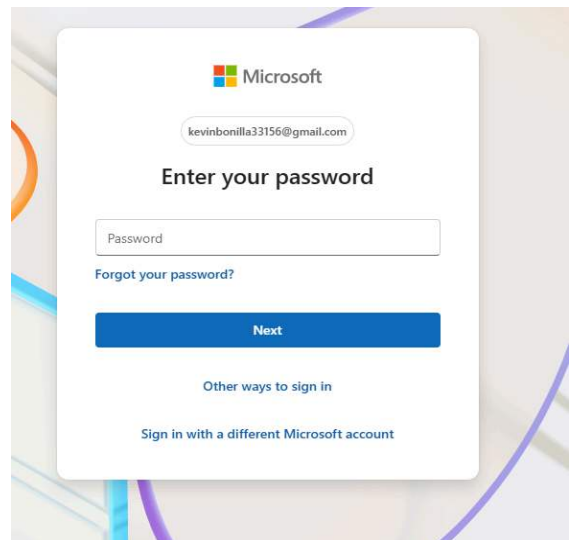
Prerequisites

- A valid email address (Microsoft, Gmail, etc.)
- Internet access and a modern browser (Edge, Chrome, Firefox, Safari)

Step 1: First click on the link that is being shared to you. You should be presented with this box below.

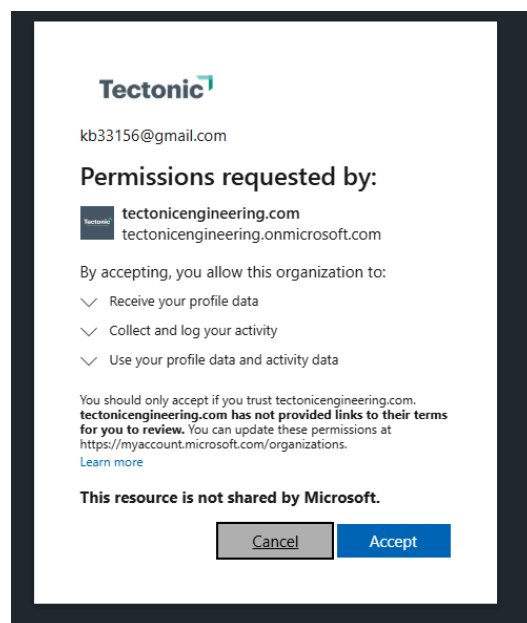
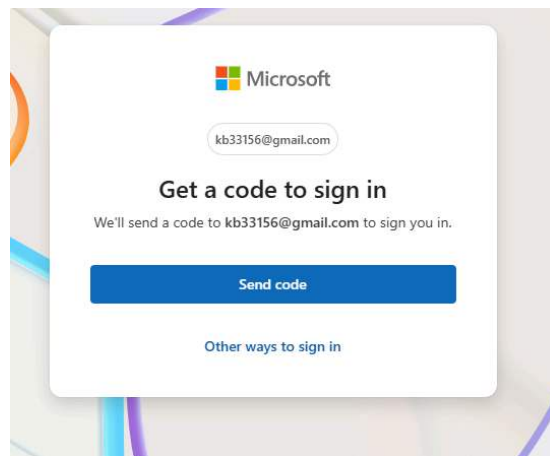


Step 2: After you sign in with your email account may be prompted for your password. Enter it for your account. IT DOES NOT NEED TO BE A MICROSOFT ACCOUNT



Step 3: It should ask you to send a code to that email account that you are trying to access the link from.

Step 4: Once you successfully enter the code. It will take to a permissions page. Please accept the terms and you will be redirected to the shared files.



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