Accessing SharePoint Online as an internal user
(uOttawa email i.e. Yourname@uottawa.ca)

- Click on the SharePoint Online site provided to you or through Office.com: 
  https://uottawa.sharepoint.com/sitename

- Log on with your uOttawa credentials to access the site.

- Follow the multi-factor authentication or code authentication processes.

- Technical issues? Please open a request through the Self-Service Portal: 
  https://topdesk.uottawa.ca/tas/public/login/saml
Accessing SharePoint Online as an external user
(Non-uOttawa email)

- Click on the SharePoint Online site provided to you:
  https://uottawa.sharepoint.com/sitename

  ![Image of SharePoint login page]

  The appearance of the message may vary depending on what is being shared whether it's a site, document, or folder.

- Log on with your personal, e.g. yourname@gmail.com to access the site.

- Use the authentication code sent to your personal email. Check your spam and junk folders as well if the message does not appear in your inbox.

- Technical issues? Please reach out to the SharePoint Online Liaison for the faculty or service you are collaborating with.

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