

How to access SharePoint Online for internal and external users

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>



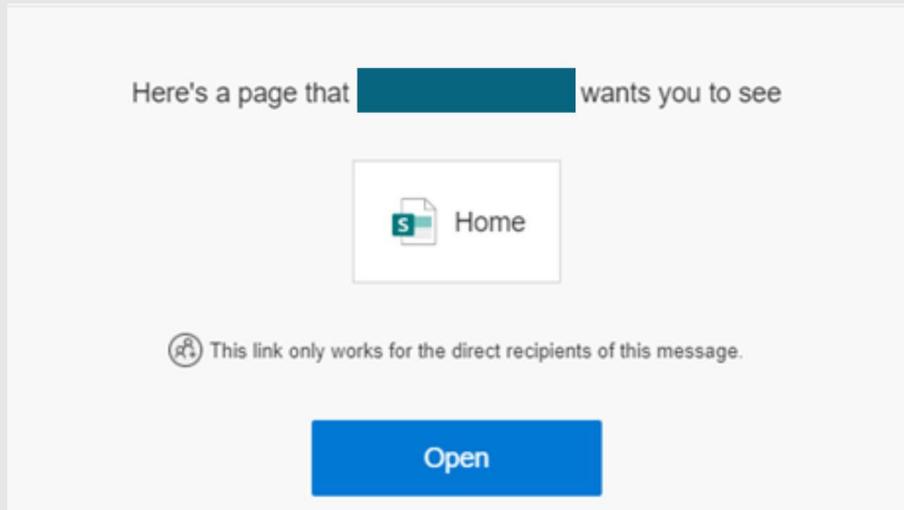
uOttawa

Information Management & Archives

Accessing SharePoint Online as an external user

(Non-uOttawa email)

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



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.