



# JOINT INSPECTION OF **ADULT SUPPORT** AND **PROTECTION**

SHAREPOINT GUIDANCE

# **ACCESS TO SHAREPOINT PORTAL – EXTERNAL GUIDANCE**

**1. When the Care Inspectorate send you an invite to the portal you will receive an email from one of our staff (i.e. Mark Esposito) as below**

**2. When you get this email, please click on the 'Strategic Scrutiny' which is a hyperlink.**

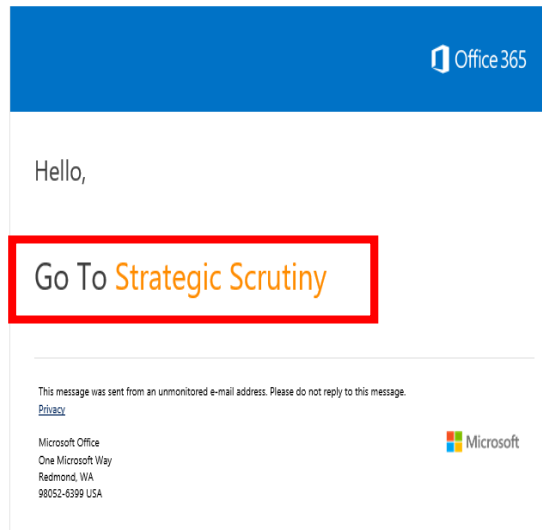
Fwd: Esposito, Mark wants to share Strategic Scrutiny



Mark Esposito <markesposito10@outlook.com>  
To: Esposito, Mark

Reply Reply All Forward ...

Thu 09/01/2020 09:03



### 3. When you click on the hyperlink, this will take you to the following page:

## Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow Care Inspectorate to use your basic profile (name and email address) in accordance with their privacy statement. Care Inspectorate has not provided links to their terms for you to review. You can remove these permissions at [myapps.microsoft.com](https://myapps.microsoft.com).



#### Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



#### Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account](#), it's quick and easy!

4. Click now on '**Organisational Account**'.

5. This will take you to the sign in page (as below). Please sign in using your **work email address** (where the invite has been sent to)



# Sign in

**Enter your work email address**

No account? [Create one!](#)

[Sign-in options](#)

Next

6. Then enter your login **password** for your work email account.



**Enter password**

●●●●●●●●

Keep me signed in

[Forgotten your password?](#)



**7. When you have logged in successfully, this following page will appear and you now have access to the inspection you were given permission too.**

You need permission to access this site.

I'd like access, please.

**Please note you do not need to click 'Request Access' button as you have the permissions you require by following the steps above.**