Logging in to a Stony Brook SharePoint Site as an External Collaborator

Site owners may grant external collaborators (persons without a Stony Brook University NetID and NetID password) access to their Stony Brook SharePoint team site. The external collaborator’s e-mail address is registered in SharePoint and a password is generated. The site owner must communicate the password and the site URL (https://teams.stonybrook.edu/site name) to the external collaborator.

When visiting this URL, external collaborators will be presented with the SharePoint Login page:

External collaborators enter their e-mail address and the password given to them by the site owner. These passwords are generally very complex. It might be best to cut and paste this into the password field.

After successfully logging in, external collaborators must change their password and update their account information. If a password reset question and answer is not provided the Forgot password? link will not work.
To change your password and update your account information, click on the drop down arrow next to Welcome John_Doe@example.com in the upper right corner of the SharePoint window and select Update My Account Information.

Complete all information on the **Account Information** screen.

**Current password** is the one that you just used to log in.

Select **Change your password**.

Enter your **New password** (twice).

Select **Change your password reset question and answer**.

Enter a **Password Reset Question**.

Enter a **Password Reset Answer**.

**This is very important!** This is the only way you may obtain a new password when you click the “Forgot password?” link on the SharePoint Log in page. A new password will be e-mailed to you at the e-mail address provided.