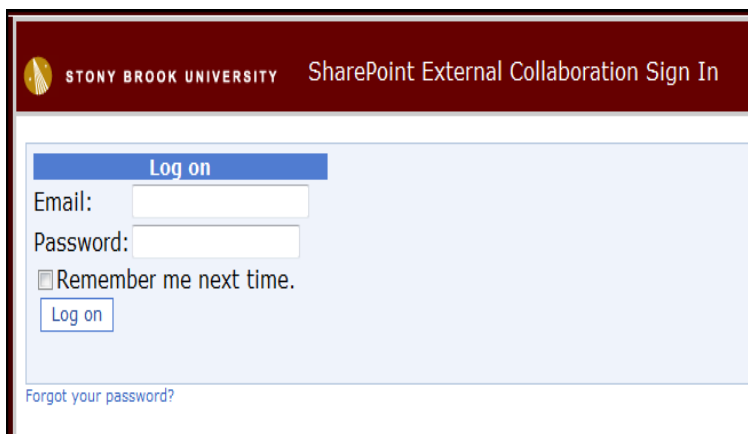


Logging in to an SBU SharePoint Site as an External Collaborator

External collaborators (persons without a Stony Brook University NetID and NetID password) may be granted access to an SBU SharePoint team site by the site owner. External collaborators must use a valid e-mail address to log in. Once the site owner has entered the external collaborator's e-mail address and granted access to the site, SharePoint will generate a password and send it to the site owner. The site owner will communicate the password and the URL in the form of:

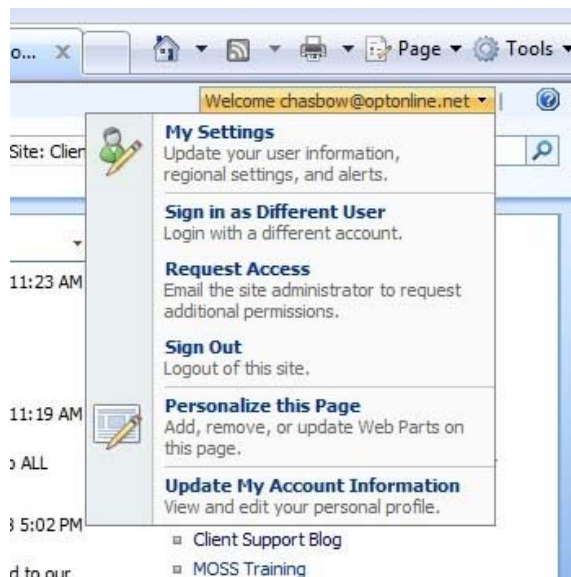
https://ecteams.stonybrook.edu/site_name to the external collaborators.

When visiting this URL, external collaborators will be presented with the SharePoint External Collaboration Sign In.



External collaborators should enter the e-mail address used as their user ID and the password generated by SharePoint. These passwords are generally very complex. It might be best to cut and paste this into the password field.

After successfully signing in, external collaborators should change their password and update their account information. If a password reset question is not provided by the external collaborator, the **“Forgot your password?”** link will not work.



To change your password and update your account information, click on the **“Welcome John_Doe@example.com”** drop down box on the upper right of the screen and select the **“Update My Account Information”** link.

Account Name: chasbow@optonline.net

First Name

Last Name

Company Name

Telephone Number

Current Password

Change your password

New password

Confirm password

Change your password reset question and answer

Password Reset Question

Password Reset Answer

The **“Account Information”** screen will be presented. You must fill in all information. Current password is the one that you just used to sign in.

- Check both check boxes
- Fill in a new password (twice)
- Set a password reset question
- Set a password reset answer

This is very important as this is the only way to reset your password. If this field is filled in you may obtain a new password at any time by clicking on the **“Forgot your password?”** link on the sign-in screen. A new password will be e-mailed to you at the e-mail address that is used for your User ID. If you do not fill in password reset question and answer, this link will refuse to give you a new password.