

# Creating a guest account at LSE – Guidance for External Guests

## Introduction

If you are external to LSE and need access to LSE resources including Microsoft Teams and SharePoint, you will first need to create a guest account. You only need to set up your guest account once.

An LSE member of staff will first need to request a guest account for the email address you wish to use. Once this has been done you will need to create a guest account in order to access resources on LSE applications including SharePoint and Teams.

## Step 1

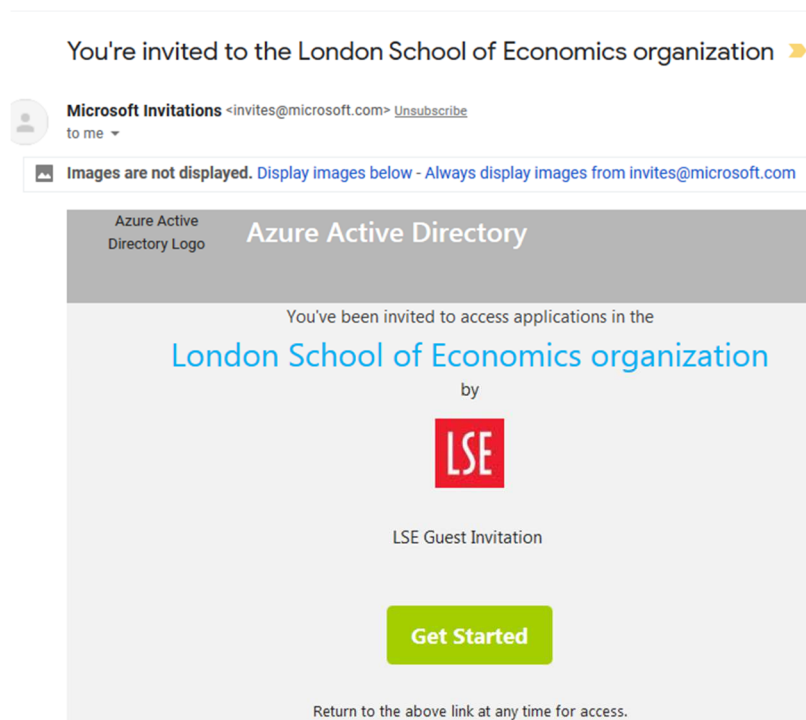
Provide the relevant member of LSE staff with the email address you wish to use. This will usually be your organisation email address.

## Step 2

LSE staff member requests a guest account using the email address and organisation details you provided in Step 1.

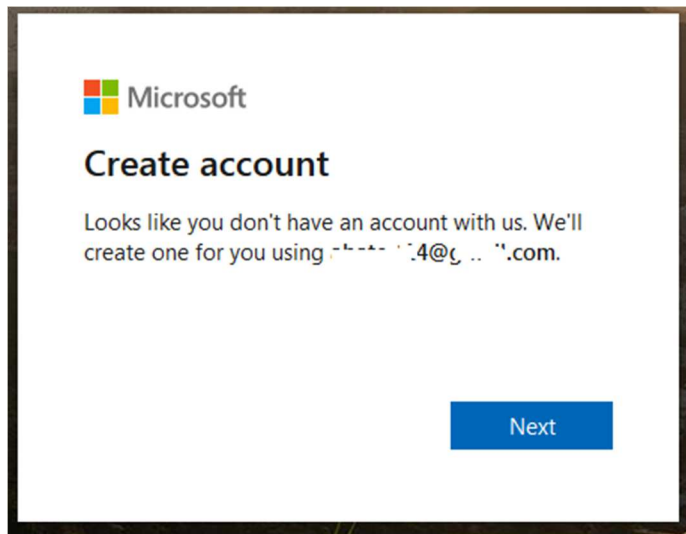
## Step 3

Once the guest account has been requested, you will receive an email from [invites@microsoft.com](mailto:invites@microsoft.com) inviting you to create an account. Follow the link in the email to get started and follow the instructions.



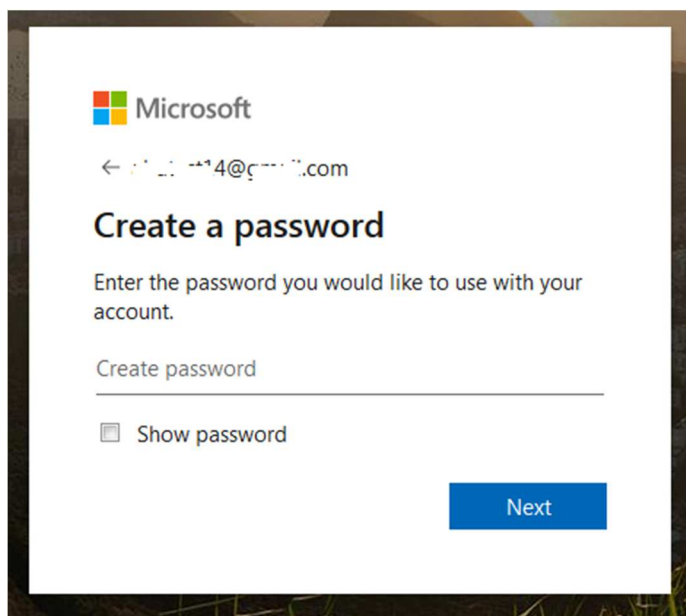
## Step 5

You will be asked to create an account...



## Step 6

Set a password (this can be anything you choose)...



## Step 7

Verify your email address – a verification email will be sent to the email address used to set up the account.

### Verify your email address Inbox x

**Microsoft account team** <account-security-noreply@accountprotection.microsoft.com>  
to me ▾

Microsoft account

## Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **5142**

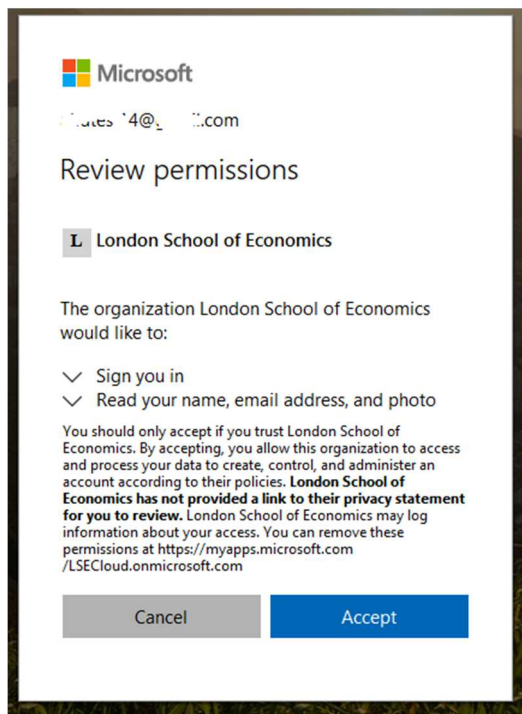
If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,

The Microsoft account team

## Step 8

Review permissions - Once you have verified your email account you will be asked to review and accept permissions.



## Step 9

Once you have accepted permission, you will see a screen confirming your guest account has been set up. Please review [LSE's conditions of Use for IT Facilities](#) using the link on the confirmation screen.

The screenshot shows the LSE website's 'LSE Guest Account' confirmation page. At the top, there is a navigation bar with the LSE logo and search/menu options. Below this is a breadcrumb trail: 'LSE Staff > Divisions > Data and Technology Services > Our Services > LSE Guest Account'. The main content area has a red header bar followed by the title 'LSE Guest Account'. The text states: 'Your request for an LSE Guest Account has been submitted.' It then explains that guest accounts allow access to LSE's online collaborative working environments and that a notification for joining a Teams collaborative workspace will be received. A link to 'LSE's Conditions of Use for IT Facilities' is provided. At the bottom of the main content, there is a link to 'Microsoft's Teams Help Centre'. To the right of the text, there is a 'Print or share' section with icons for print, email, Facebook, LinkedIn, and Twitter. The footer contains contact information for the London School of Economics and Political Science, including the address (Houghton Street, London, WC2A 2AE, UK), phone number (+44 (0)20 7405 7686), and links for 'Campus map' and 'Contact us'. There are also links for 'Cookies', 'Modern Slavery Statement', 'Privacy policy', 'Report a page', 'Terms of use', and 'Accessibility Statement'. The footer also includes the copyright notice '© LSE 2019' and social media icons for Facebook, YouTube, Instagram, LinkedIn, and Twitter.

## Step 10

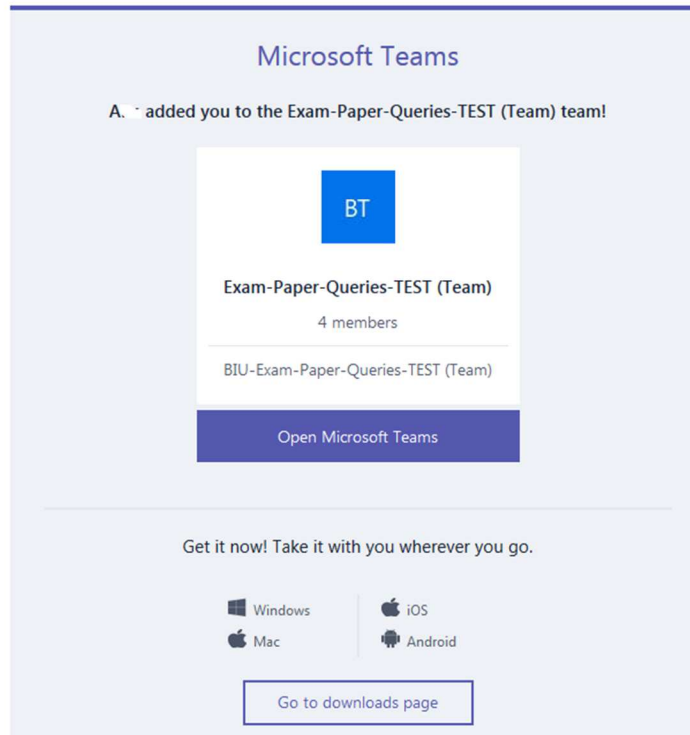
In due course, the LSE staff member will add your guest account and you should receive a notification similar to the ones below, to join a Teams or SharePoint collaborative workspace.

Click on the 'Open' button to access the resources you have permission for.

If you are prompted to sign in, do so with the email address and password you used to create your guest account.

You only need to set up your guest account **once**. You can use the same guest account to collaborate on any other SharePoint sites and Teams groups you have been permissions to access.

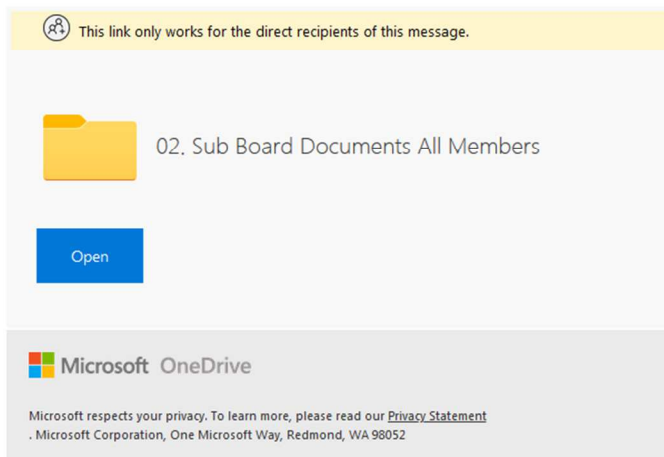
Microsoft Teams <noreply@email.teams.microsoft.com>  
to me ▾



Maison, A shared the folder "02. Sub Board Documents All Members" with you. [Inbox x](#)

Maison, A shared the folder "02. Sub Board Documents All Members" with you. [Inbox x](#)  
to me ▾

Here's the folder that Maison, A shared with you.



**Note:**

If you have any issues setting up your Guest Account, this may be because you have previously been added to an LSE **SharePoint** site as an external collaborator.

The Department or Division will need to request that your old external collaborator account is disabled before you can successfully set up your new Guest Account.

If still need to have access to SharePoint sites you previously collaborated on, you will need to request this from the site owner.