Instructions for External SharePoint User

If you already have an active Microsoft Office 365 (O365) account, you will want to use a different browser than the browser you use to access your O365 account. Open a different browser (e.g., if your default browser is Microsoft Edge, use Google Chrome) and copy the invite URL and paste it into the browser to accept the invite.

If you do not have an active O365 account open, you may proceed with your primary browser.

STEP 1: You will receive an email invite from Microsoft to add your personal email account to our organization.

To proceed, click "Accept Invite." If you encounter any issues, copy the invite URL and paste it into your browser. The email will look like this:
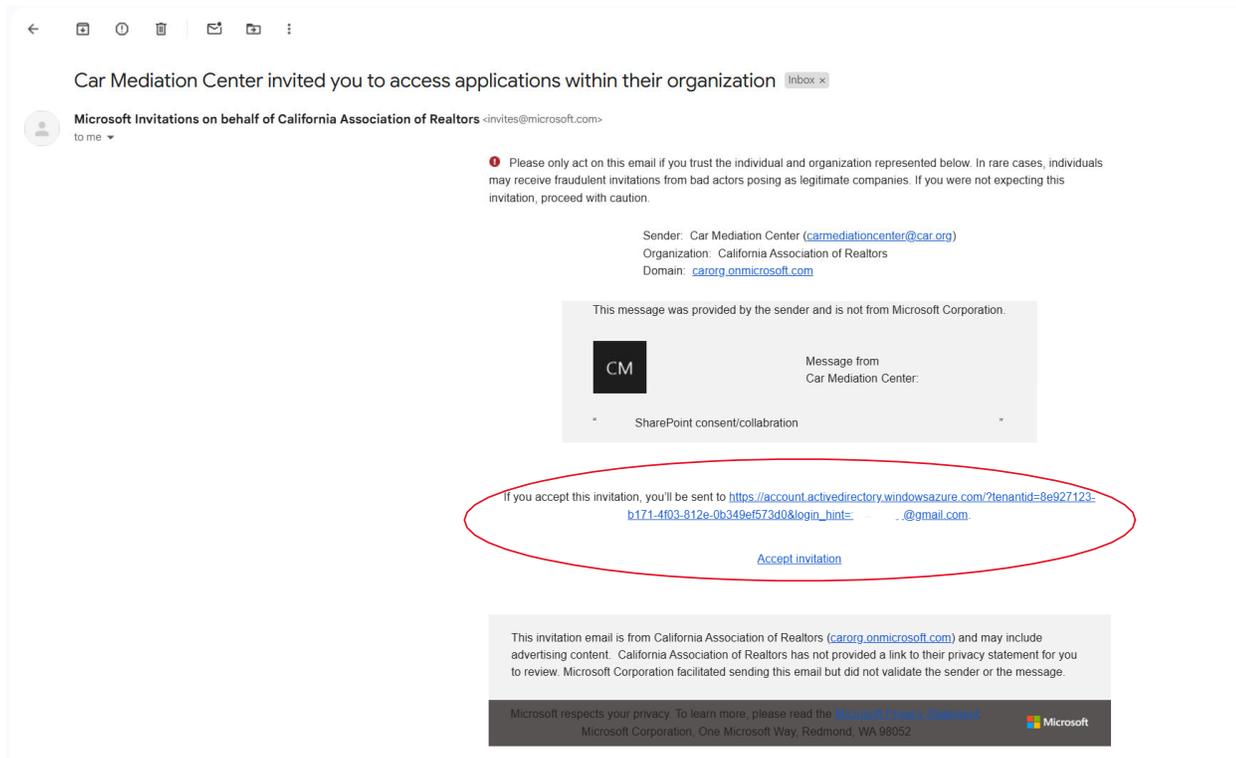
STEP 2: After accepting the invite, you will be prompted to send a one-time verification code to your email.

STEP 3: After entering the code, you will receive a consent request. Please accept it.
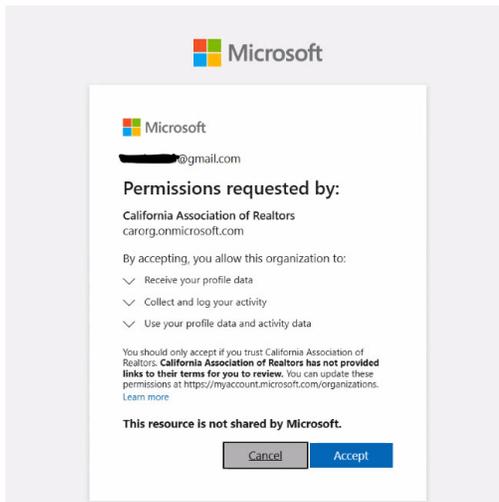
STEP 4: After accepting the consent, you will see an app screen with a loading icon, indicating that your account has been successfully added. **Please note that the app loading screen will not fully load, and you can close the tab now.**

Within 2 business days, you will receive a email from mediation@car.org confirming your access and providing you with a link to access the SharePoint page. https://carorg.sharepoint.com/sites/CAR-MediatorPanel.

Going forward, we will include a link to this resource page in all case communications. We also recommend bookmarking it for ongoing reference.

Once you receive the link, click on it to open the SharePoint page. In most cases, the page will load automatically. If you see a login screen, enter your email address, and a one-time code will be sent to your account. Enter the code to gain access to the SharePoint page.