



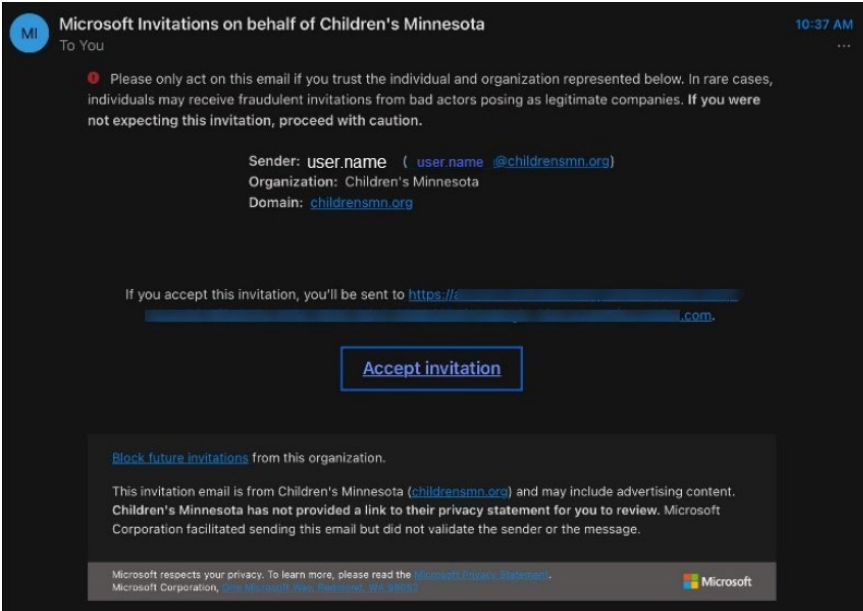
# Microsoft Guest User: Claiming Children's MN Access

You are being invited to collaborate with Children's Minnesota. Please follow the instructions below to claim your guest account.

Once you have claimed your guest account, you will be able to collaborate with Children's Minnesota in the Microsoft environment. Due to current limitations, we recommend saving provided links and accessing the Children's system via a browser window.

- 1. An invitation, similar to the one below, will be sent via email. Accept the invitation and follow the instructions provided.

**Note:** The sender name may not be the person who is requesting your guest access.

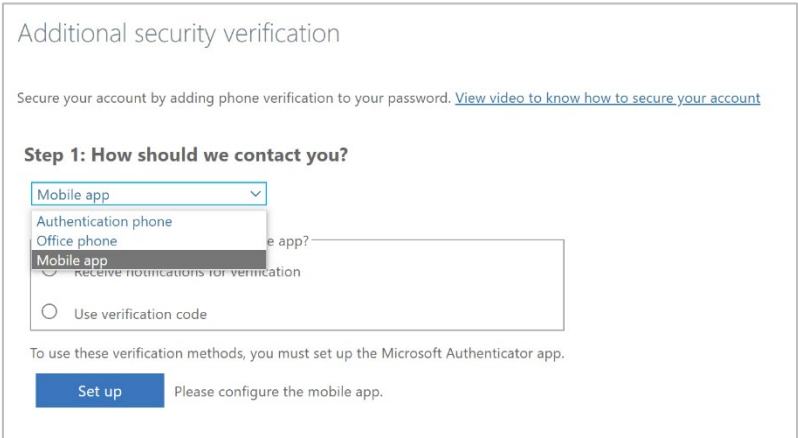
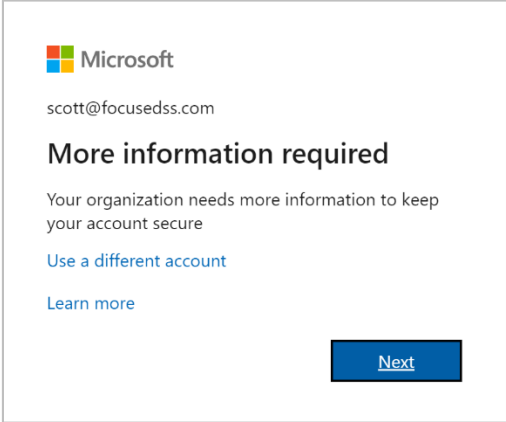


- 2. You must review and accept the permissions. This allows you to use your current Microsoft User ID and password to access Children's Minnesota Microsoft environment.

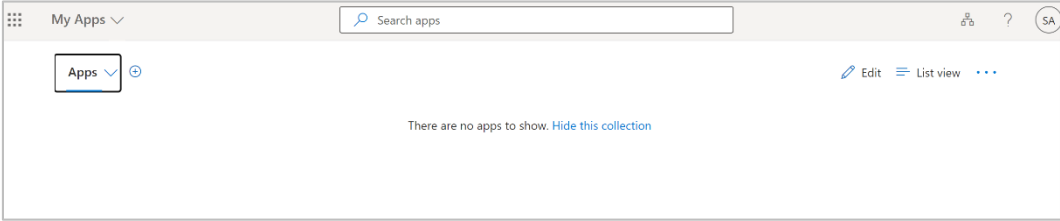




3. Children’s Minnesota requires multi-factor authentication. You will be notified that you must set this up, and will be prompted to select which method you would like to use as your secondary authentication. The mobile application is the best option for most users.



4. Once you have successfully set up your account, you will be presented with the **My Apps** screen. **Note:** It is normal that there will be no applications displayed, as you will need to use the link provided by your contact within Children’s Minnesota to access the shared resource.



5. If applicable, click on the link you have been provided to access Children’s Minnesota Microsoft Teams or the OneDrive files or folders for collaboration.