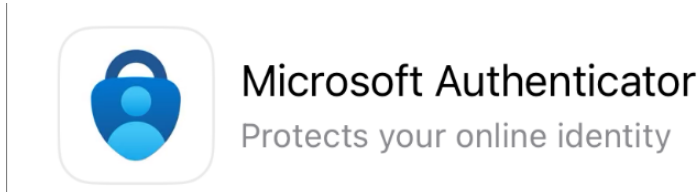
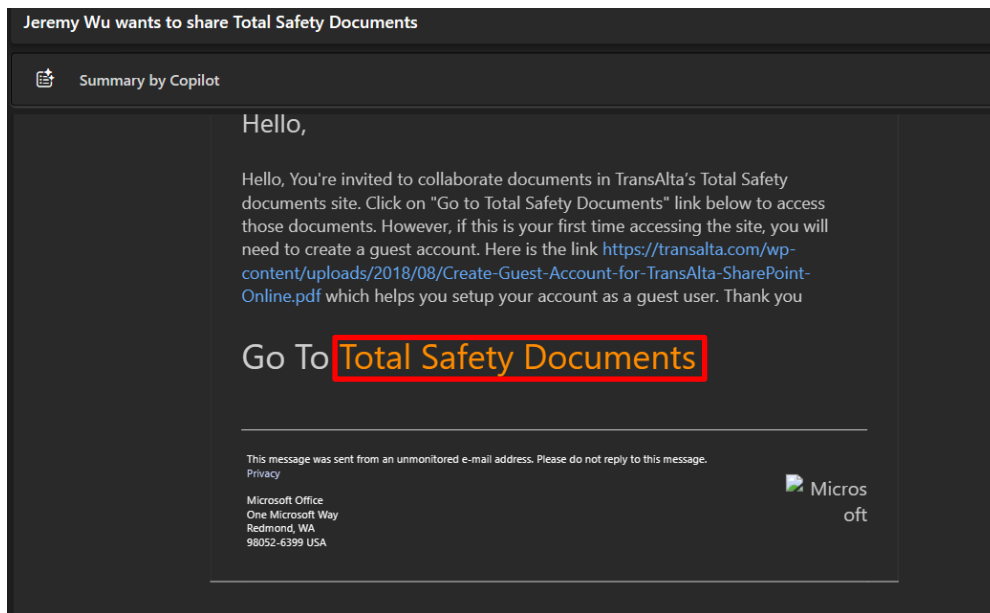


The following are steps to create a guest account for Office 365.

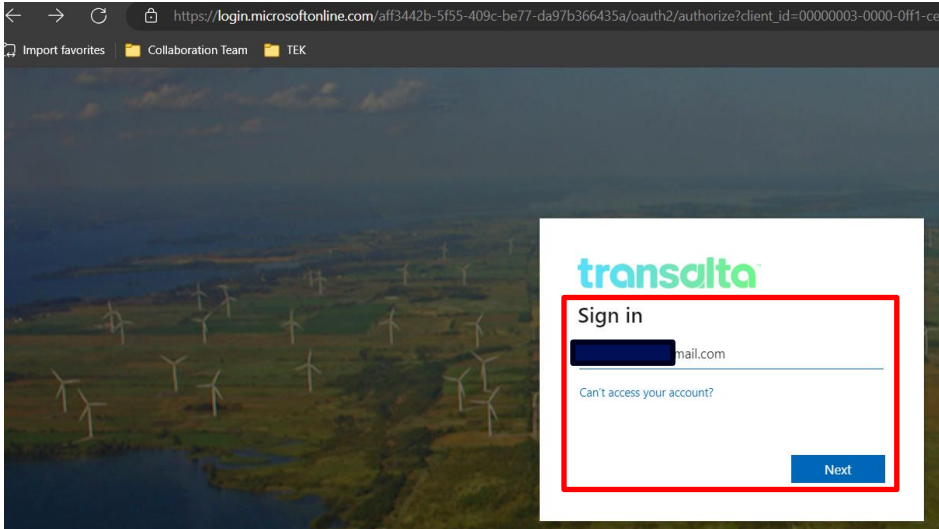
Note: Please ensure you have the Microsoft Authenticator app installed.



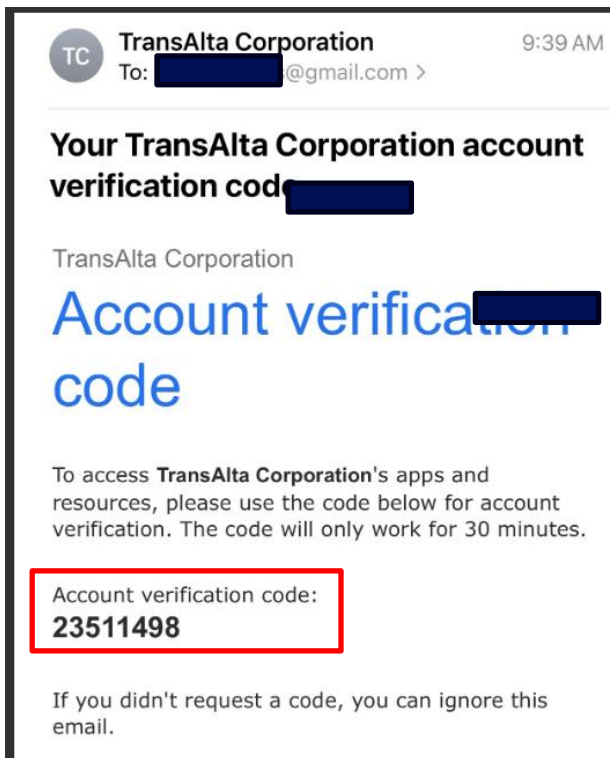
1. After your account has been added to the External Contractors list, you should receive an email invitation for the Total Safety Documents.
2. Click on the "Total Safety Documents" link.



3. Enter your email address and click "Next"



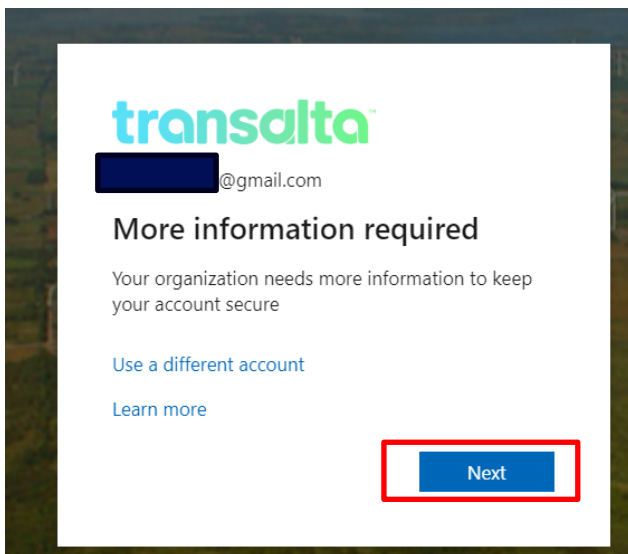
4. You will be asked to verify the email address and a code will be emailed to you



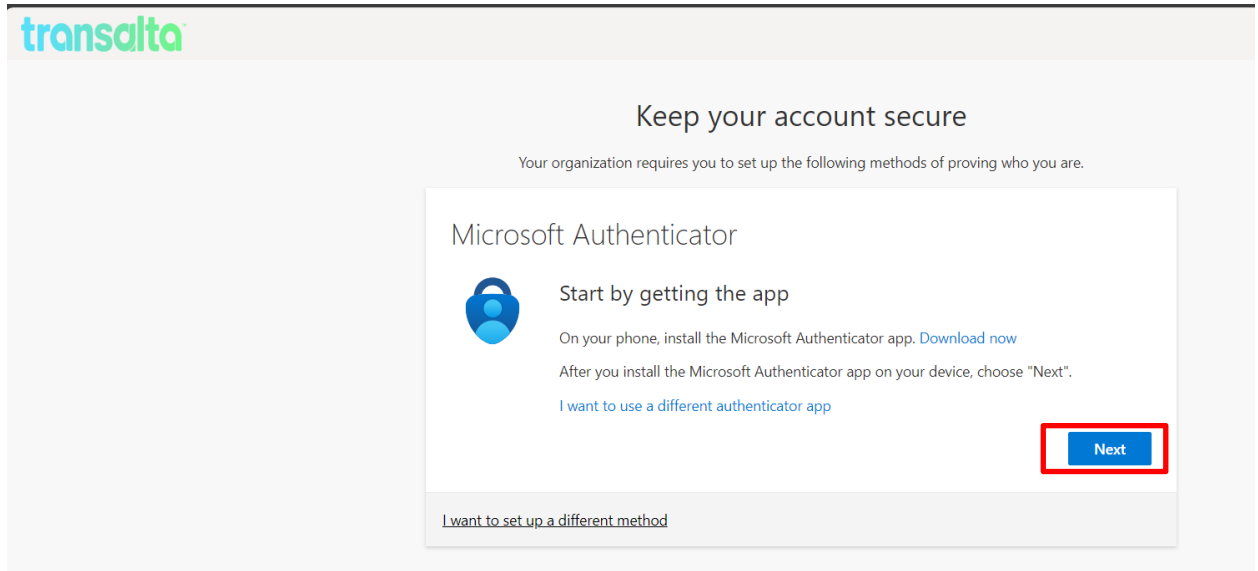
5. Enter the code and click “Verify”



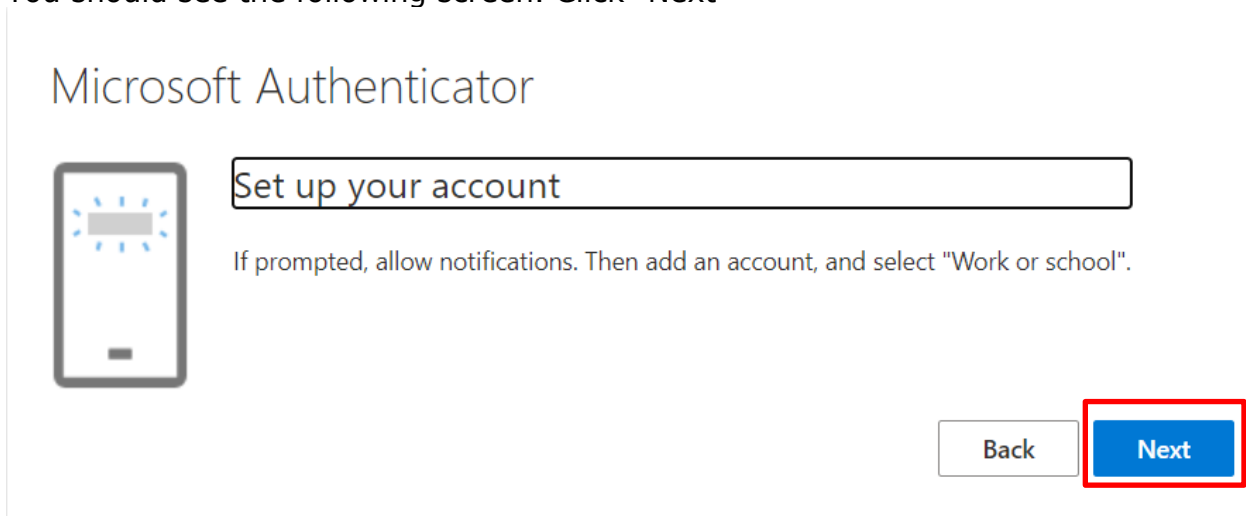
6. After verification, you should see the following screen. Click “Next”



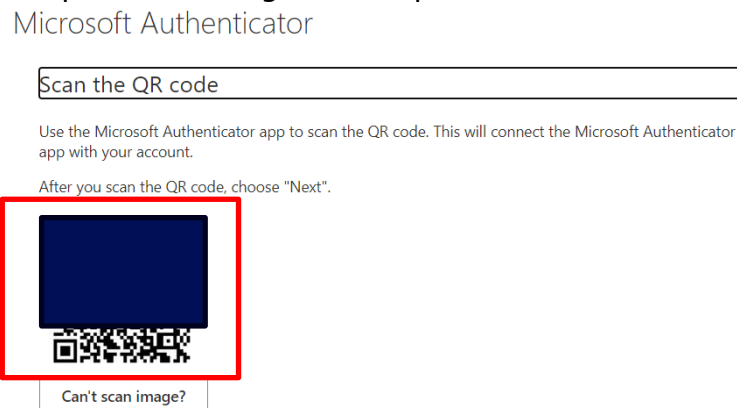
7. Click "Next"



8. You should see the following screen. Click "Next"



9. Keep the following screen open. You will now switch to your mobile device



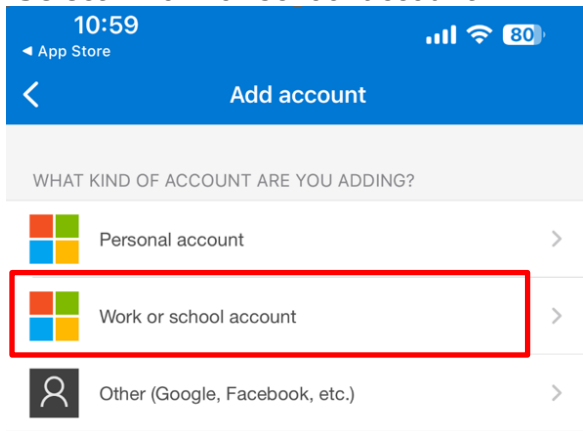
10. On your mobile device, open the Microsoft Authenticator app and you should see the following screen.



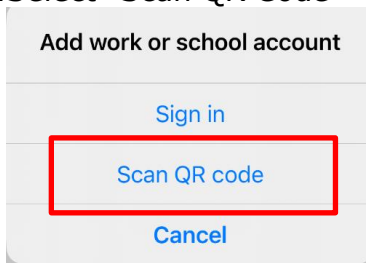
11. In the top right corner, press the "+" button



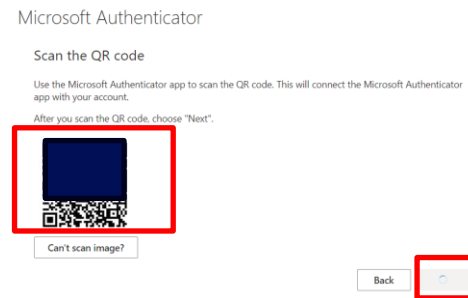
12. Select "Work or school account"



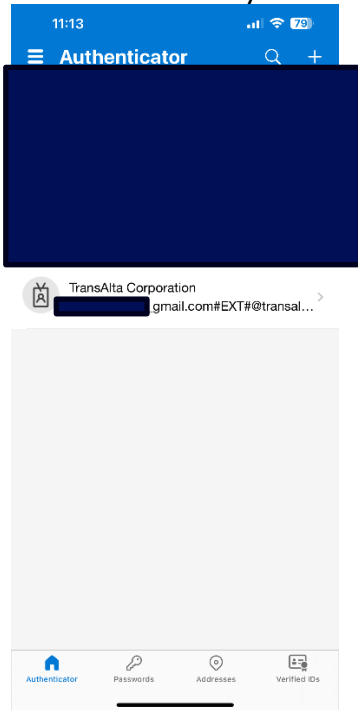
13. Select "Scan QR Code"



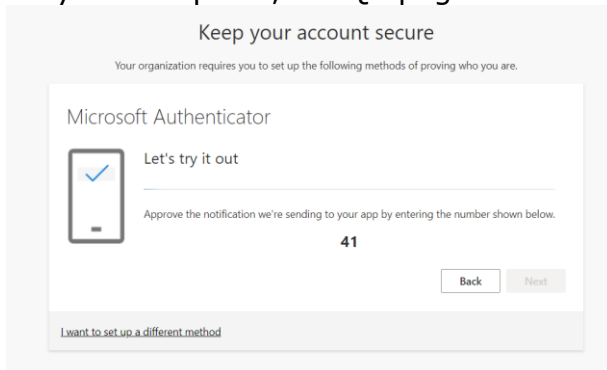
14. Scan the QR Code on your computer screen and click "Next"



15. You should see your account shown in the Authenticator App like the following



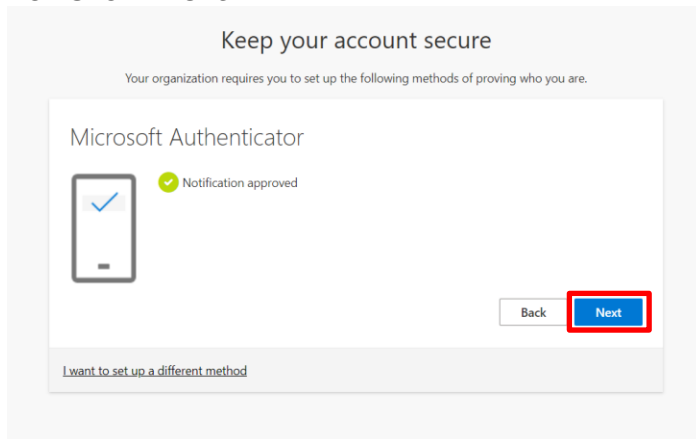
16. On your computer, the QR page should refresh to the following with a 2 digit code.



17. Enter the code 2 digits on your Authenticator app. And hit "Yes"



18. Click "Next"



19. Click "Done"

