

External Users: Accessing UH SharePoint and Teams sites

In order to collaborate with the University of Houston using Microsoft Teams or SharePoint, you must either have a Microsoft Account or an organizational account. An organizational account is an account managed by your work or school using Office 365.

When you have been invited to collaborate with the University of Houston using Microsoft Teams or SharePoint, you will receive an email with a link.

The link will prompt them to [sign in](#) with an existing [Microsoft Account](#) or create a new one.

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization.



Microsoft account

Sign in with the account you use for SkyDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)

FAQ

How do I create a Microsoft account?

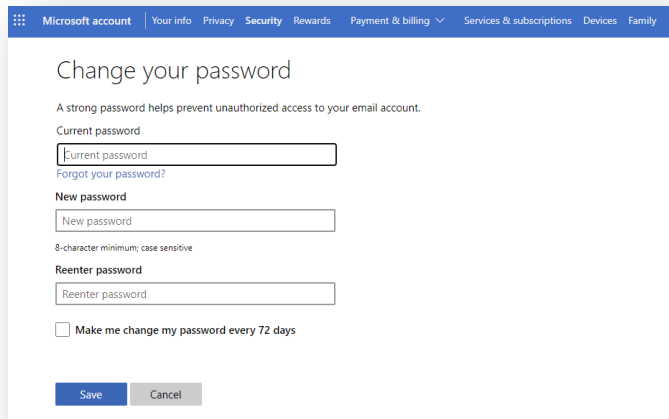
You can [create your own Microsoft](#) account by going to their website.

How do I know if I have a Microsoft account?

The University of Houston does not administer Microsoft accounts. Your Microsoft account is managed by you. You can [check to see if you have a Microsoft](#) account by going to the Microsoft's website. It's possible to have a Gmail, Yahoo, or other email addresses associated with your Microsoft account.

How do I change my Microsoft account password?

Log into <https://account.live.com/summarypage.aspx> with your email address and password. Click the Password menu item and fill out the form:



The screenshot shows the Microsoft account 'Change your password' form. At the top, there is a navigation bar with links for 'Microsoft account', 'Your info', 'Privacy', 'Security', 'Rewards', 'Payment & billing', 'Services & subscriptions', 'Devices', and 'Family'. The main heading is 'Change your password'. Below it, a note states: 'A strong password helps prevent unauthorized access to your email account.' The form contains three input fields: 'Current password', 'New password', and 'Reenter password'. A link for 'Forgot your password?' is located between the current and new password fields. A note below the new password field says '8-character minimum; case sensitive'. At the bottom of the form, there is a checkbox labeled 'Make me change my password every 72 days' and two buttons: 'Save' and 'Cancel'.

How do I know if I have an Organizational account?

You will need to contact your school or work IT department to find out.