Logging in to Ford SharePoint Online sites or OneDrive

Guest Accounts that are not Microsoft accounts* registered on or after September 11, 2020, will experience the *One-Time-Passcode* login process. Each time you log in, a passcode will be sent to your email address. If you close your browser and access again, even on the same day, you will receive a new passcode. Use that passcode instead of your password to log in.

Steps:

- Go to the SharePoint Online site or the OneDrive content that has been shared with you (recommended browser is Edge)

- Enter the email address of your Ford Guest Account and click the **Next** button
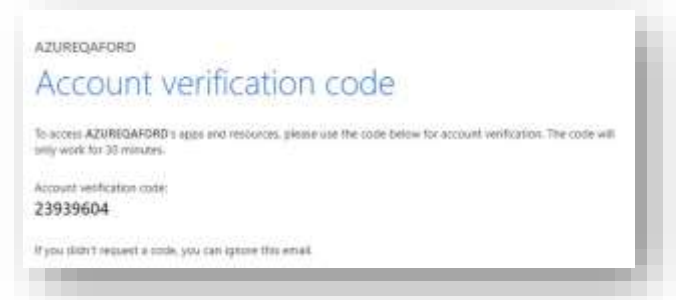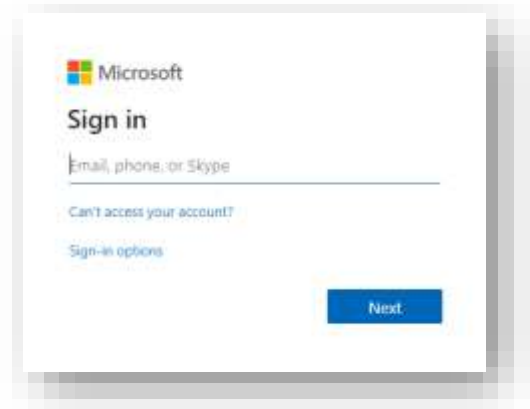
  A message will appear on the screen indicating a code has been sent to your email address

- Open the email to obtain the code

- Enter the code on the browser screen and click the **Sign in** button

  You will then be prompted for your second method of authentication (this depends on how you set it up during your Guest Account registration)

That is all you have to do to access the content. You do not need your password using this method.

* The *One-Time-Passcode* does not apply to Microsoft accounts. A Microsoft account includes Outlook.com, Hotmail.com, and any email address that already exists in the Microsoft Office 365 environment.