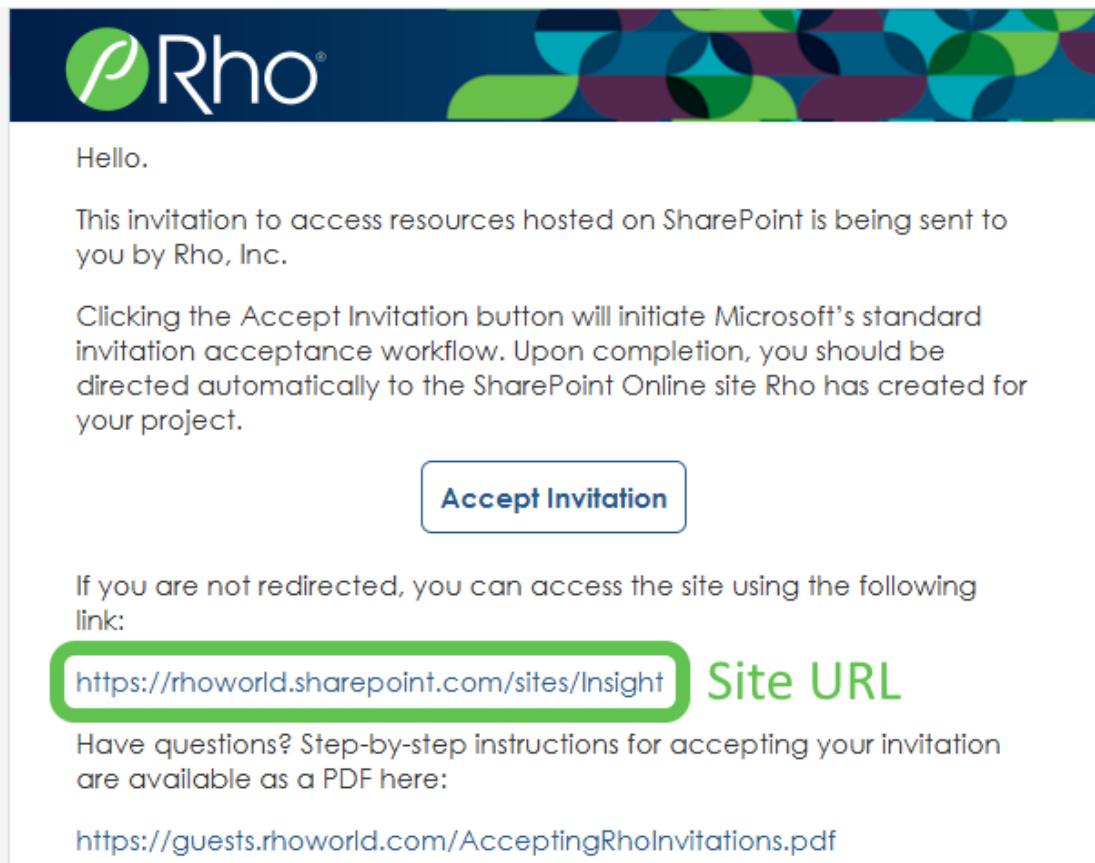


Accepting a Microsoft 365 Invitation from Rho

Rho uses Microsoft SharePoint to collaborate on project materials. You will be invited to the site as a guest, which allows you to access SharePoint *using your existing Microsoft account* rather than an account provided and managed by Rho.

This document explains how to accept a guest invitation. You must complete this process before you can follow any links shared with you by the Rho project team.

1. You will receive an email from “Rho Invitations” with the subject “Microsoft 365 Sharing Invitation from Rho, Inc.” like the following:

A screenshot of an email invitation. The header features the Rho logo and a colorful abstract graphic. The body text reads: "Hello. This invitation to access resources hosted on SharePoint is being sent to you by Rho, Inc. Clicking the Accept Invitation button will initiate Microsoft's standard invitation acceptance workflow. Upon completion, you should be directed automatically to the SharePoint Online site Rho has created for your project." Below this is a blue "Accept Invitation" button. Further down, it says: "If you are not redirected, you can access the site using the following link: https://rheworld.sharepoint.com/sites/Insight" followed by a green "Site URL" button. At the bottom, it says: "Have questions? Step-by-step instructions for accepting your invitation are available as a PDF here: https://guests.rheworld.com/AcceptingRhoInvitations.pdf".

2. Click the “Accept Invitation” button to proceed.

If you are prompted to log in, provide the *password for your existing Microsoft account*. (The one you use to log on to your computer or to access email.)

3. A standard Microsoft 365 permission confirmation dialog will appear:

Permission requested by:



Rho, Inc.

rhoworld.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data

Your profile data means your name, email address, and photo

- ✓ Collect and log your activity

Your activity data means your access, usage, and content associated with their apps and resources

- ✓ Use your profile data and activity data

This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

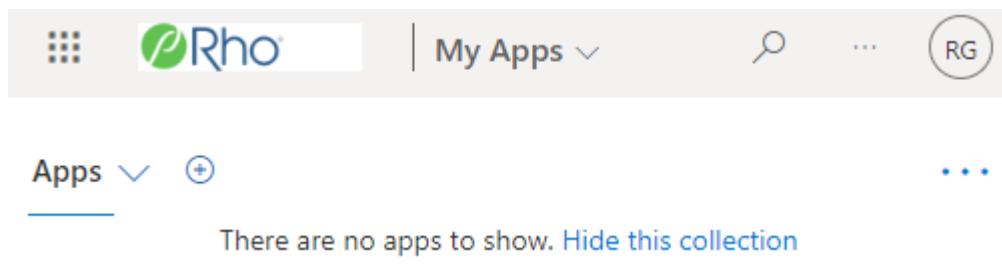
Cancel

Accept

Accepting this request grants Microsoft permission to attribute your actions in the SharePoint site Rho has created for your project to you. Your profile data remain on Microsoft's servers and Rho does not store or directly access information in your profile. If you have questions about whether it is acceptable to grant this permission, please refer them to your IT support personnel. You may wish to share a copy of this document as well.

4. Click the Accept button to proceed. After accepting, you will be redirected to the SharePoint site.

In rare cases you may be redirected to the My Apps page instead:



If this happens, copy the site URL from the body of the invitation email (see step 1), paste it in your browser's address field, and press Enter.
