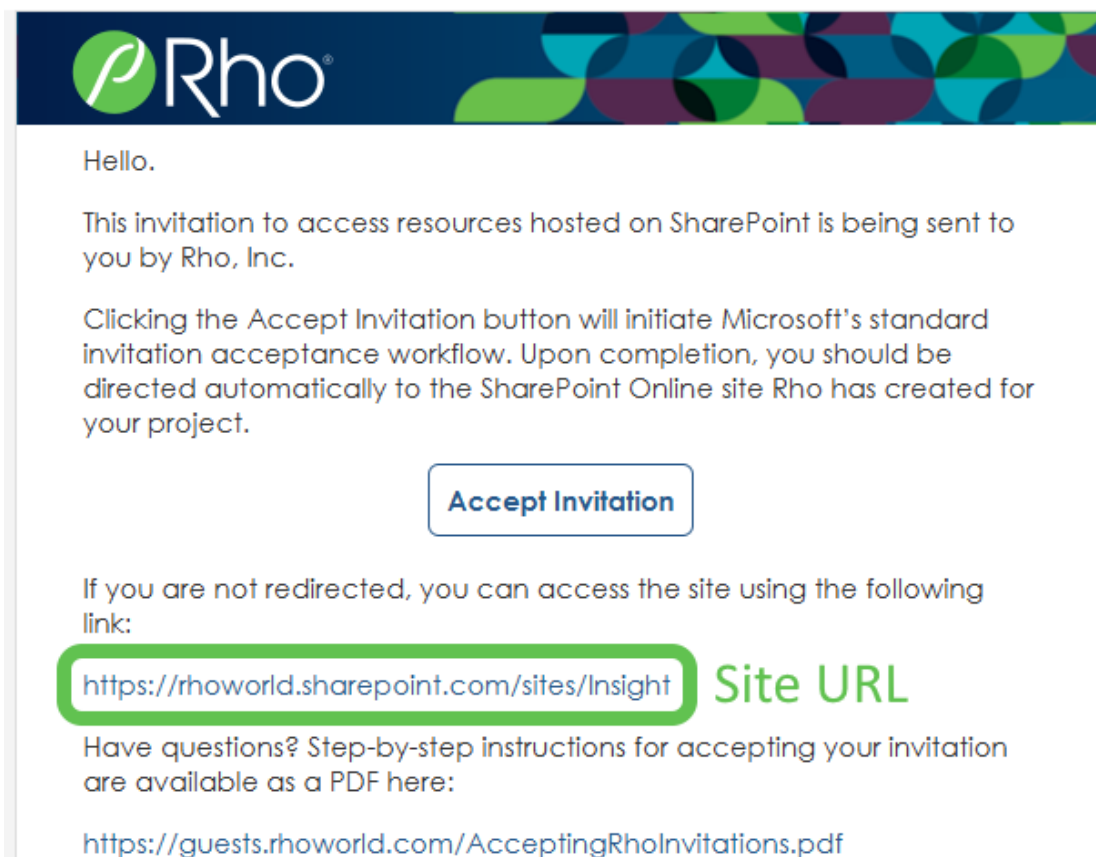# Accepting a Microsoft 365 Invitation from Rho

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:

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
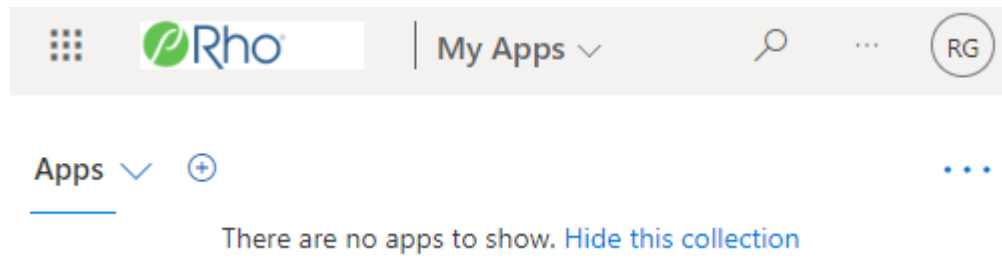
Cancel	Accept

    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:

    ::: ⦿Rho | My Apps ∨   🔍 ··· (RG)

    Apps ∨ ⊕   ···

    There are no apps to show. Hide this collection

    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.