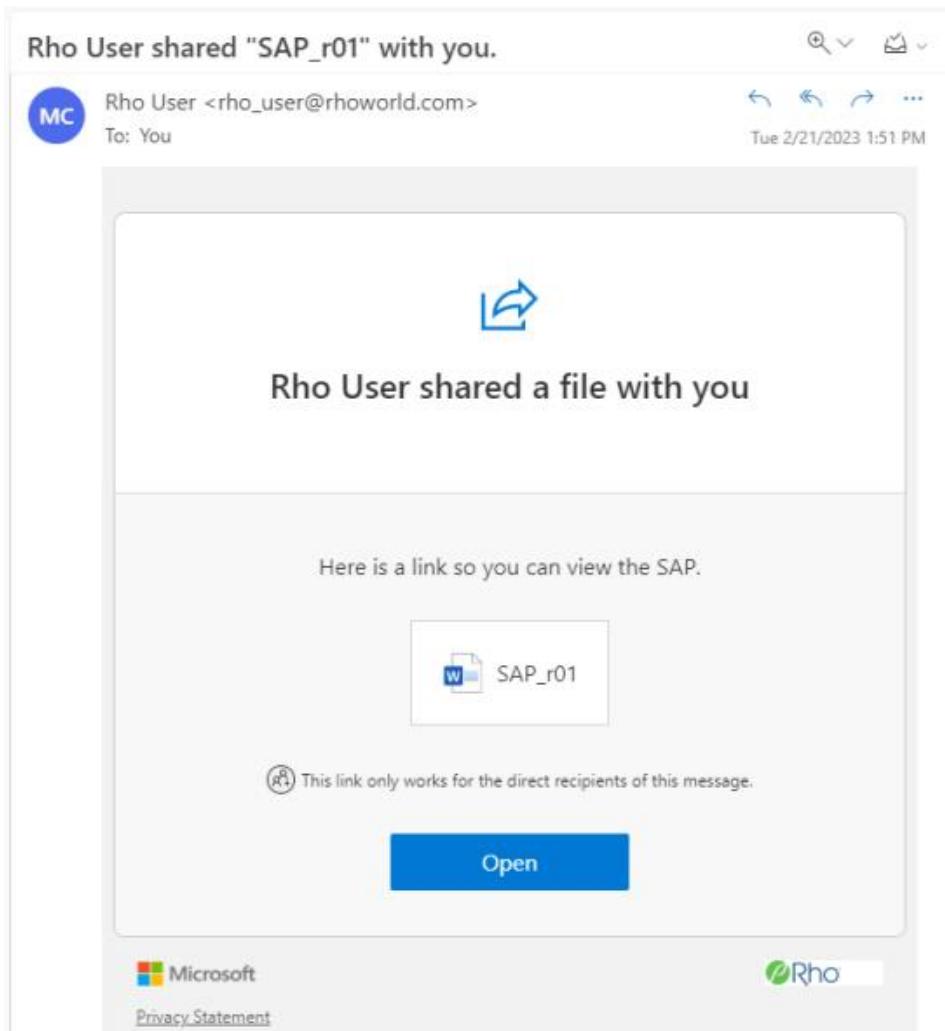


Accepting a Sharing Link from Rho

Rho uses Microsoft SharePoint to collaborate on project materials. After you are registered as a guest of Rho's SharePoint site, Rho personnel may share documents with you by emailing a sharing link. These links are specific to your Microsoft 365 account and cannot be shared with anyone else.

This document explains how to access a document using a sharing link.

1. You will receive an email sent from the person who created the link with a title like *"Rho User shared Document with you."*
2. The body of the email will contain an Open button for you to click:

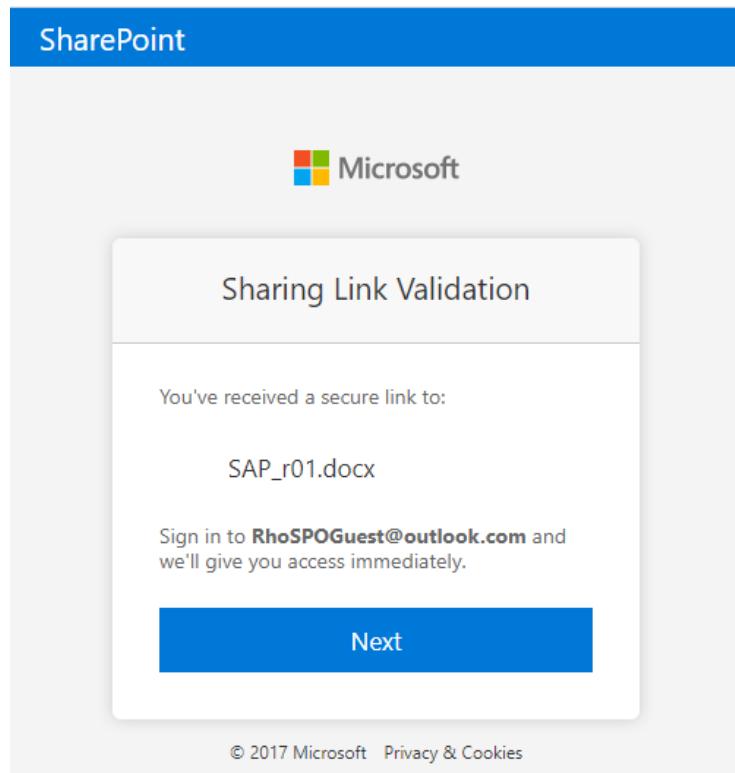


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3. Click the Open button to proceed.

You may be prompted to enter a password. If you are, provide the password for your existing Microsoft account. This is the password you use to log on to your Windows computer or to access your email.

4. A validation dialog will appear:



5. Click the Next button to proceed. The document will open in the browser-based version of the appropriate Microsoft 365 application:

