

# **Extranet sites access guide**

**First time login and Microsoft Account  
activation**

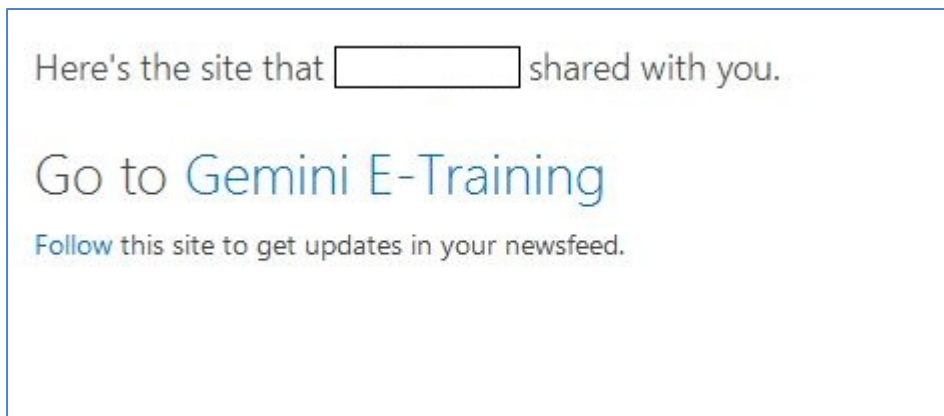
# How do I get access to the Extranet sites?

The Extranet sites (Gemini E-Training, Networks Companies Documentation and UK Link Secured Documentation) are owned by Xoserve, and access to them provided by invitation only. In order to invite external users to join, Extranet sites owners need to know your corporate email address. Instructions on how to activate your access to the Extranet sites can be found below.

To request access to one of the Extranet sites, please fill out the Secured Site Access Request form located at the following link <http://www.xoserve.com/index.php/our-systems/extranet-secured-sites/>

## External user invitation process

You will receive an email invitation to join (Figure 1).



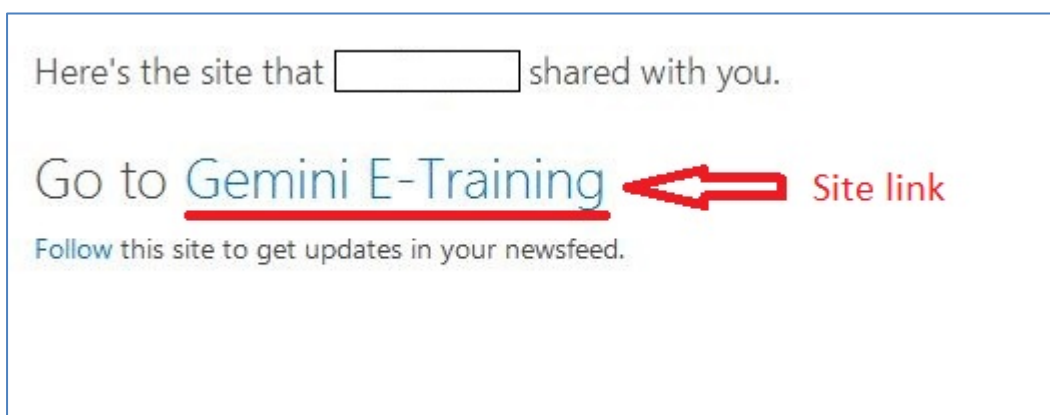
**Figure 1 (Please note the above invite is for the 'Gemini E-Training Site' If selecting one of the other secured sites it will state 'Networks Companies Documentation' or 'UK Link Secured Documentation')**

On receiving the email invitation, you will need to complete the following steps.

**Step 1** – Create a Microsoft Account ID.

If you have already registered for a Microsoft Account with your email address, proceed to Step 3 and sign in with your credentials to the Extranet site.

**Step 2** – Click on the site link in the invitation email (Figure 2).



**Figure 2 (Please note the above invite is for the 'Gemini E-Training Site' If selecting one of the other secured sites it will state 'Networks Companies Documentation' or 'UK Link Secured Documentation')**

Step 3 – Click on 'Sign in with a Microsoft account' (Figure 3).

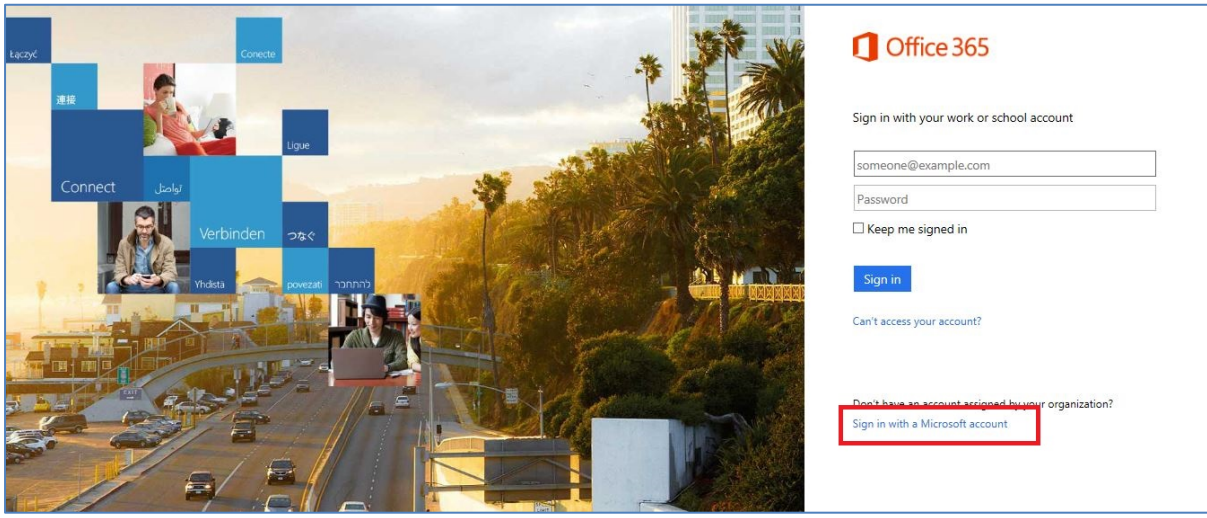


Figure 3

If you do not have a Microsoft Account, click on 'Sign up now' to create one (Figure 4).

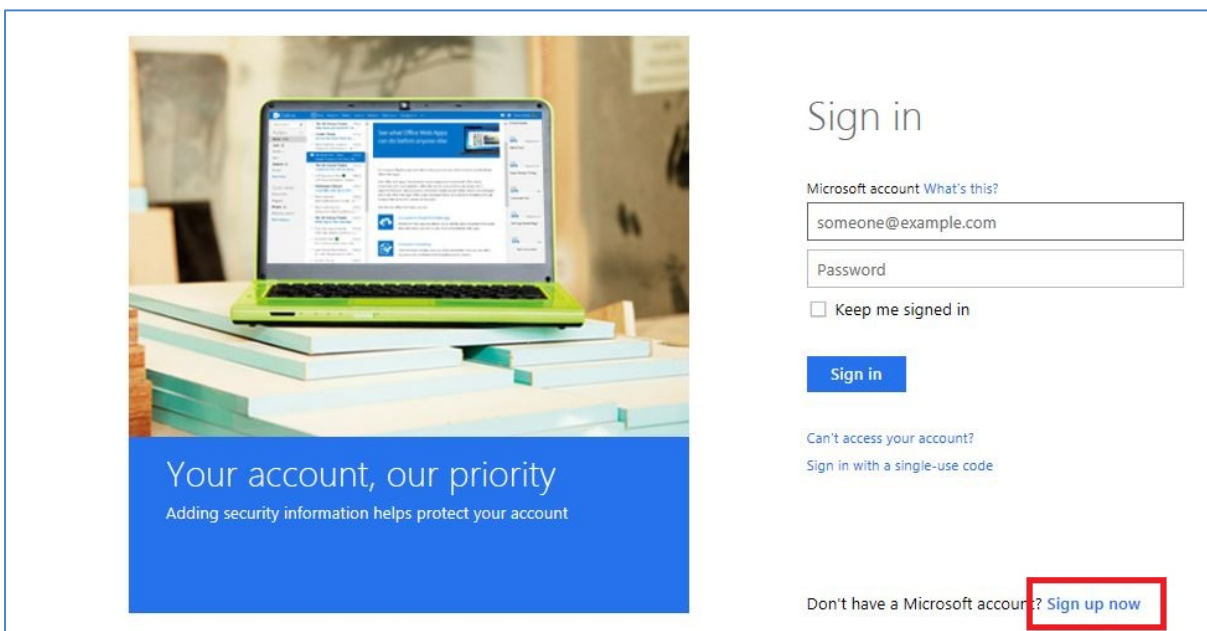


Figure 4

**Step 4** – Complete the required fields on the online registration form (Figure 5) and then click on ‘Create Account’ (Figure 6).NOTE: The username must be the same email address (your corporate email address) as the one we sent the invitation.

Microsoft

# Create an account

You can use any email address as the username for your new Microsoft account, including one you already sign in to a Windows PC, tablet or phone, Xbox Live, Outlook.com or OneDrive, or

Name

After you sign up, we'll send you a message with a link to verify this username.

Username

@xoserve.com

Or get a new email address

Create password

8-character minimum; case-sensitive

Re-enter password

Country/region

United Kingdom

Postal Code

B91 3LT

Date of birth

Gender

Not specified

**Figure 5**

NOTE: You can tick the box 'Send me promotional offers from Microsoft' if you do not wish to subscribe.

Help us protect your info

Your phone number helps us keep your account secure.

Country code

Phone number

We want to make sure that a real person is creating an account.

Enter the characters that you see  
[New](#) | [Audio](#)

← Captcha characters

Send me promotional offers from Microsoft. You can unsubscribe at any time.

Click **Create account** to agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Create account

**Figure 6**

**Step 5** – You need to verify your Microsoft Account and confirm your identity (Figure 7).

## Microsoft account

Call us overprotective, but we need to verify that

@xoserve.com is yours

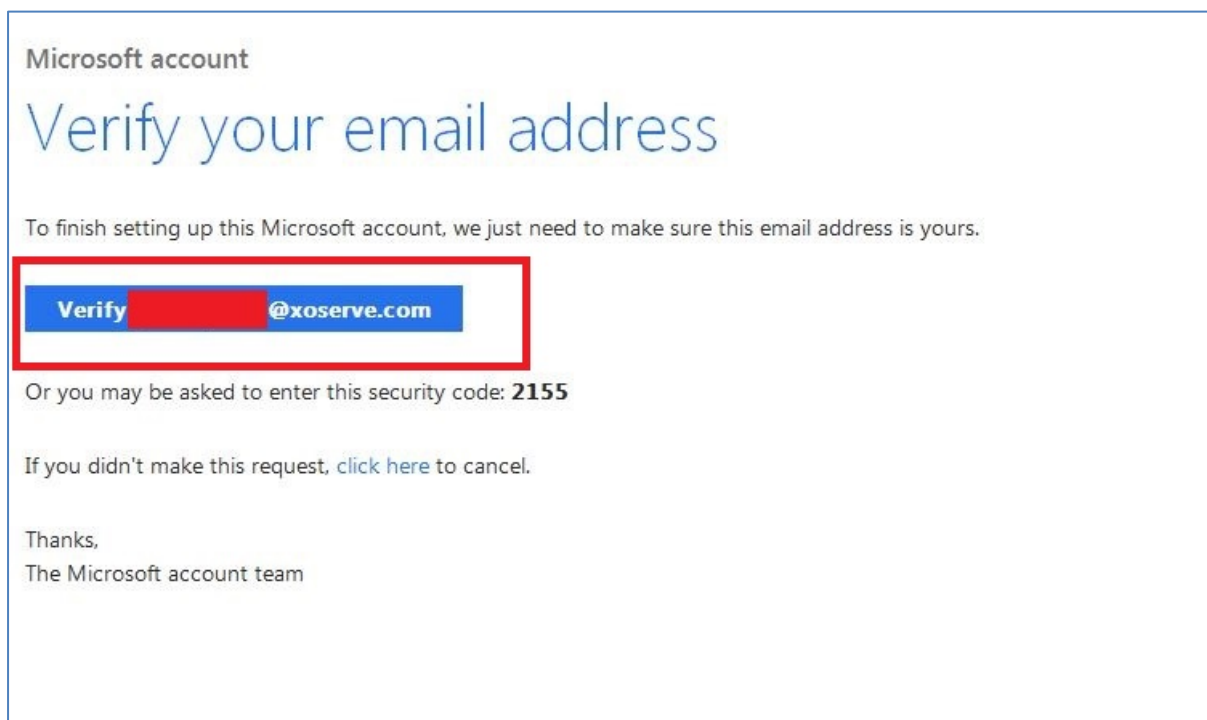
Before you can continue, you need to check your inbox for a message from the Microsoft account team. Follow the instructions in the email to finish setting up your account.

[Use a different email address as your Microsoft account](#)

[Resend email](#)

**Figure 7**

**Step 6** – You should receive an email from the Microsoft account team that includes a 'Verify' link. Please click on the link to verify your email account (Figure 8).



**Figure 8**

**Step 7** – You will be informed that the account has been created and verified (Figure 9). You will not be automatically redirected to your Extranet site.

Microsoft account

Ready to go!

Thanks for verifying  You can now get back to what you were doing.

Figure 9

**Step 8** – Click on the site link in your invitation email as in Step 2. You will be redirected to the home page. Accept the Terms & Conditions and Privacy Statement (Figure 10).

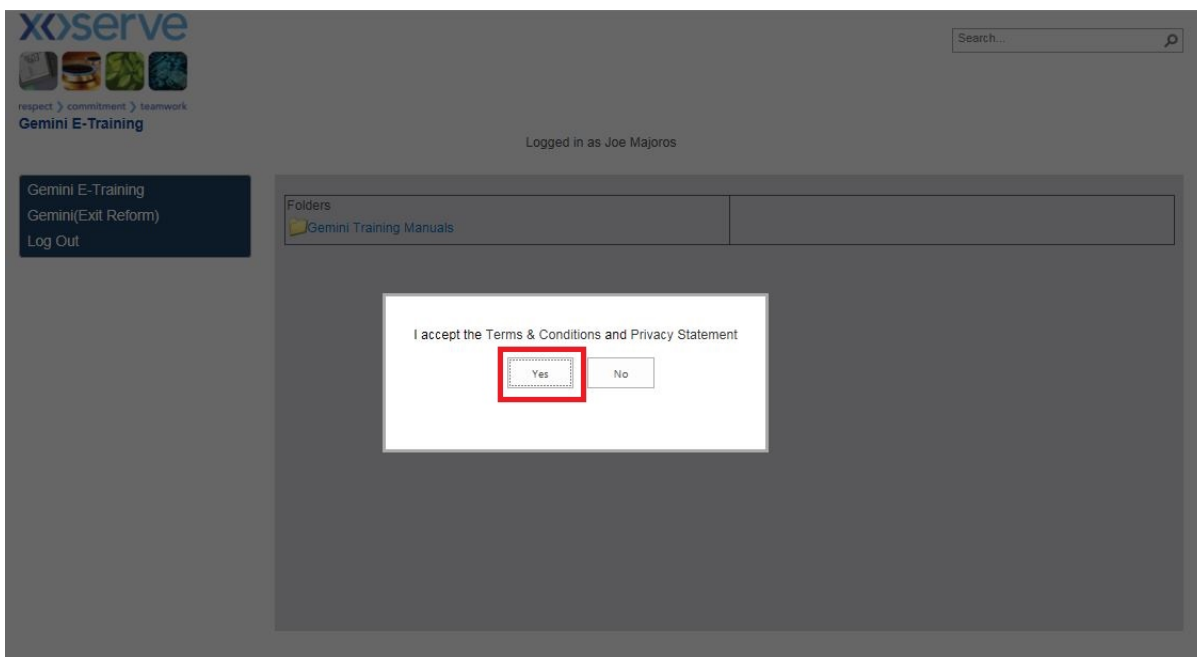


Figure 10