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).

Here's the site that shared with you.
Go to Gemini E-Training
Follow this site to get updates in your newsfeed.

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).

Lacyd	Office 365
	Sign in with your work or school account
	someone@example.com
لواحتل Connect	Password
Verbinden 22-C Vides poweze poweze	☐ Keep me signed in Sign in
	Can't access your account?
	Don't have an account account Sign in with a Microsoft account

Figure 3

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

	Sign in
Image: Note that the second	Microsoft account What's this?
Hard Hard Hard Hard Hard Hard Hard Hard	someone@example.com
	Password
	Keep me signed in
	Sign in
	Can't access your account?
Your account, our priority	Sign in with a single-use code
Adding security information helps protect your account	



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.

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You can use	any email address	as the username fo	or your new M	licrosoft accou	unt, inc
alleady sight		c, tablet or priorie,	ADDA LIVE, OU	dook.com or	UNEDI
Name					
🕜 After you si	on up, we'll send you	a message with a link	to verify this		
username.	20P. 0 0 0 1 1				
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Or get a new e	mail address				
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Or get a new e Create passwo 8-character mi Re-enter passv	mail address d nimum; case-sensitive				
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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 acc	ount secure.
Country code	
United Kingdom (+44)	~
Phone number	
We want to make sure that a real person is account. Enter the characters that you see New I Audio	creating an Captcha characters
ROBDBXM	
Sence me promotional offers from Micro	osoft. You can unsubscribe at any time.
Click Create account to agree to the Micros	soft Services Agreement and privacy and cookies statement.

Figure 6

 $\label{eq:step 5-You need to verify your Microsoft Account and confirm your identity (Figure 7).$



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



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).

Microsoft account
Verify your email address
To finish setting up this Microsoft account, we just need to make sure this email address is yours.
Verify @xoserve.com
Or you may be asked to enter this security code: 2155
If you didn't make this request, click here to cancel.
Thanks,
The Microsoft account team

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).

KOSETVE		Search	1
Gemini E-Training Gemini(Exit Reform) Log Out	Folders Cogged in as Joe Majoros		

Figure 10