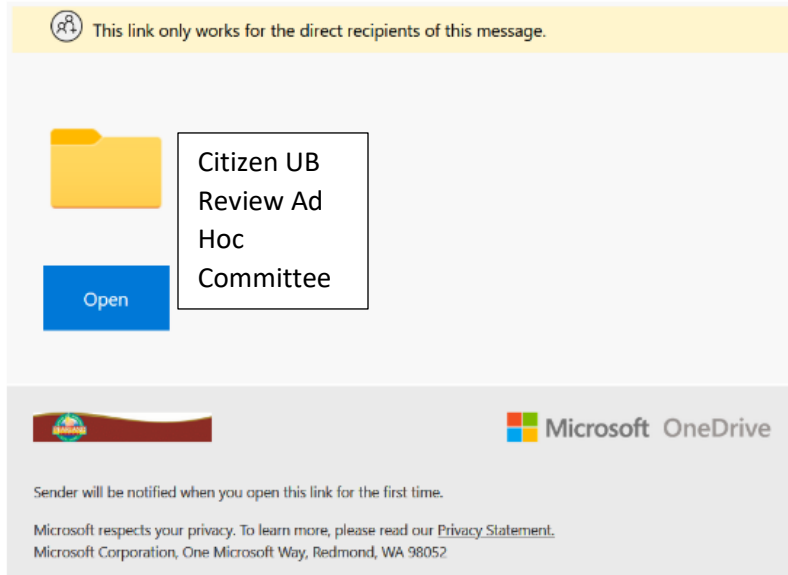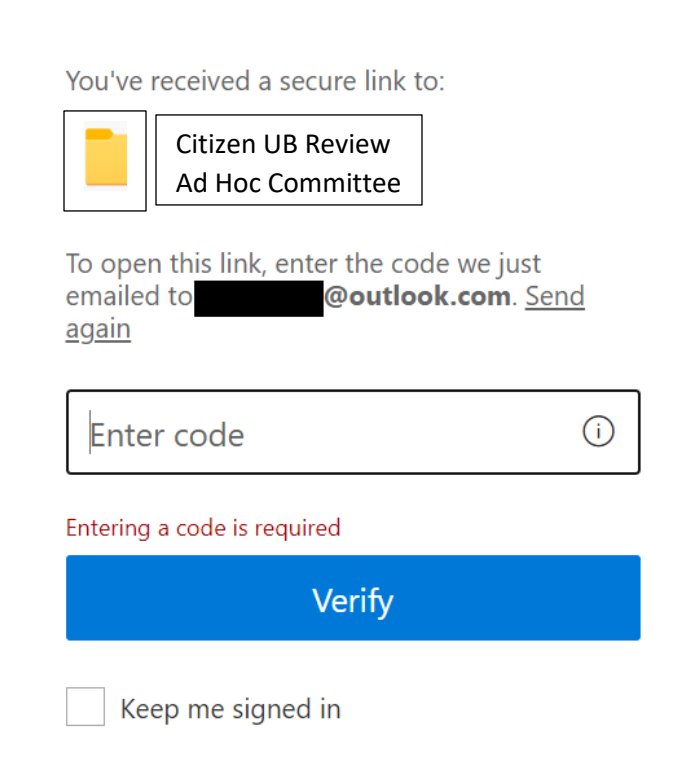## Collaboration on One Drive:

These screenshots illustrate what you will see.

1) You'll receive an email from the City informing you of the share document.

2) Enter in a code for Security that will be sent to your email address.

Hello,

For security purposes, you must enter the code below to verify your account to access TestingDoc.docx. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:

Enter the provided code

Having problems with the code?
View the error and make sure that the email identifier is

Provided Alpha/ numerical

. If it's not, look for an updated email or try requesting a new code.

Enter Verification Code

You've received a secure link to:

Citizen UB Review Ad Hoc Committee

To open this link, enter the code we just emailed to ████████@outlook.com. Send again

Insert provided Code here ⓘ

Verify

✓ Keep me signed in

3) Then they'll be able to access the folder and the documents within.