

1. Wait for the invitation email.

It can take up to 24 hours after your Fisher Phillips contact adds you to the extranet site for you to get the invitation email.

2. Click Get Started.

You will receive an email from invites@microsoft.com. Once you receive the email, click the "Get Started" link.

Note: Your email may look slightly different.

Quick Info

Site URL:

fisherphillips.sharepoint.com/sites/MISBO

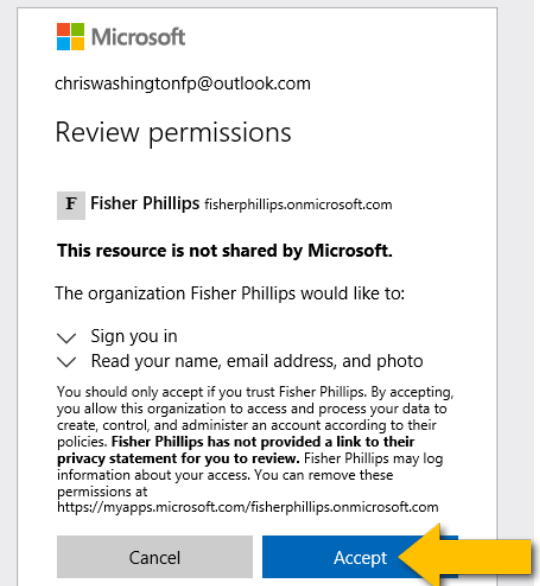
If you have technical issues, please contact **Elizabeth Hickman** at ehickman@fisherphillips.com.



3. Sign in and accept the permissions.

You will be directed to SharePoint Online. If you already have a free Microsoft account or an Office 365 Organizational account, use those credentials. Otherwise, create a Microsoft account with your existing email address. Then, Microsoft will ask you to review the permissions required to access the site. Click **Accept**.

Note: Your permissions may look different.



4. You're in! Bookmark the site.

You now have access to the site. The site link will **not** be included in the email, so it's important to **bookmark the site** for easy access. If you're not sure what to do next, reach out to your Fisher Phillips site contact for guidance.