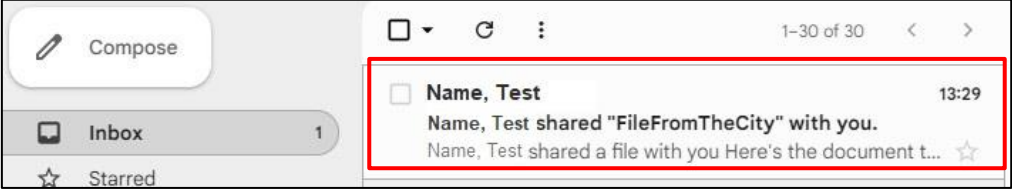
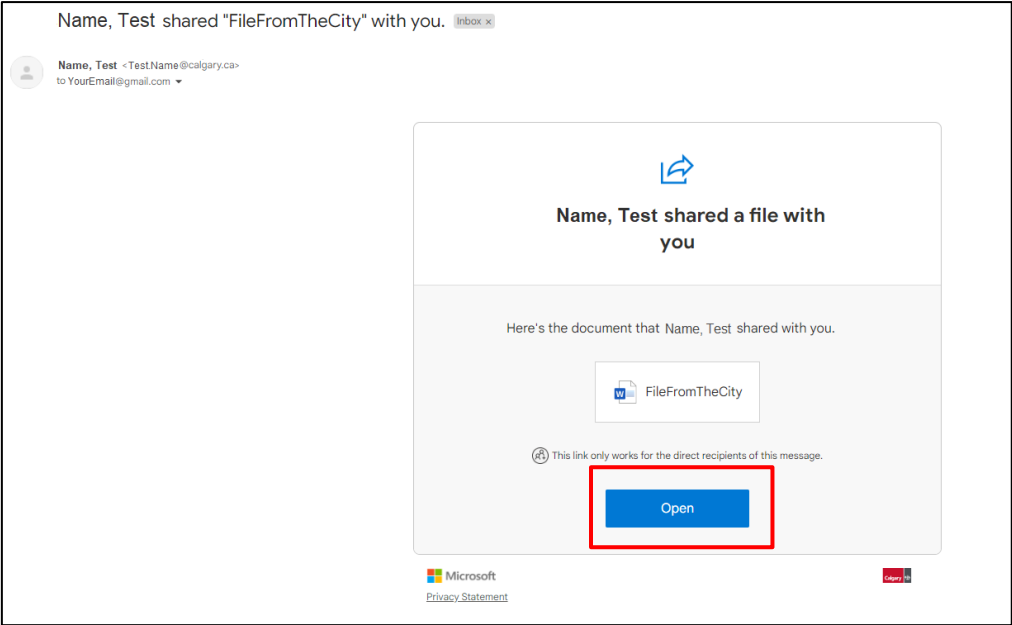
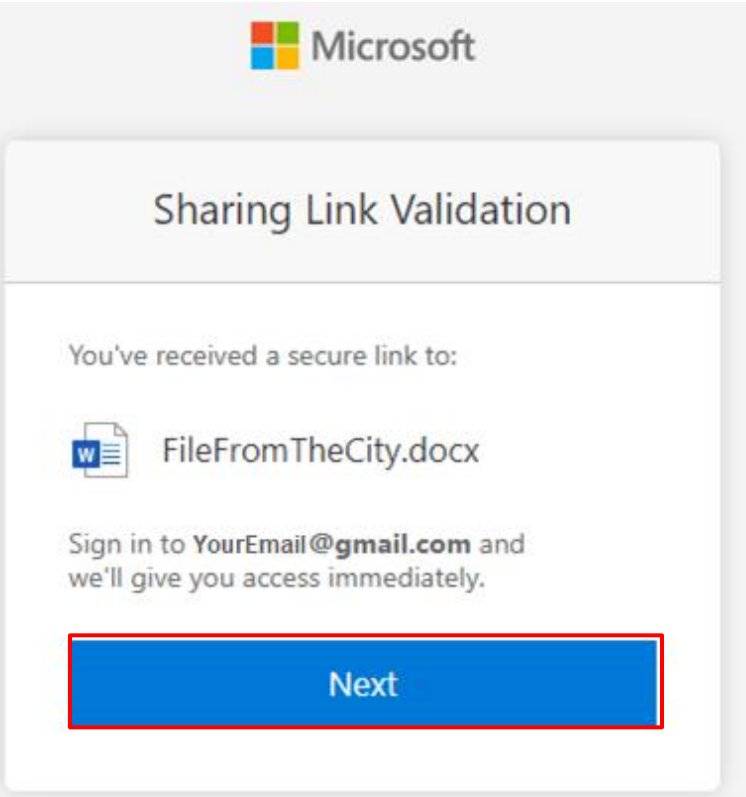
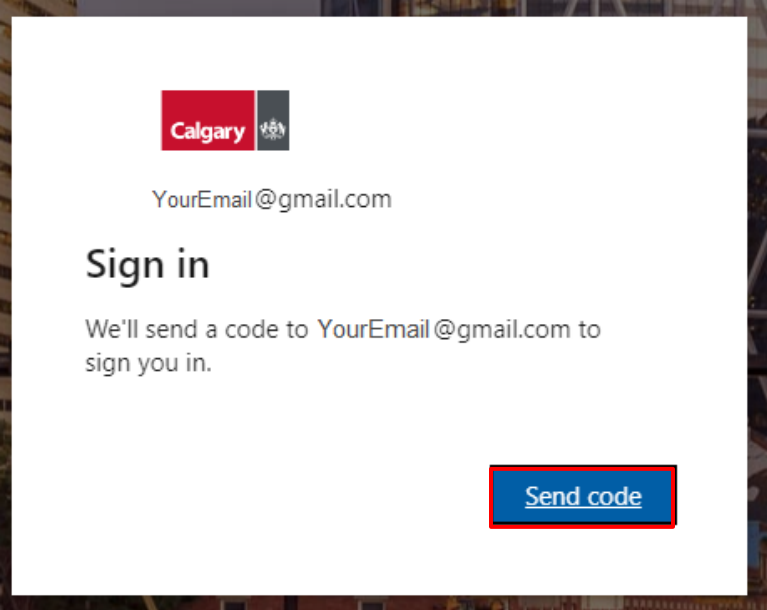
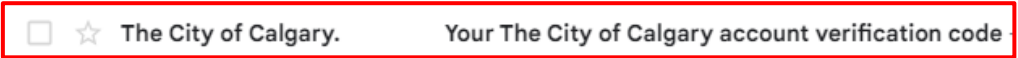
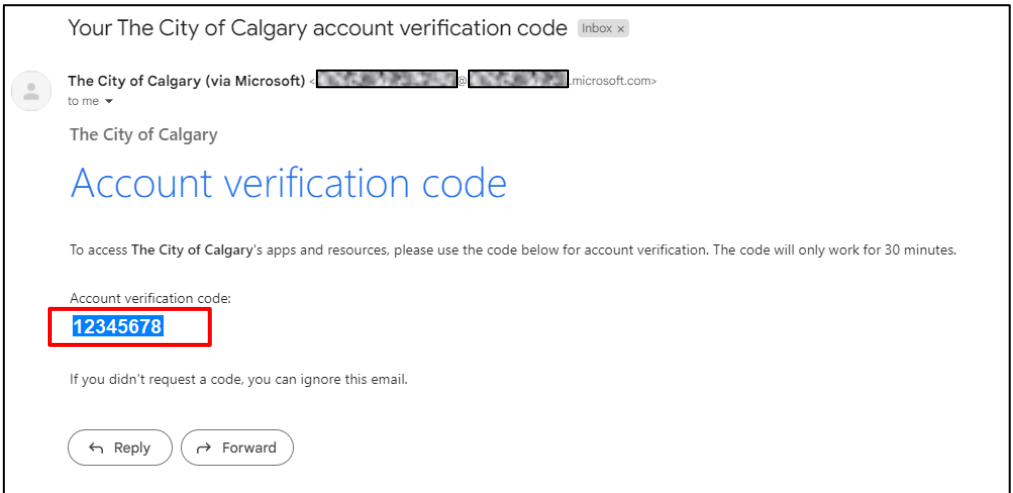
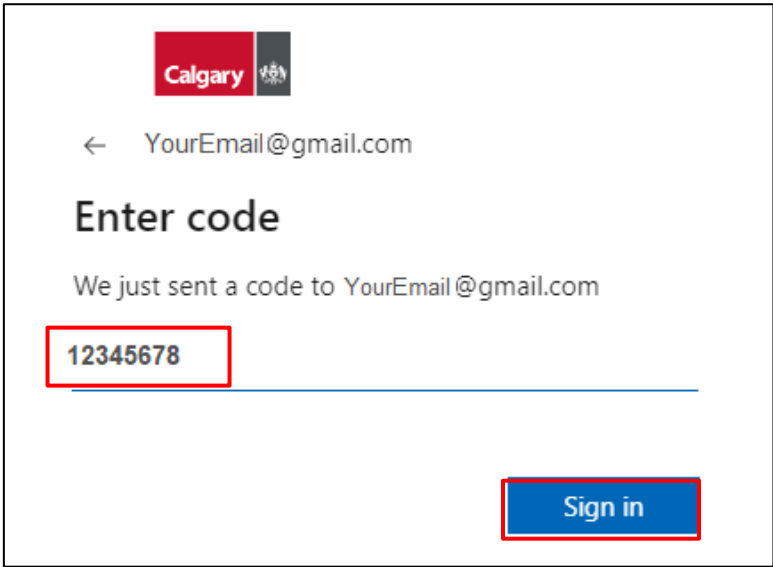


**How to access a file that was shared with you by your City of Calgary contact if you **have a Microsoft account**:**

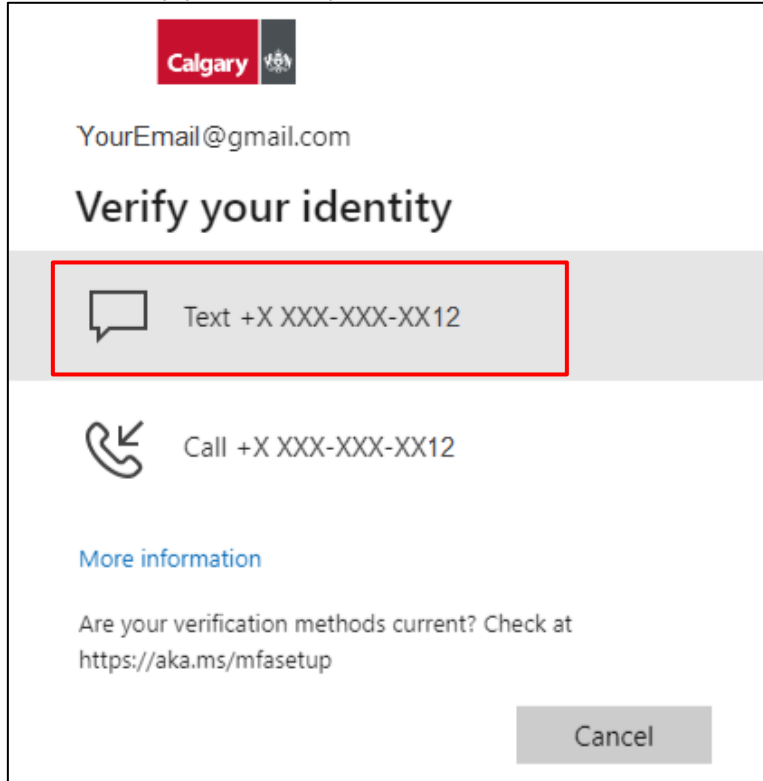
Step	Action
1.	<p>Open the email that you received from your City contact.</p> 
2.	<p><b>Click the <b>Open</b> button in the email.</b></p> 

<p>3.</p>	<p>A tab will open in your web browser.</p>  <p>The screenshot shows a Microsoft 'Sharing Link Validation' dialog box. At the top is the Microsoft logo. Below it, the text reads 'Sharing Link Validation'. Underneath, it says 'You've received a secure link to:' followed by a Word document icon and the filename 'FileFromTheCity.docx'. Below that, it says 'Sign in to YourEmail@gmail.com and we'll give you access immediately.' At the bottom, there is a blue button with the text 'Next' highlighted by a red border.</p> <p><b>Click the Next button.</b></p>
<p>4.</p>	<p>At the Sign in screen, <b>click the Send code</b> button.</p>  <p>The screenshot shows a 'Sign in' screen with the Calgary logo at the top. Below the logo, the email address 'YourEmail@gmail.com' is displayed. The main heading is 'Sign in'. Below that, it says 'We'll send a code to YourEmail@gmail.com to sign you in.' At the bottom right, there is a blue button with the text 'Send code' highlighted by a red border.</p> <p>A code will be emailed to you.</p>

5.	<p>Go back to your email and open the new email from The City of Calgary.</p> 
6.	<p>Copy the verification code that is in the email.</p> 
7.	<p>Go back to your web browser and paste the verification code in.</p>  <p>Click the <b>Sign in</b> button.</p>

8.

On the Verify your identity screen, **click** "Text +X XXX-XXX-XXXX".



You will receive a text message with a code to your mobile phone.

9.

Enter this code and click the **Verify** button.

