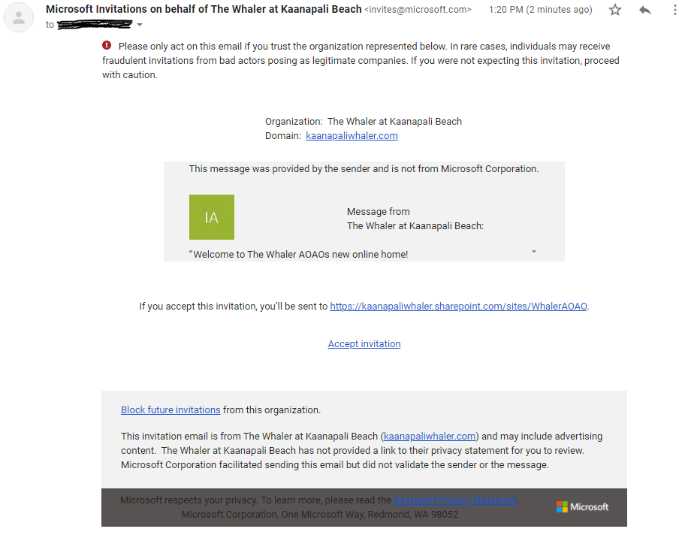
**Whalers Kaanapali Beach SharePoint Site Deployment Guide Instructions**

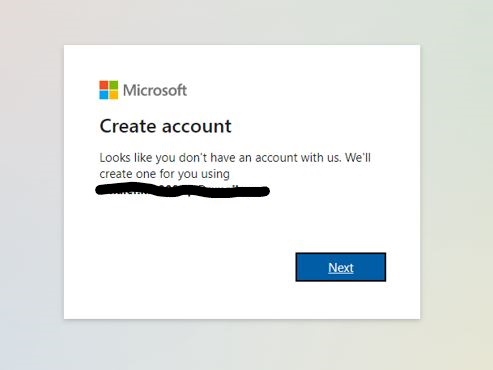
**Non-Microsoft Email**

**If using a non-Microsoft email address (i.e. @icloud.com, @yahoo.com, @gmail.com, …) the process will be like this:**

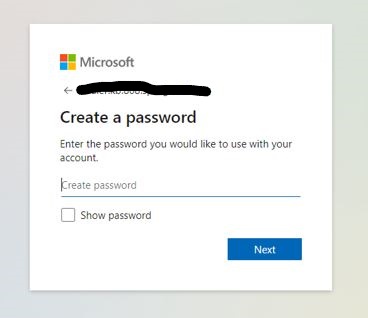
1. Click on “**Accept Invitation**” link in the email you received (Check spam folder if they do not see it).



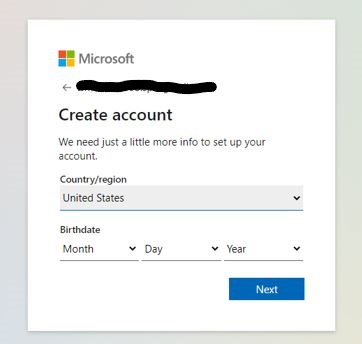
1. You will be prompted to create a Microsoft account. Click **Next**.



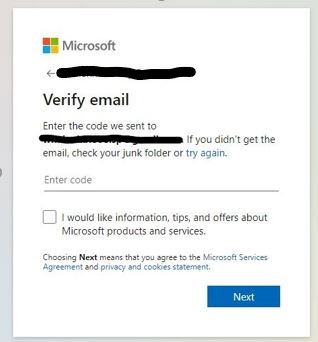
1. Create a memorable password. Click **Next**.



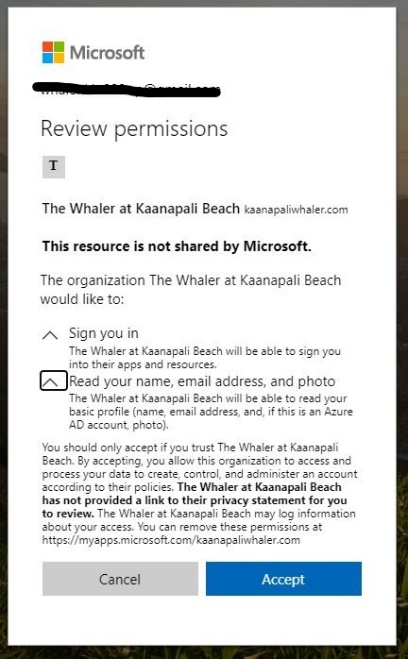
1. Select your country/region and enter your birthdate using the dropdown menus. Click **Next**.



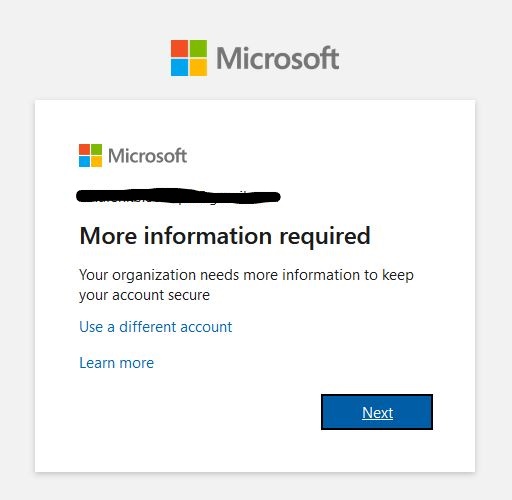
1. Enter the code sent to the email account listed in the prompt and uncheck the box (Check spam folder). Click **Next**.



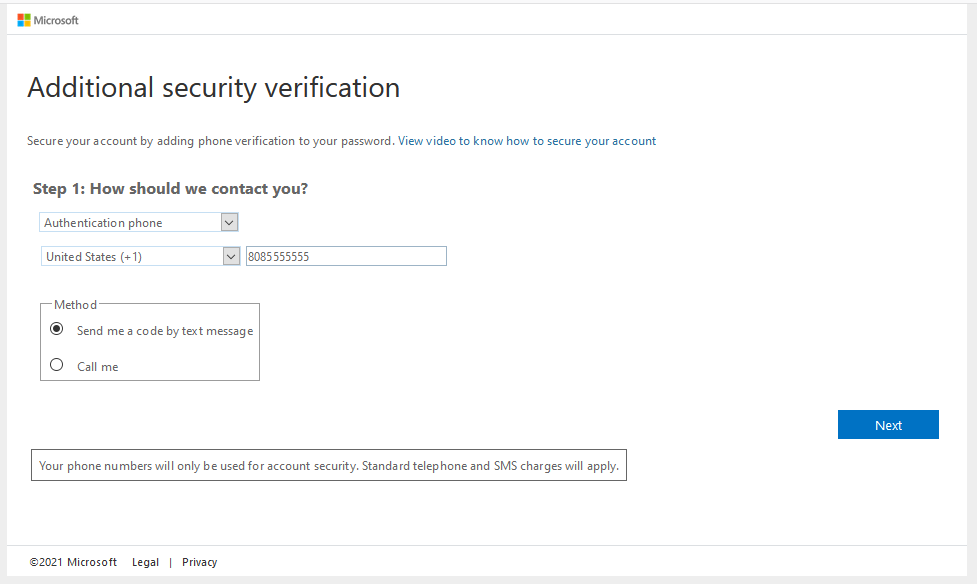
1. Review the access permissions and click **Accept**.



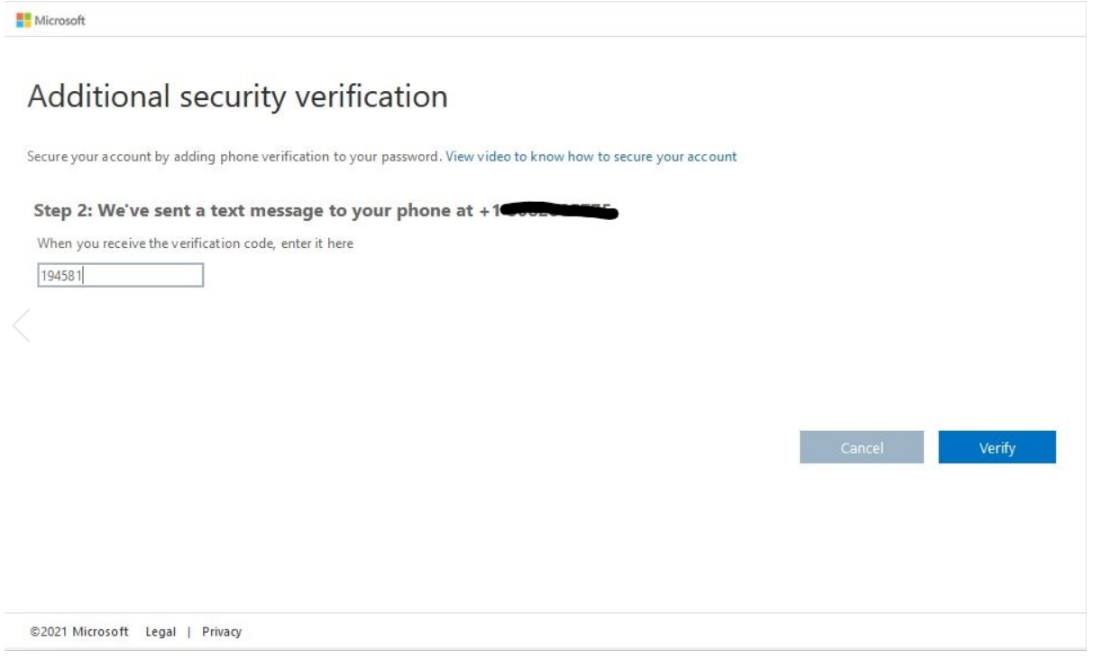
1. You will then receive a prompt stating that more information is required. Click **Next**.



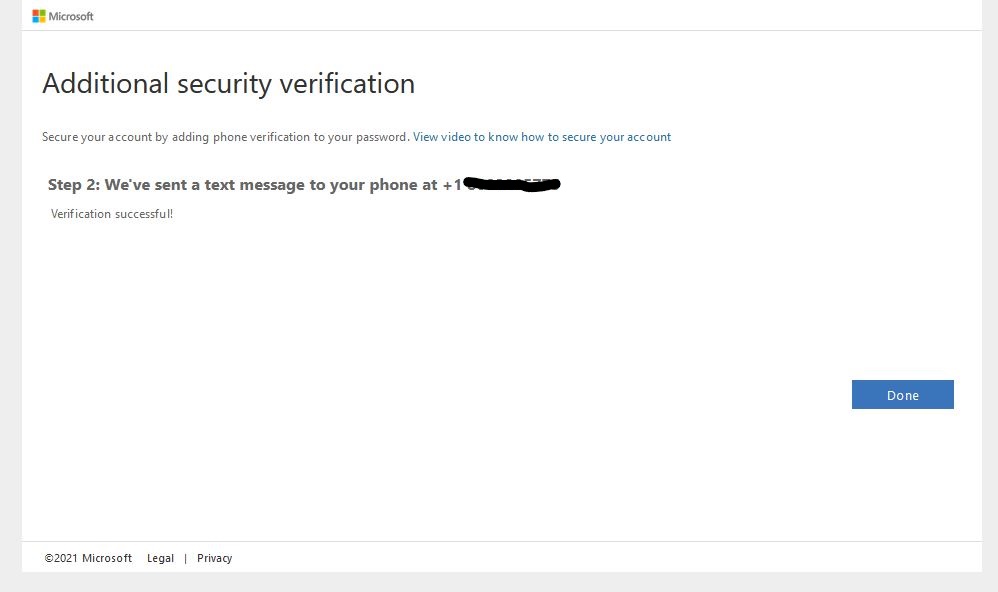
1. To setup your **Multi Factor Authentication** select “**Authentication phone**”. Select your country code and enter your phone number, including area code, in the text box.
   1. For text verification select “Send me a code by text message”
   2. Click **Next**



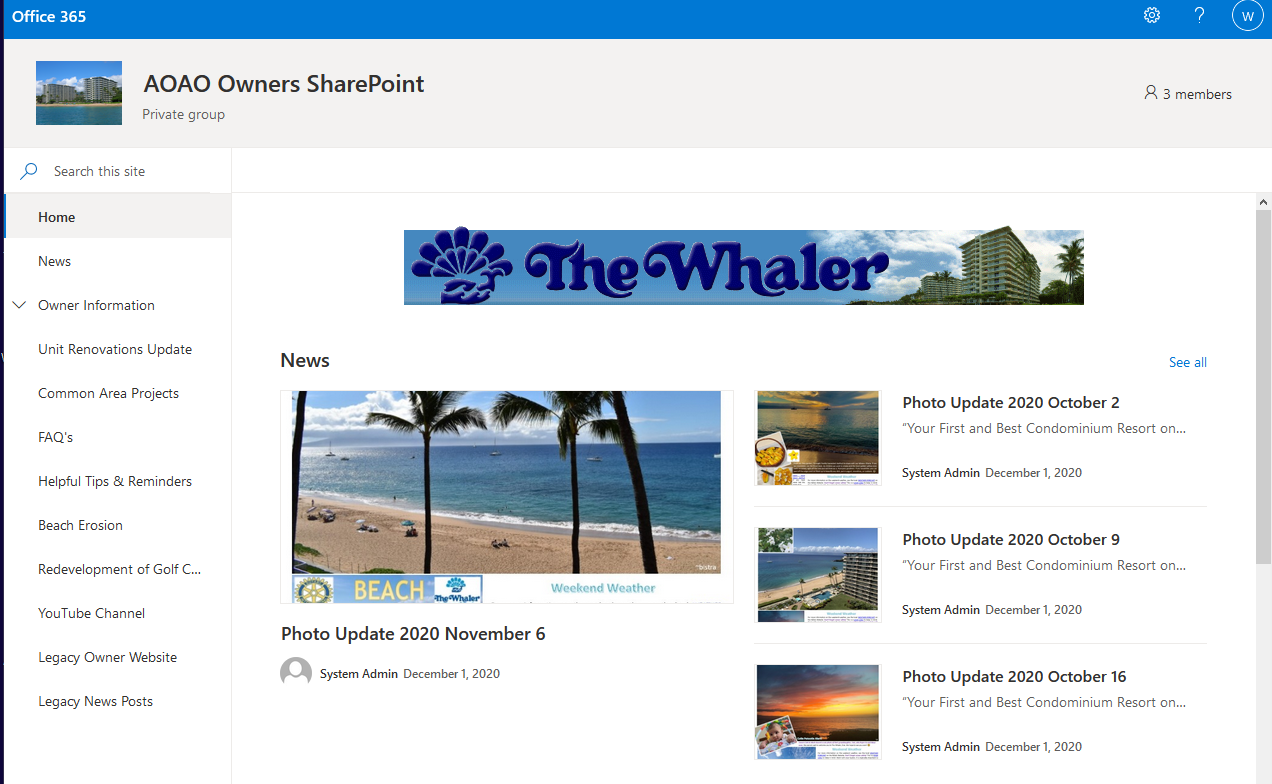
1. Enter the 6-digit code you receive in a text on the phone number you entered on the previous page. Click **Verify**.



1. You will receive a message of “**Verification successful!**”. Click **Done**.



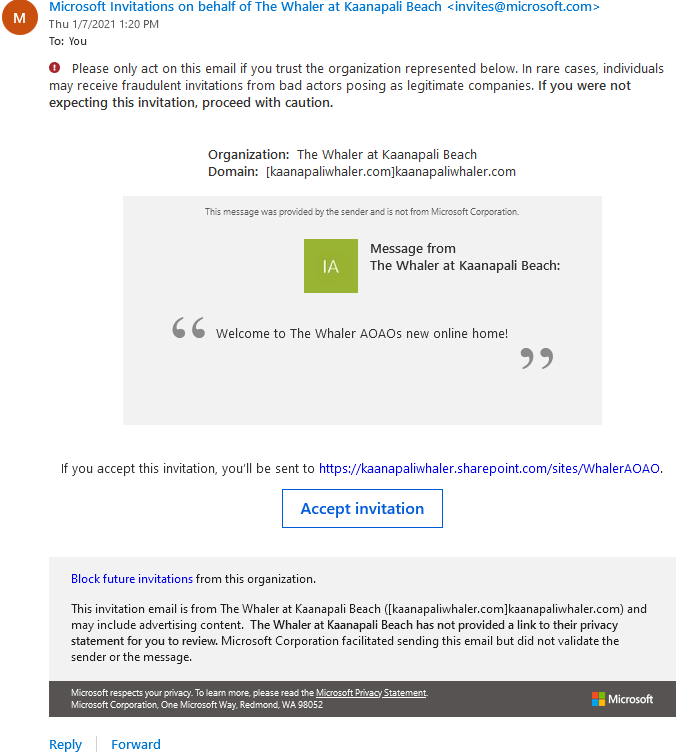
1. Once processed, you will be brought to the new homepage of the AOAO Owner’s website. Make sure to **bookmark this site as the old site will be shut down** soon. Account setup is now complete!



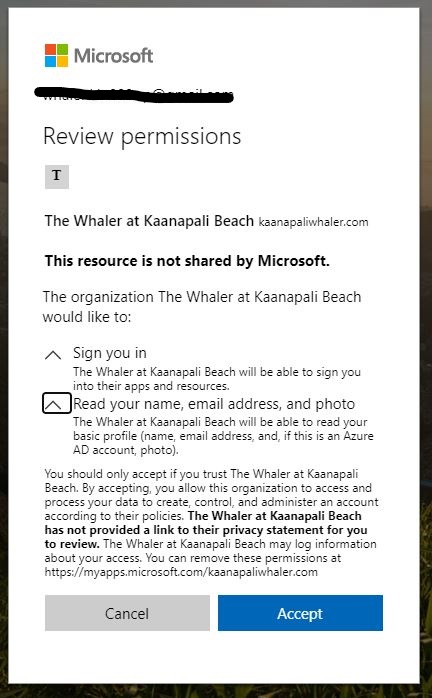
**Using a Microsoft Account/Email**

**If using a Microsoft email address (i.e. @outlook.com, @live.com, @hotmail.com, …), their process will be like this:**

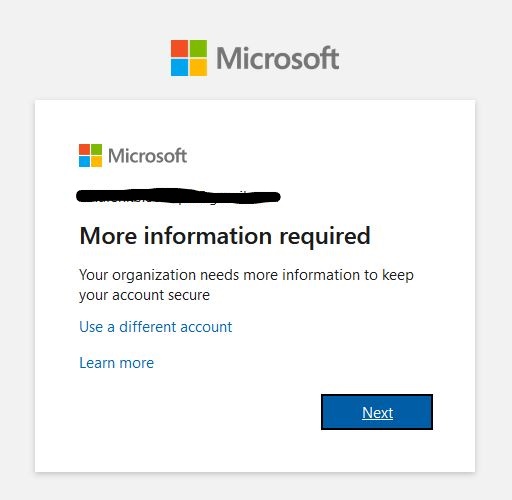
1. Click the “**Accept Invitation**” link in the email you received (Check spam folder if they do not see it).



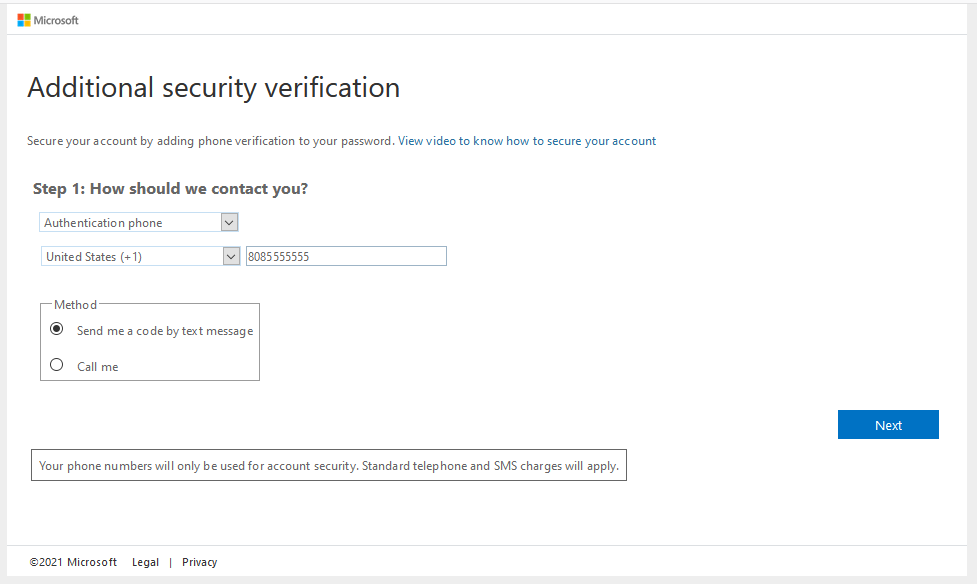
1. Review the access permissions and click **Accept**.



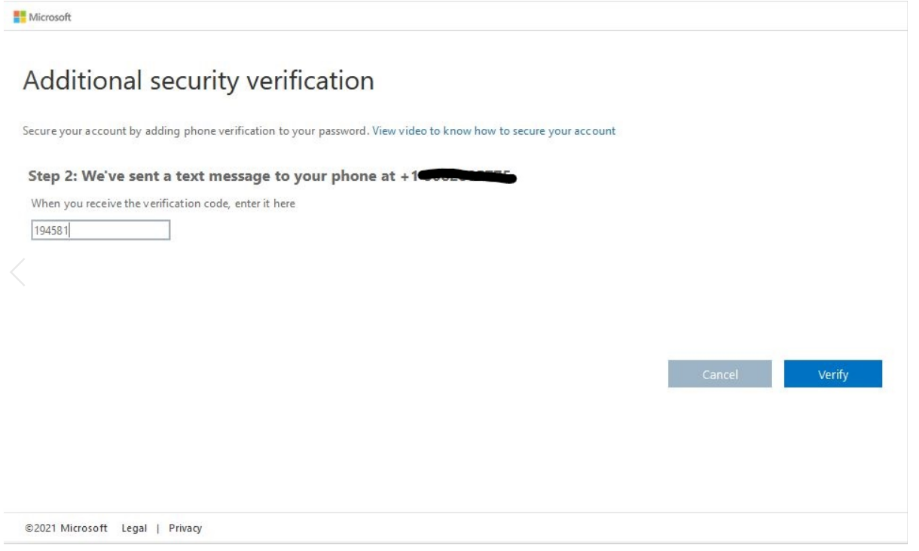
1. You will then receive a prompt stating more information is required. Click **Next**.



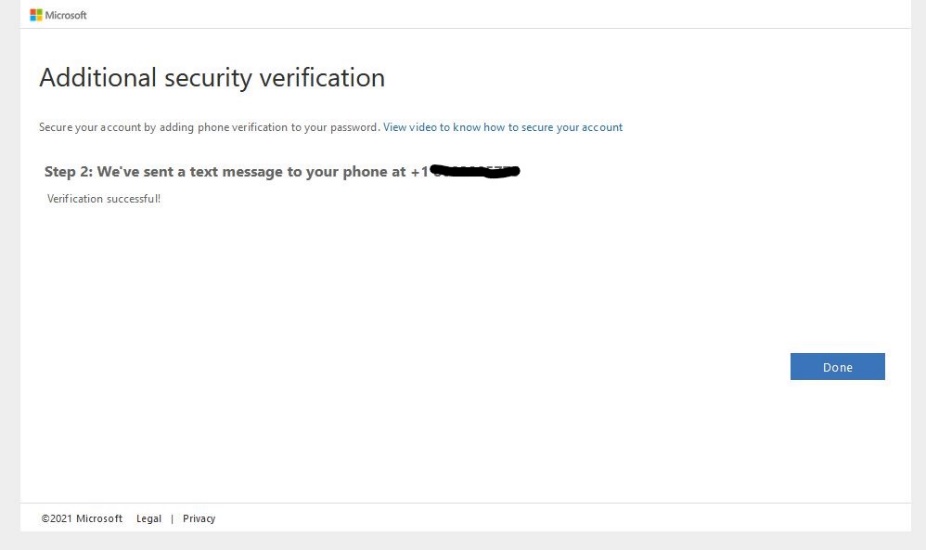
1. To setup your **Multi Factor Authentication** select “**Authentication phone**”. Select your country code and enter your phone number, including area code, in the text box.
   1. For text verification select “Send me a code by text message”
   2. Click **Next**.



1. Enter the 6-digit code you receive in a text on the phone number you entered on the previous page. Click **Verify**.



1. You will receive a message of “**Verification successful!**”. Click **Done**.



1. Once processed, you will be brought to the new homepage of the AOAO Owner’s website. Make sure to **bookmark this site as the old site will be shut down** soon. Account setup is now complete!

