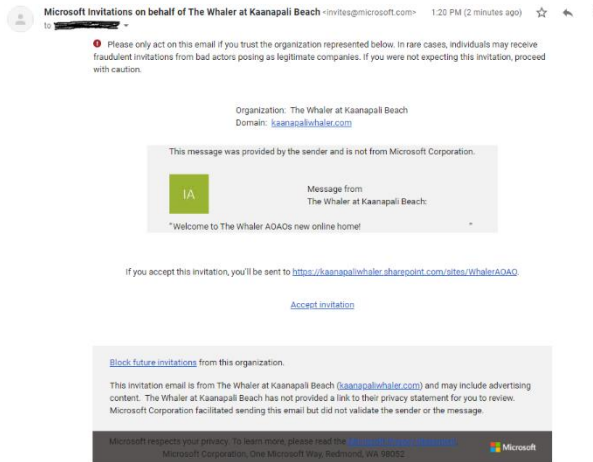


Whalers Kaanapali Beach SharePoint Site Deployment Guide Instructions

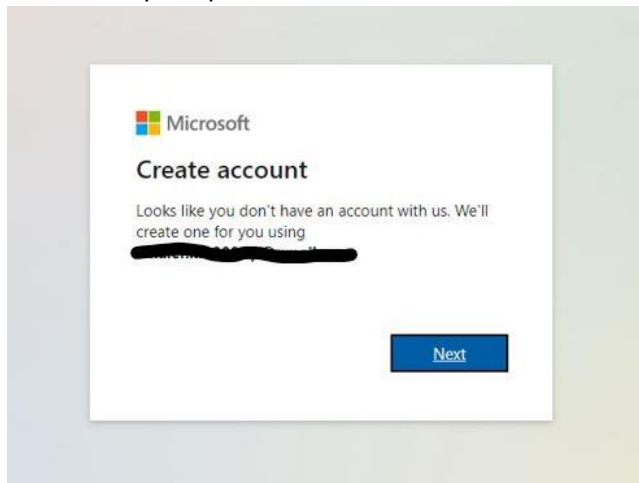
Non-Microsoft Email

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

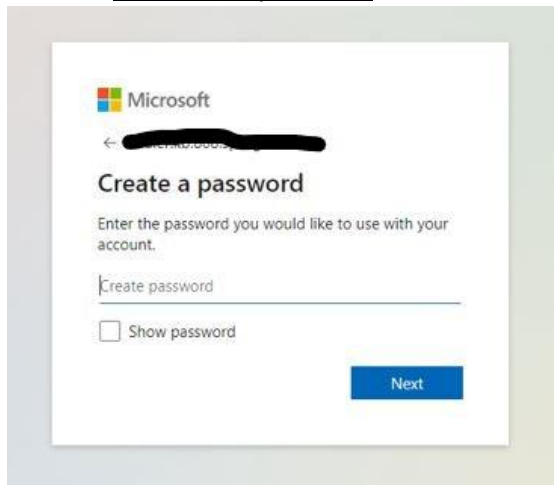
- 1) Click on **“Accept Invitation”** link in the email you received (Check spam folder if they do not see it).



- 2) You will be prompted to create a Microsoft account. Click **Next**.

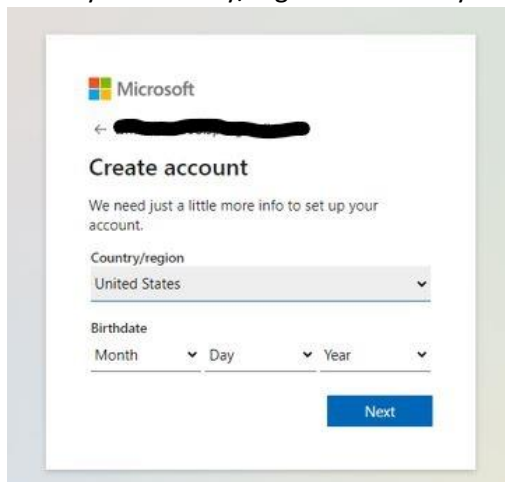


- 3) Create a memorable password. Click **Next**.



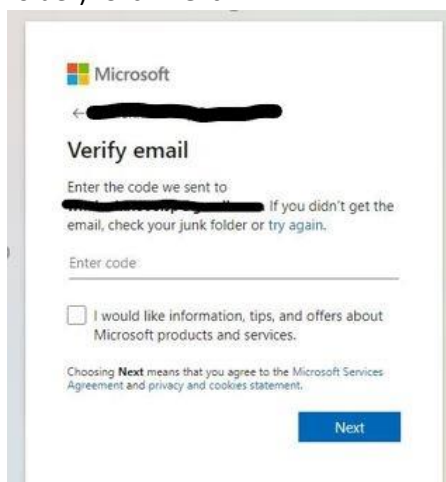
The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo and a back arrow. The main heading is "Create a password". Below it, the text says "Enter the password you would like to use with your account." There is a text input field containing the placeholder text "Create password". Below the input field is a checkbox labeled "Show password" which is currently unchecked. At the bottom right is a blue button labeled "Next".

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



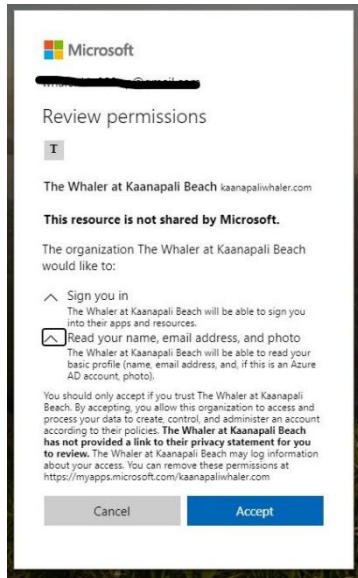
The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo and a back arrow. The main heading is "Create account". Below it, the text says "We need just a little more info to set up your account." There are two dropdown menus: "Country/region" with "United States" selected, and "Birthdate" with "Month", "Day", and "Year" dropdowns. At the bottom right is a blue button labeled "Next".

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

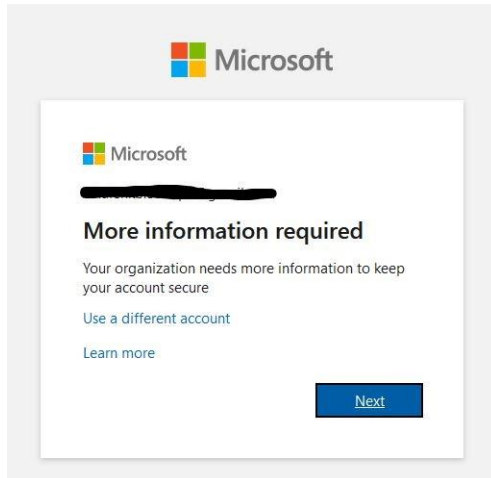


The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo and a back arrow. The main heading is "Verify email". Below it, the text says "Enter the code we sent to [redacted] If you didn't get the email, check your junk folder or try again." There is a text input field for "Enter code:". Below the input field is a checkbox labeled "I would like information, tips, and offers about Microsoft products and services." which is currently unchecked. At the bottom right is a blue button labeled "Next".

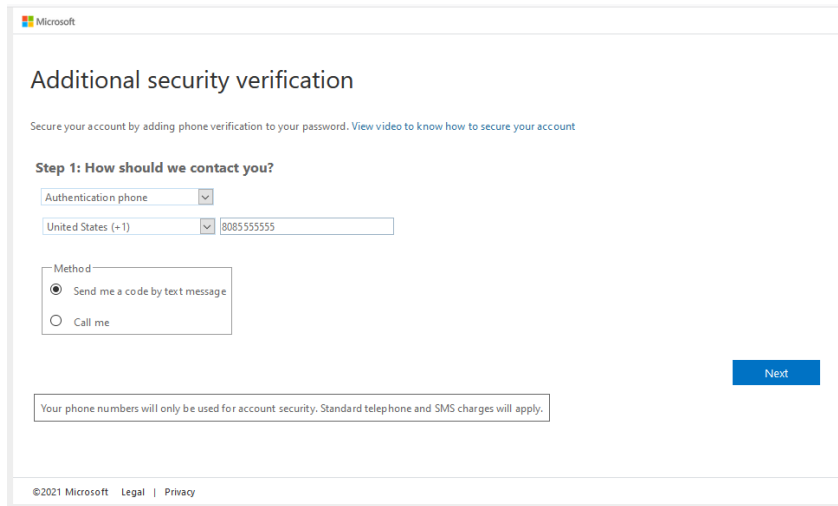
6) Review the access permissions and click **Accept**.



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

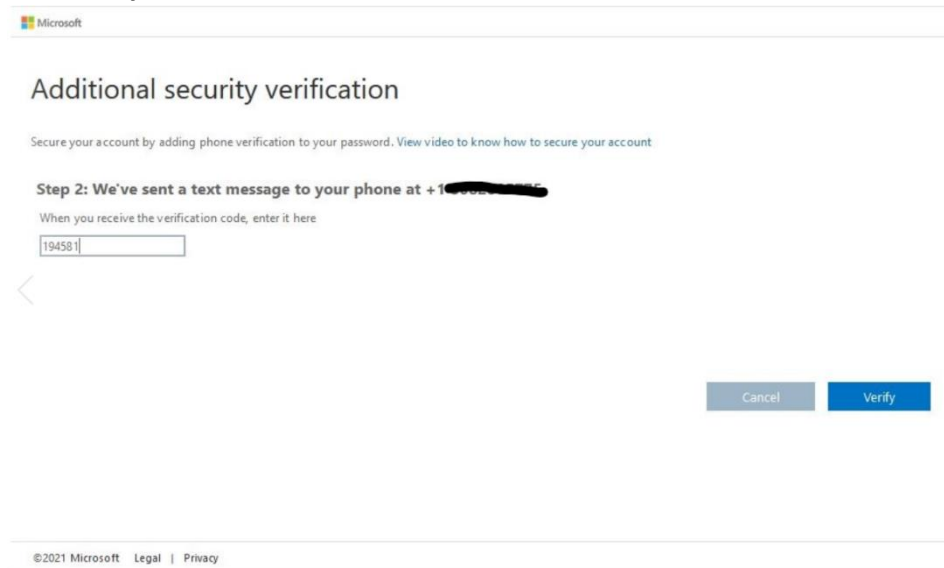


- 8) To setup your **Multi Factor Authentication** select **“Authentication phone”**. Select your country code and enter your phone number, including area code, in the text box.
- For text verification select **“Send me a code by text message”**
 - Click **Next**



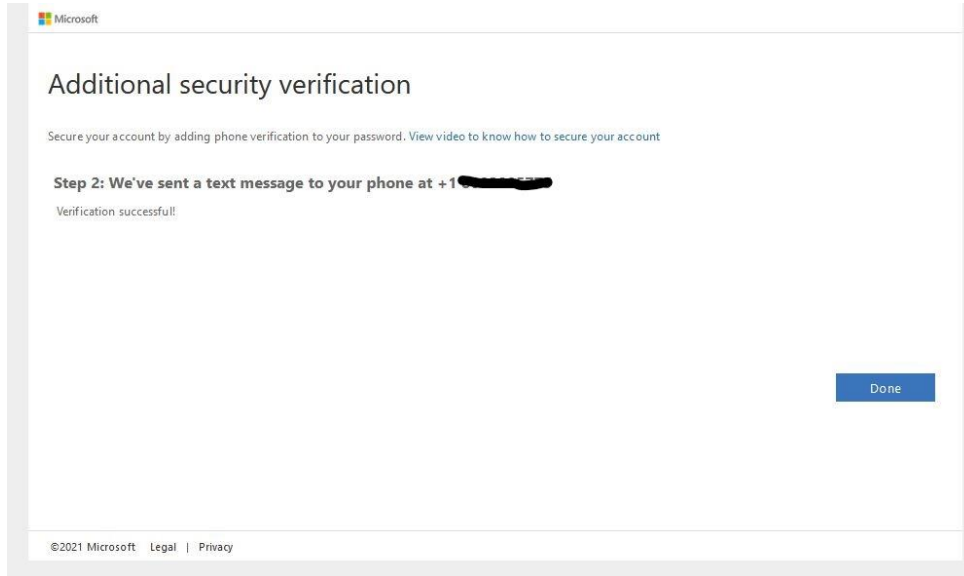
The screenshot shows the Microsoft 'Additional security verification' page. At the top, it says 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. Below this is 'Step 1: How should we contact you?'. There is a dropdown menu for 'Authentication phone' set to 'United States (+1)'. To its right is a text box containing '8085555555'. Below these is a 'Method' section with two radio buttons: 'Send me a code by text message' (which is selected) and 'Call me'. A blue 'Next' button is on the right. At the bottom, there is a disclaimer: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' and a footer with '©2021 Microsoft Legal | Privacy'.

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

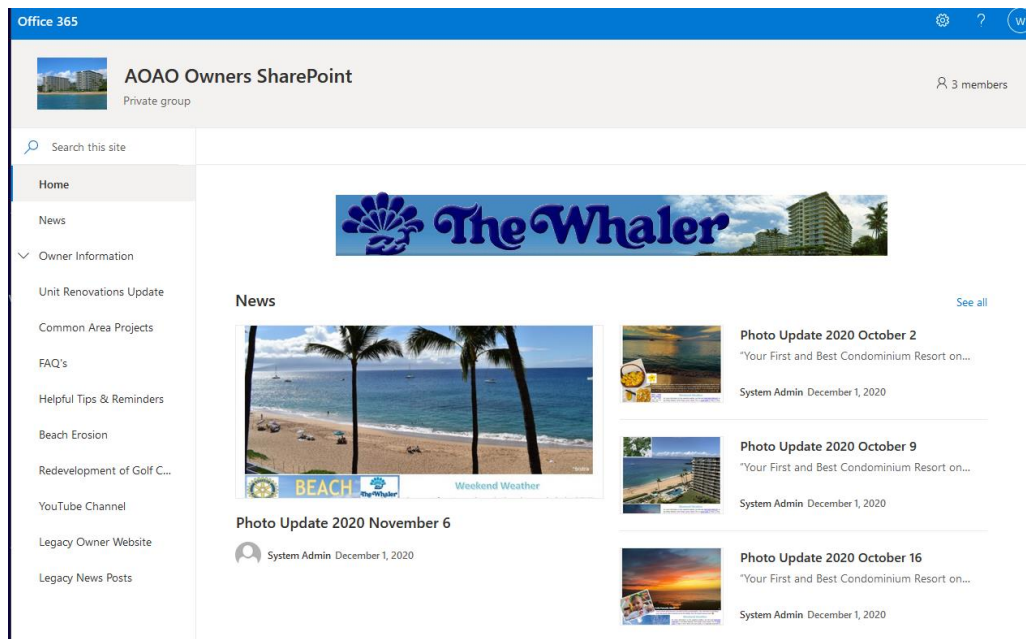


The screenshot shows the Microsoft 'Additional security verification' page, Step 2. It says 'Step 2: We've sent a text message to your phone at +1 [redacted]'. Below this is the instruction 'When you receive the verification code, enter it here' and a text box containing '194581'. A blue 'Verify' button is on the right, and a grey 'Cancel' button is to its left. The footer contains '©2021 Microsoft Legal | Privacy'.

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



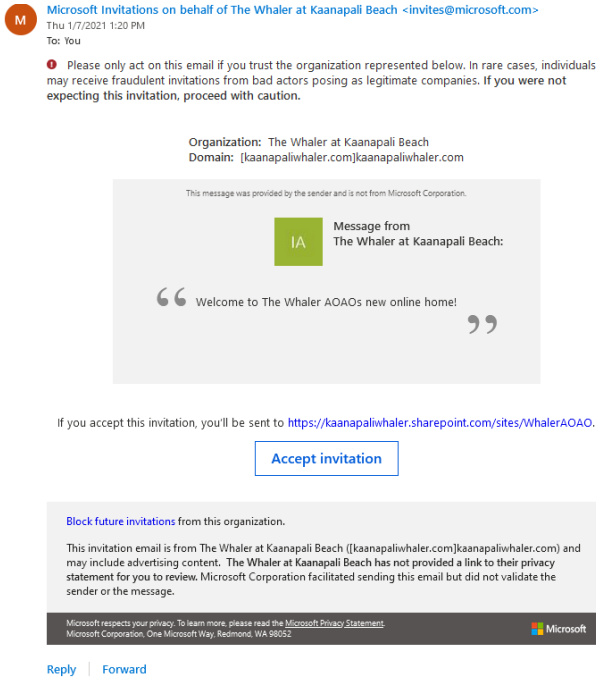
11) Once processed, you will be brought to the new homepage of the AOA Owner’s website. Make sure to **bookmark this site as the old site will be shut down** soon. Account setup is now complete!



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:

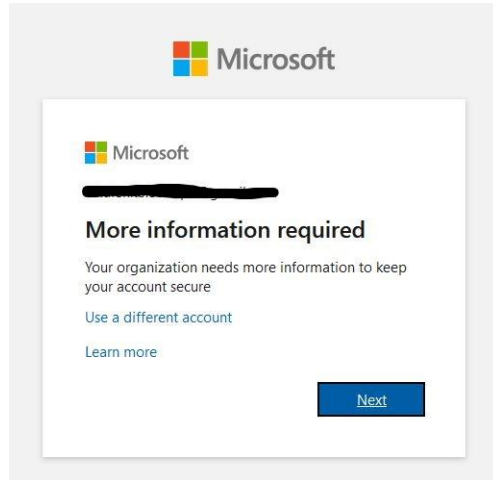
- 1) Click the “Accept Invitation” link in the email you received (Check spam folder if they do not see it).



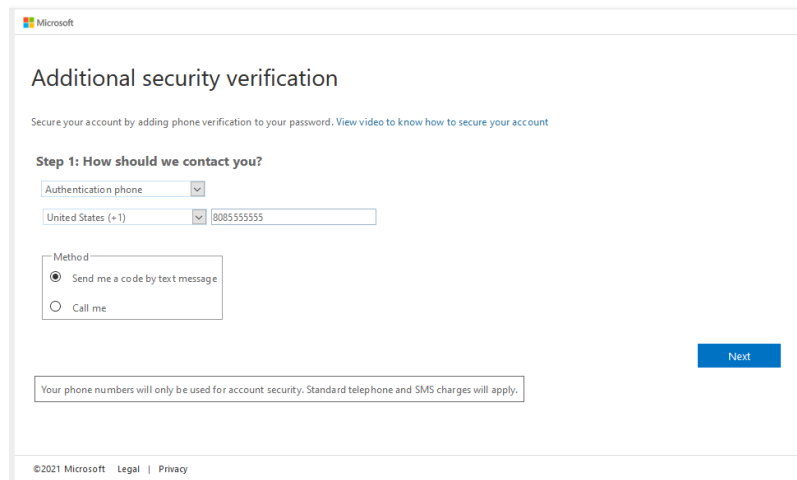
- 2) Review the access permissions and click **Accept**.



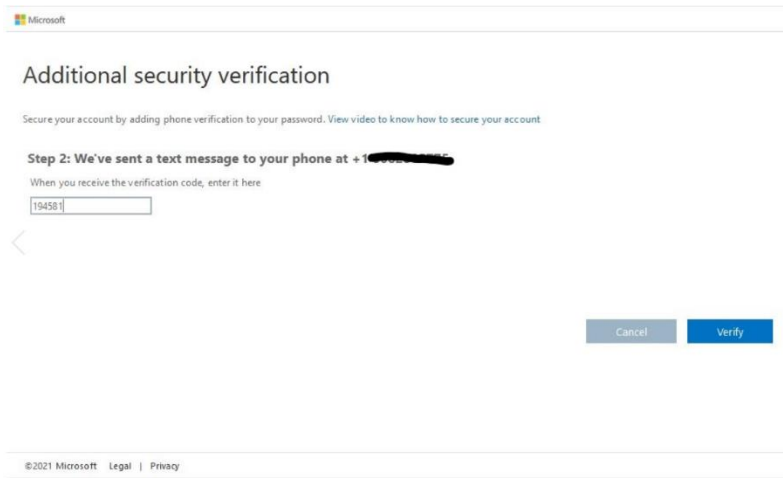
- 3) You will then receive a prompt stating more information is required. Click **Next**.



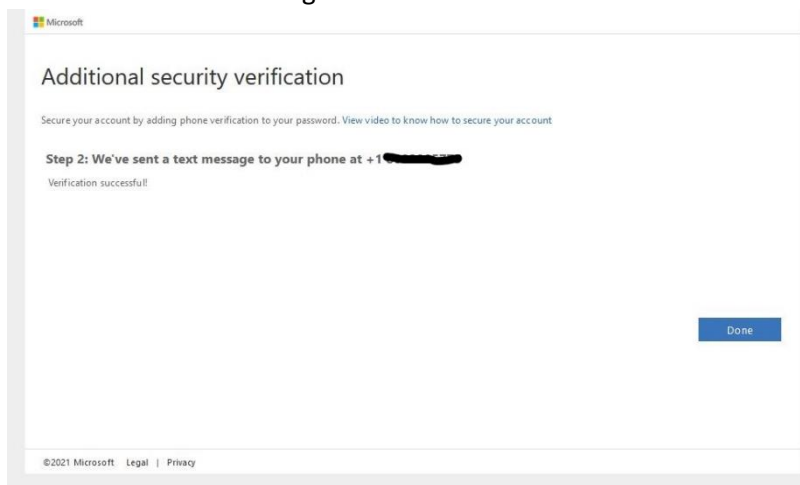
- 4) To setup your **Multi Factor Authentication** select "**Authentication phone**". Select your country code and enter your phone number, including area code, in the text box.
- For text verification select "Send me a code by text message"
 - Click **Next**.

A screenshot of the "Additional security verification" page. The title is "Additional security verification". Below the title is a sub-header "Step 1: How should we contact you?". There are two dropdown menus: "Authentication phone" and "United States (+1)". A text input field contains the number "8085555555". Below these is a "Method" section with two radio buttons: "Send me a code by text message" (which is selected) and "Call me". At the bottom right is a blue "Next" button. At the bottom left, there is a small disclaimer: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." At the very bottom, there is a footer: "©2021 Microsoft Legal | Privacy".

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



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



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

