



GUIDE FOR EXTERNAL USERS: ACCESS A WMO SHAREPOINT FOLDER

This guide is intended for individuals who have received a notification from WMO about the sharing of a SharePoint folder. Follow the steps below:

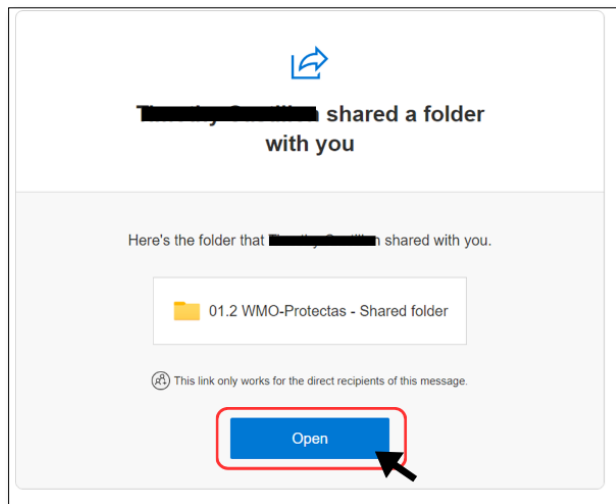
KEEP THIS IN MIND FIRST!

- **Check your email Spam Folder:** Ensure the notification email and the code email are not in your spam or junk folder.
 - **Browser signed in:** make sure the browser you are using to access the folder is not logged in with a different email address. For example, with Google Chrome, you might have your personal email logged in. Sign out or make you log into the right profile.
 - **Browser Compatibility:** this should work with all browsers, but if you still have issues, consider using Edge or Chrome.
 - **Contact WMO:** If the issue persists, reach out to your WMO contact for assistance. Provide details such as the error message received and the steps you've taken.
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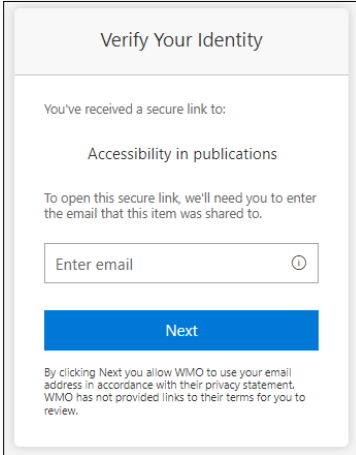
HOW TO ACCESS THE SHARED FOLDER:

When you receive a notification from WMO that a folder has been shared with you, follow these steps:

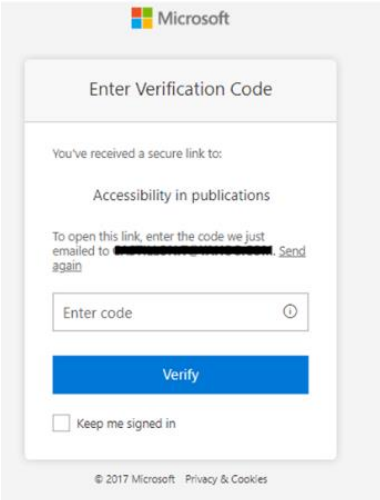
1. Click **Open** at the bottom of the email.



- **If you have done this process in the past**, your email has already been authenticated by WMO, so **you are done!** Simply **add this URL to your favorites or bookmark it to access it in the future.**
- **If this is the first time you do this, you are almost there:**
 1. When you click on 'Open', you will be redirected to a verify your identity. Enter your email address and click **Next**.



2. Go to your email inbox and look for the code that was sent to you (it might take a while to receive it).
3. Enter the code from your email and click **Verify**.



4. Once completed, a new tab will open, guiding you to the folder.
5. **Add this URL to your favorites or bookmark it.** This will make accessing it in the future more convenient.