



Eurocities Collaboration Platform

How to login – user guide

Welcome to our new collaboration platform!

This platform will provide you with

- sharing spaces
- easy access to information
- comment, chat, and conversation channel with other members/partners
- ...

How to login

1. Click on the link included in the e-mail invitation

Please use a compatible browser such as Chrome, Microsoft Edge, Firefox or Safari (avoid using Internet Explorer as it is no longer supported by Microsoft).

2. If you already have a Microsoft Office 365 account, you just need to input your credentials

If you requested your access to our platform with an email address linked to an existing Microsoft Office 365 account, you will be able to use your normal login credentials to access the Eurocities collaboration platform.

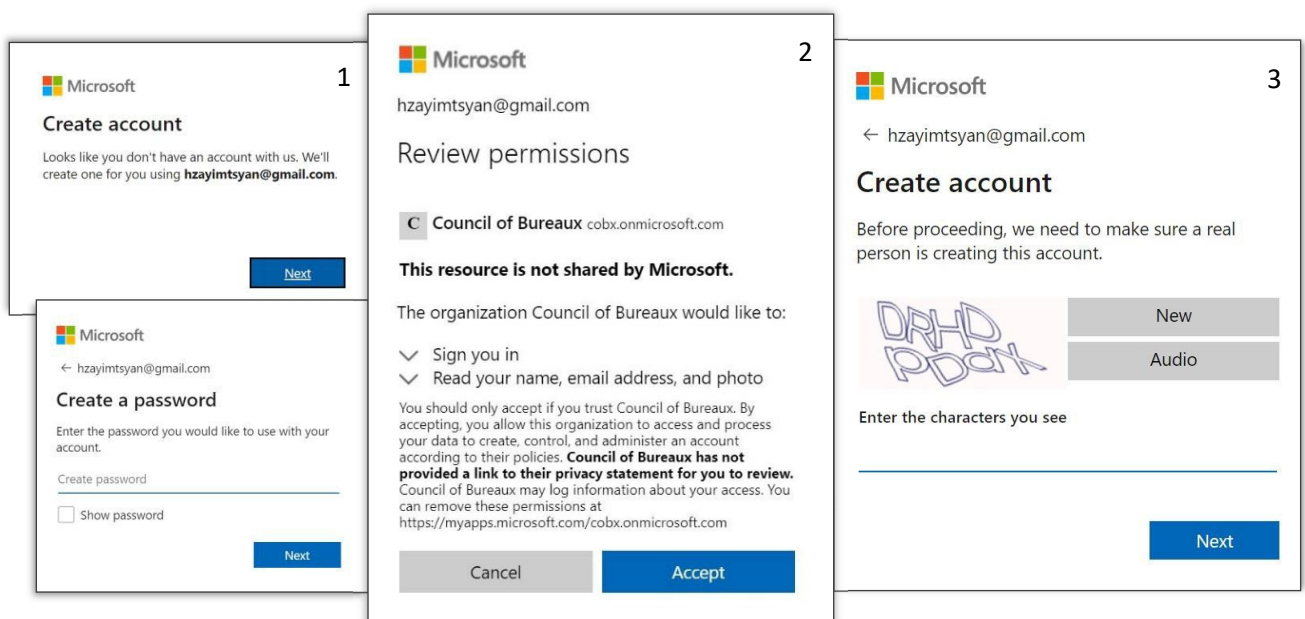
The Eurocities team will never have access to your Microsoft account password.

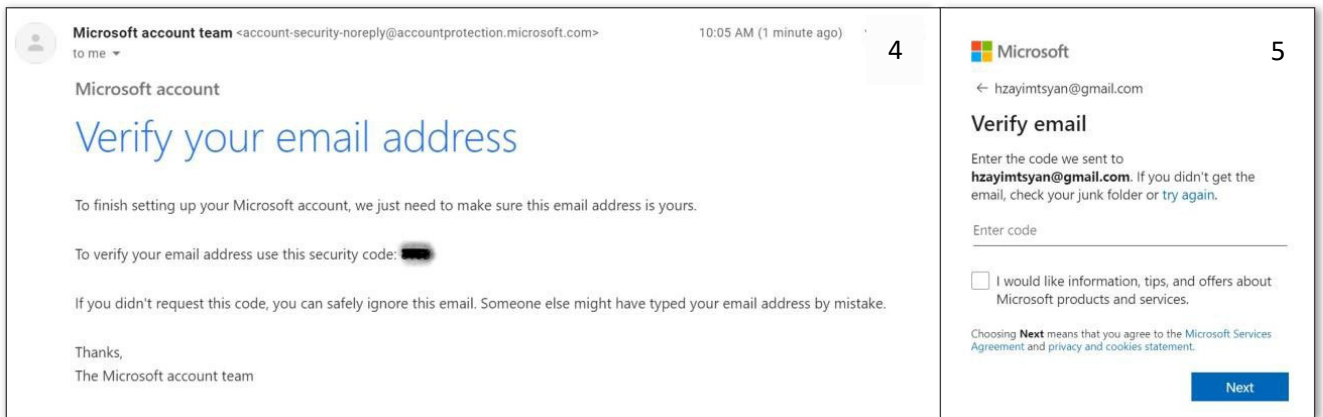


3. If you do not yet have a Microsoft account, you will be prompted to create one

Creating a Microsoft account is free and essential to access our new collaboration platform.

- Make sure to use the email address displayed in the e-mail invitation (it should be the same as the one communicated the Eurocities staff when you requested your access).
- Here the five easy steps to create the account: confirm the email and create a password (1); review the permissions – your Microsoft profile name, email and picture will be used on our collaboration platform (2); fill the captcha (3); enter the personal code sent by Microsoft (4) on the verification page to confirm your e-mail address (5).





Note: the steps in images 1–5, as well as their exact sequence, may vary from user to user. Please follow the on-screen instructions until you reach the result in step 4 below.

4. Once you are logged in with your (pre-existing or new) Microsoft account, you will be redirected to the home page of the collaboration platform.

Please add the platform homepage URL in your favourite bookmarks:
<https://eurocities.sharepoint.com/sites/MyEurocities>

For more support or for any questions, please contact us at members@eurocities.eu