

Accessing Microsoft 365 Services



If you have been invited to a Douglas County resource powered by Microsoft 365, such as Microsoft Teams, SharePoint, or OneDrive, you will need to authenticate your account each time you access the resource.

First-Time Login

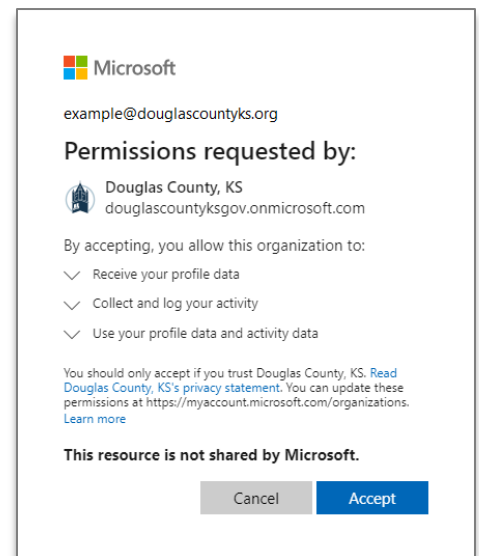
The first time you access a Microsoft-powered County resource, you will need to provide consent for your account to be registered to access our network.

To do this, use the link provided to you by the Douglas County staff member to access the resource(s) you have been granted. This link may be found in, but is not limited to, a Microsoft Teams invitation, a SharePoint sharing invitation, or a OneDrive sharing invitation. Douglas County Microsoft Teams may be accessed at <https://www.dgcoks.gov/teams>.

Follow the instructions below to log in. Once you have logged in, you will be shown a prompt asking you to accept the permissions requested, as seen to the right. **Accept** these permissions to continue.

Note that accepting these permissions **does not grant Douglas County or any of its staff** access to your personal information, such as your email.

However, Douglas County does reserve the right to review all user activity on this service and may review the logs for usage which violates County policy and/or any local, state, or federal laws.



Login

If your organization uses Microsoft (Office) 365, or you are using a Microsoft account:

You will generally be able to sign in with your regular email address and password. If you do not know the credentials to sign into your account, you may need to ask your IT department.

If your organization does not use Microsoft 365, or you use any other email provider:

You will be prompted to receive a code at your email address. Wait for the email containing the code to arrive, then enter the code into the sign-in prompt. If you cannot access your email, or you do not receive the email, you may need to contact your IT department.

If you are unable to access your email, or you do not know your password, Douglas County staff are unable to assist. Please contact your organization's IT department for assistance with your account.

Support

If you have other problems accessing Douglas County resources, please contact the County staff member who is sharing the resource with you.