PARISH PORTAL | MICROSOFT GUEST USER GUIDE

Steps	What you will I see?
 Access the Parish Portal in your browser You will receive be directed to the Adelaide Anglicans Microsoft login screen Enter your email address Make sure it is the same email address that received the original invitation Please click on the "Next" button 	Adelaide Anglicans Sign in someone@adelaideanglicans.com Can't access your account? Next Sign-in to the Adelaide Anglicans Microsoft Cloud environment Sign-in options

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3. Request single-use code a. On the next screen, click on "Send code"	Microsoft @gmail.com Sign in We'll send a code to ' @gmail.com to sign you in. Use your password instead Send code
 Get the code form your email inbox a. Email received from the "Microsoft account team" containing the single use code 	Your single-use code ▷ Inbox × Microsoft account team <account-security-noreply@accountprotection.microsoft.com> to me ▼ Hi @gmail.com, We received your request for a single-use code to use with your Microsoft account. Your single-use code is: 0445999 If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake. Thanks, Thanks, The Microsoft account team</account-security-noreply@accountprotection.microsoft.com>

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5. Enter the code a. Please click "Sign in"	
b. You will now be redirected to the Parish Portal	Microsoft
	← '' @gmail.com
	Enter code
	We emailed a code to .@gmail.com. Please enter the code to sign in.
	Enter code
	Use your password instead
	Sign in

If you have any problems with accessing the Parish Portal and associated sites:

Contact ministrywellbeing@adelaideanglicans.com