

How to Accept Your Microsoft Guest Account Invitation

1. You should have received an email in your inbox to accept your Microsoft guest account. This would be the email address you provided to your International Paper sponsor.
2. Click the “**Accept invitation**” link at the bottom of the email and then sign in with your guest email credentials.
3. If you are not using a Microsoft trusted account, you will receive a prompt on your screen about sending a code to your email inbox.
 - a. Follow the onscreen prompt to send a code to your email inbox.
 - b. Enter the code received and click “**Done.**”
4. After signing in, you will be prompted to accept the permissions requested by International Paper. Click “**Accept.**”
5. A pop-up notification will then appear stating “**More information required.**” Click “**Next.**”
6. Please reference “[How to Set Up Microsoft Sign-in Methods \(Multi-factor Authentication\)](#)” instructions for additional details.
7. Once you have completed MFA setup, you will then be brought to your home screen and have successfully set up your guest account.

If you are experiencing any issues, contact your IP representative or the IT Service Desk at 1-800-309-1025.