SOP – how to log-in to Onboarding Extranet as an end-user
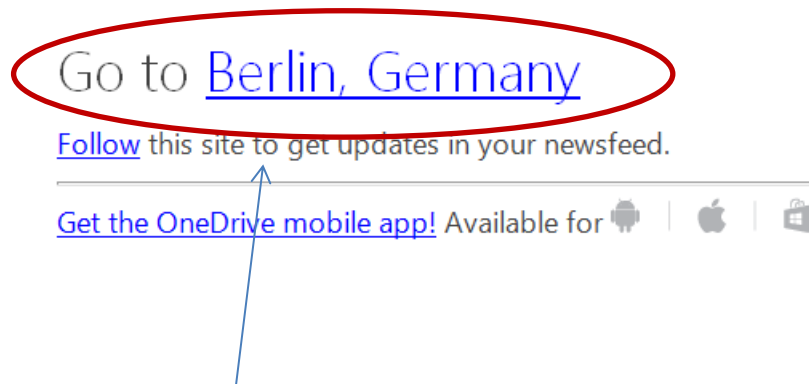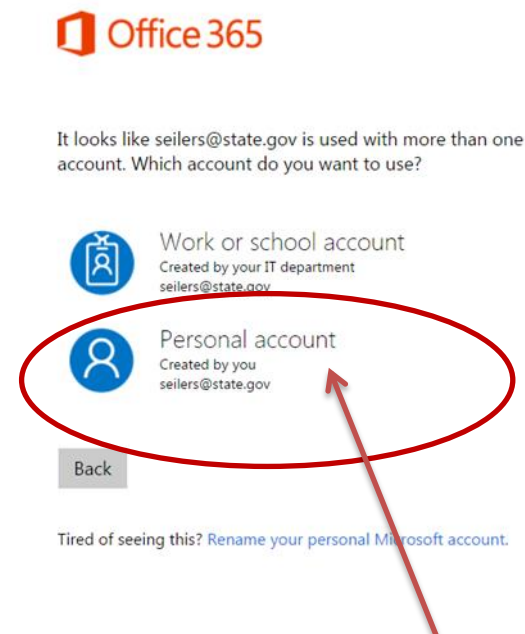
You received a verification email like this. What to do next?
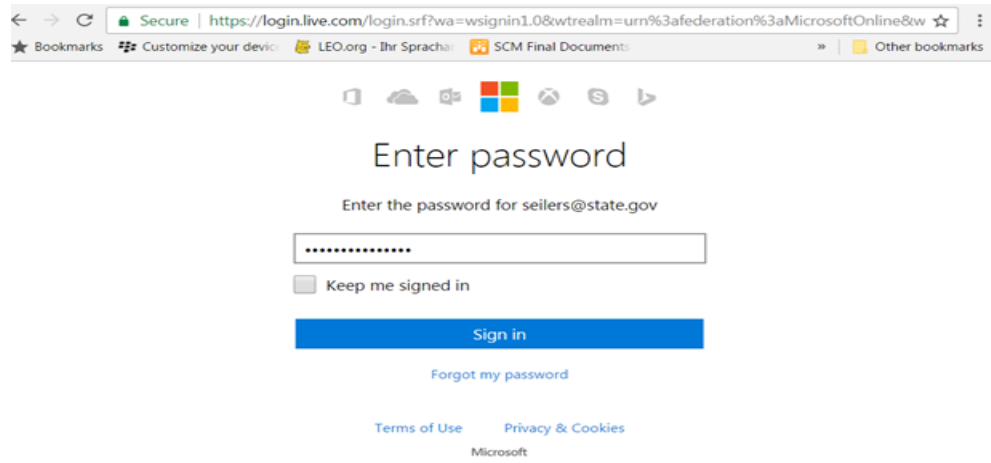
Go to **Berlin, Germany**

Follow this site to get updates in your newsfeed.

Get the OneDrive mobile app! Available for

Click on the "GO to [postname]" link inside and log-on with your MSN account you've provided.

This window appears:

Office 365

It looks like seilers@state.gov is used with more than one account. Which account do you want to use?

Work or school account
Created by your IT department
seilers@state.gov

Personal account
Created by you
seilers@state.gov

Back

Tired of seeing this? Rename your personal Microsoft account.

It is important to click on the "Personal account" option to log-in. The "Work or school account" will cause problems!

The next log-on screen appears:

Type your password and you should be good to go. Welcome to Onboarding Extranet!