



IFOAM ORGANICS EUROPE
EXTRANET LOGIN GUIDELINES

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ORGANICS EUROPE

MAKING EUROPE MORE ORGANIC

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1 The IFOAM Organics Europe extranet space

When logging in to the extranet for the first time, you may have to create a Microsoft or Office 365 account if you do not already have one. This is because the extranet is based on a Microsoft solution.

This document provides you with complete instructions how to log in if you already have an account and how to create an account and log in if you do not already have one.

The pictures throughout this document indicate which steps you must take and will help you to successfully log in to the IFOAM Organics Europe extranet.

2 YouTube video with login instructions

We have also prepared a video on our YouTube channel which takes you through the same steps. Click [here to watch the video](#). If you are only interested in instructions on a certain step of logging in, please find time stamps under the video. These will take you to a specific part of the video.

Here is an overview of the topics discussed in the video guide. If you wish to watch a specific part of the video, you can click on the time indicated in green.

1. [1:05](#) - Logging in
2. [2:07](#) - Organisational account log in
3. [3:37](#) - Microsoft account log in
4. [3:57](#) - Creating new account
5. [6:05](#) - Verify your account
6. [6:38](#) - Final step

3 Logging in for the first time

You will receive an email from the Microsoft Office Service Team with the subject “Verena Mitschke [or other name] wants to share...”.

Click on the orange text “European Organic Comms Hub” [or other group] after “Go To” in the body of the email (Image 1).

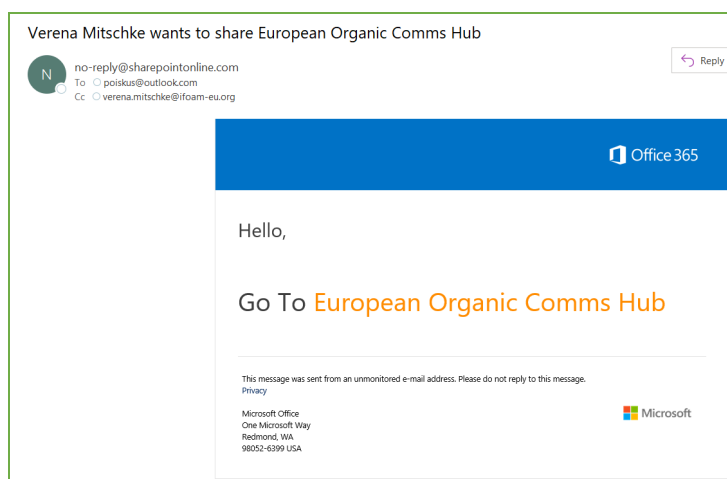


Image 1

You will be redirected to the following screen (Image 2).

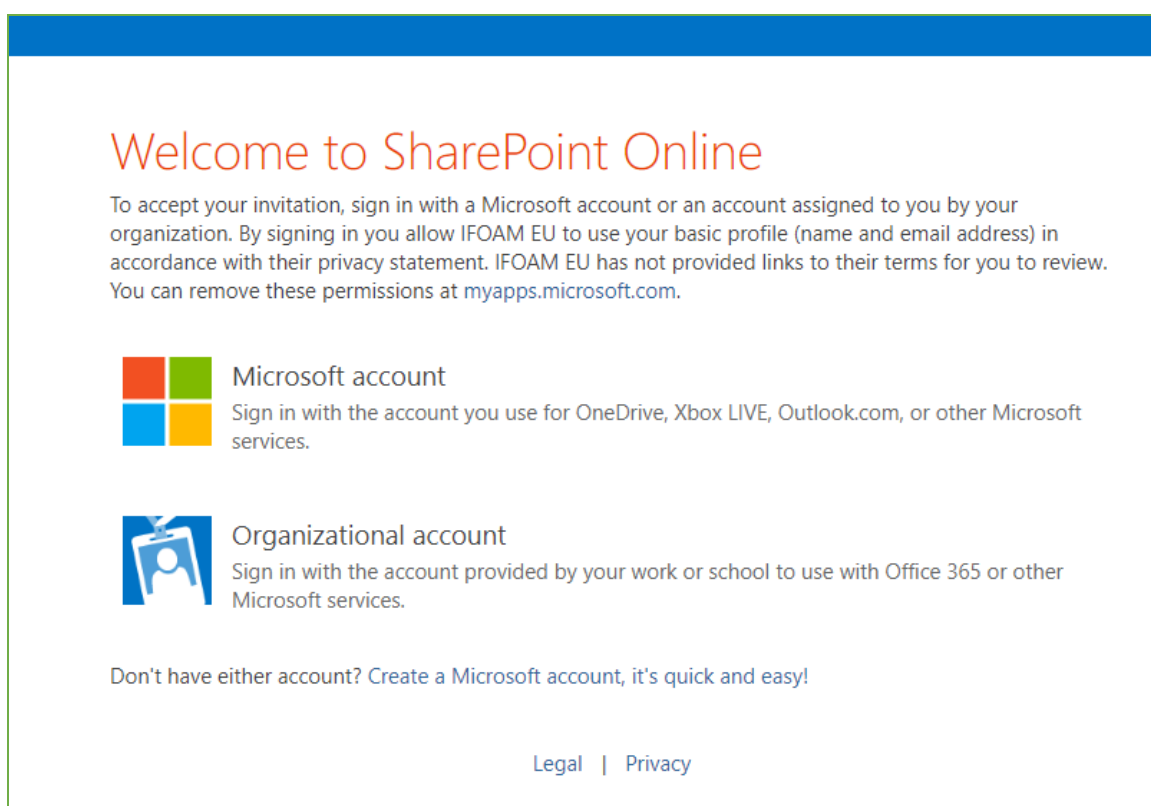


Image 2

3.1 You do not have a Microsoft or Organisational account?

Go to [3.3 Creation of Microsoft account.](#)

3.2 Do you have a Microsoft or Organisational account?

In case you are logged in to your Microsoft or Organisational account already, you will directly be taken to the IFOAM Organics Europe extranet member home.

Learn more about the difference between Microsoft or Organisational account in [About Microsoft and Office 365 accounts.](#)

If you are unsure which account you have, fill out your email address.

/!\ If your employer is already using an organisational account, please access the IFOAM Organics Europe extranet from a different browser than your usual one to avoid conflicts in login details.

3.2.1 Organisational account

If you have an Organisational account, enter your password. Tick “Keep me signed in” to stay logged in for your next browsing session. Click “Sign in” and you will see the extranet space.

3.2.2 Microsoft account

If you have a Microsoft account, you will see a message saying “redirecting” (Image 3). You will automatically be taken to the next page and your email will be entered. Enter your password in the second field that says ‘Password’ in light grey (Image 4). In case you would like to remain logged in for the next time you want to enter the space, tick the box ‘Keep me signed in’. Click the blue ‘Sign in’ box.

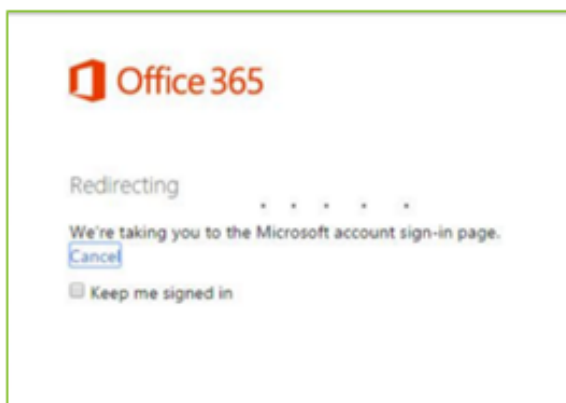


Image 3

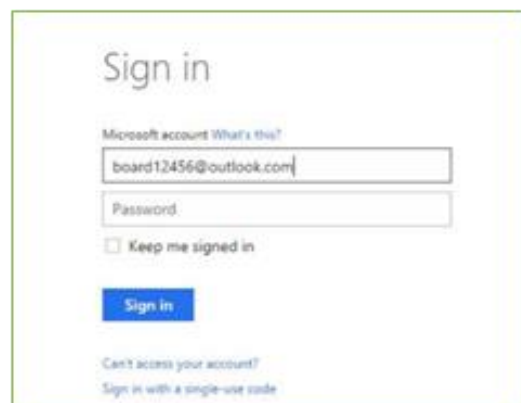


Image 4

3.3 Creation of Microsoft account

If you do not have a Microsoft or an Organisational account, click “Create a Microsoft account” (Image 5).

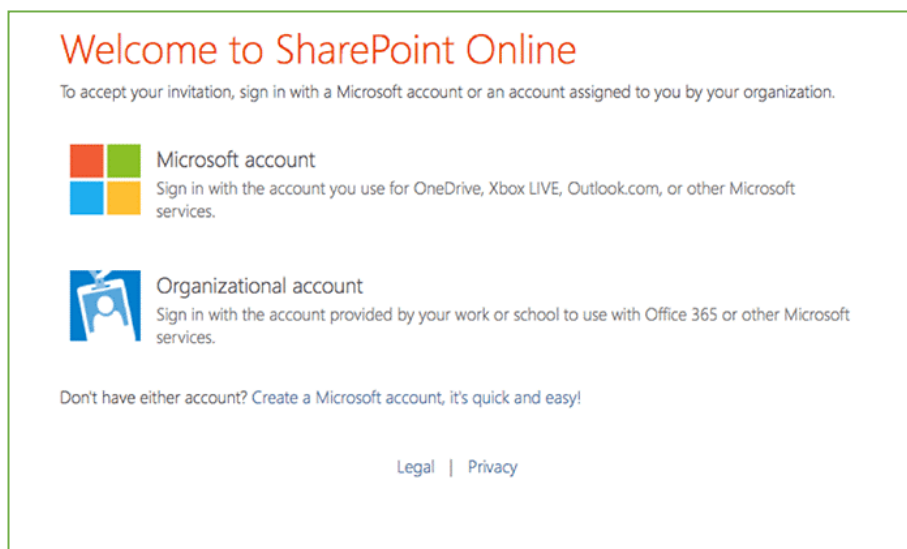


Image 5

The following page will appear (Image 6). Enter your contact details. **Read this section carefully.**

For “Name”, please insert your full and actual name. Otherwise your name will not show up correctly. For “Username”, please enter the email address on which you have received the invitation, this should be **your professional email address**.

**!/ ** Please fill out this information correctly. If you fill out a fake name this will appear in any member list that is automatically generated. If you fill out a wrong email address your will not have access.

Image 6

You will receive an email in the inbox of the email address you entered as your username. Click the blue button “Verify yourname@organisation.org” (Image 7).

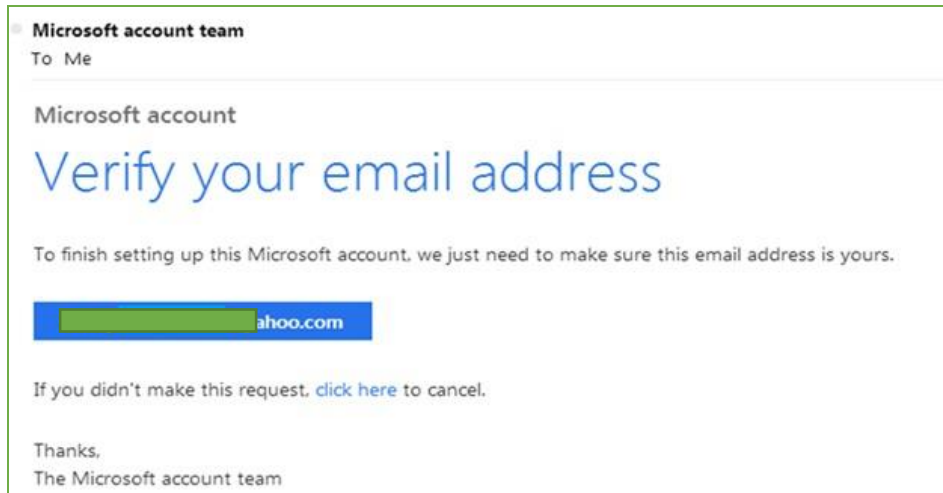


Image 7

A new webpage will open. Enter the email address you registered with and the password, click “Sign in” (Image 8).

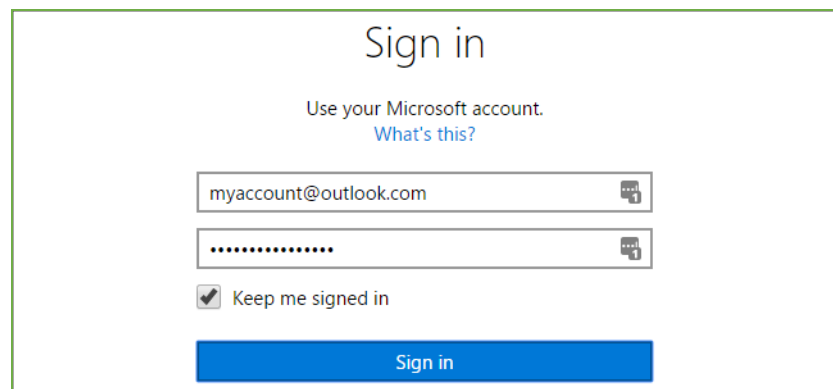


Image 8

You will be directed to the following screen displaying your Microsoft account information (Image 9). If you want you can change your personal information, privacy settings and more.

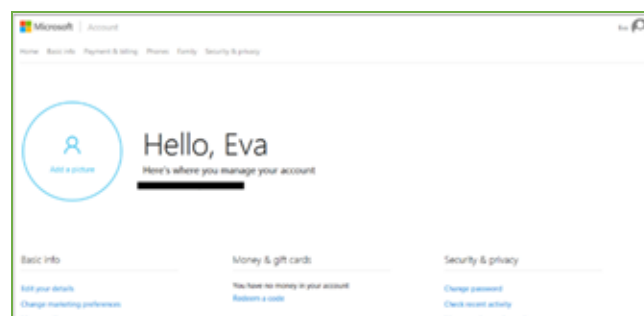


Image 9

Now you can go to the IFOAM Organics Europe member home or workspace you are part of by returning to the email you received in your mailbox. Please click on the link in orange (Image 10).

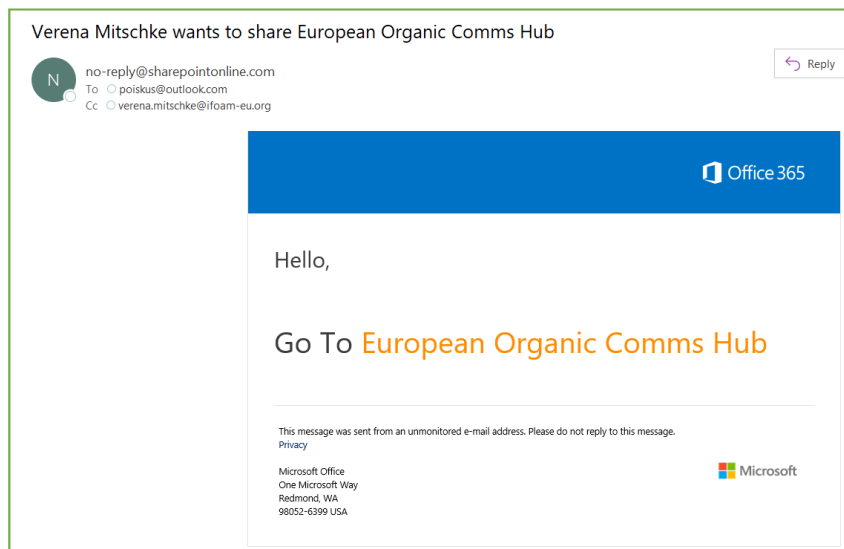


Image 10

You will be redirected to the following screen again (Image 11).

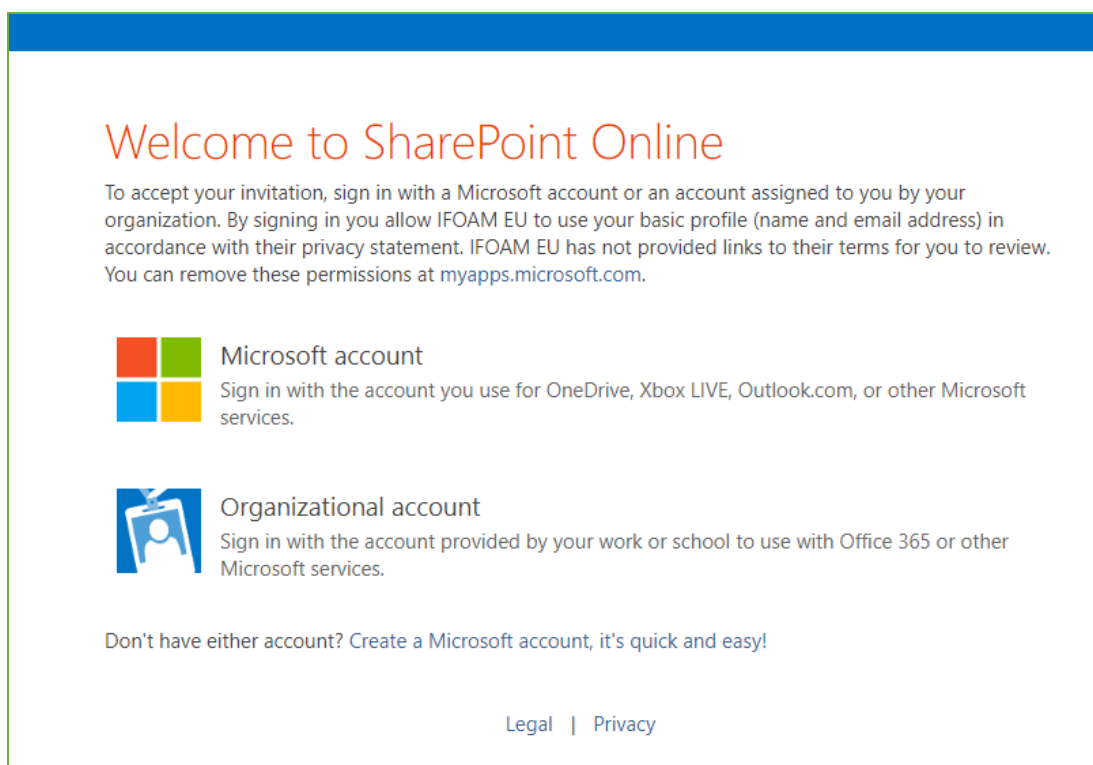


Image 11

Click on the "Microsoft account, since this is the one you have recently logged in with. This time the system should recognize that you are an IFOAM Organics Europe invitee and should automatically redirect you to our extranet space.

Welcome to an IFOAM Organics Europe extranet (Image 12)!

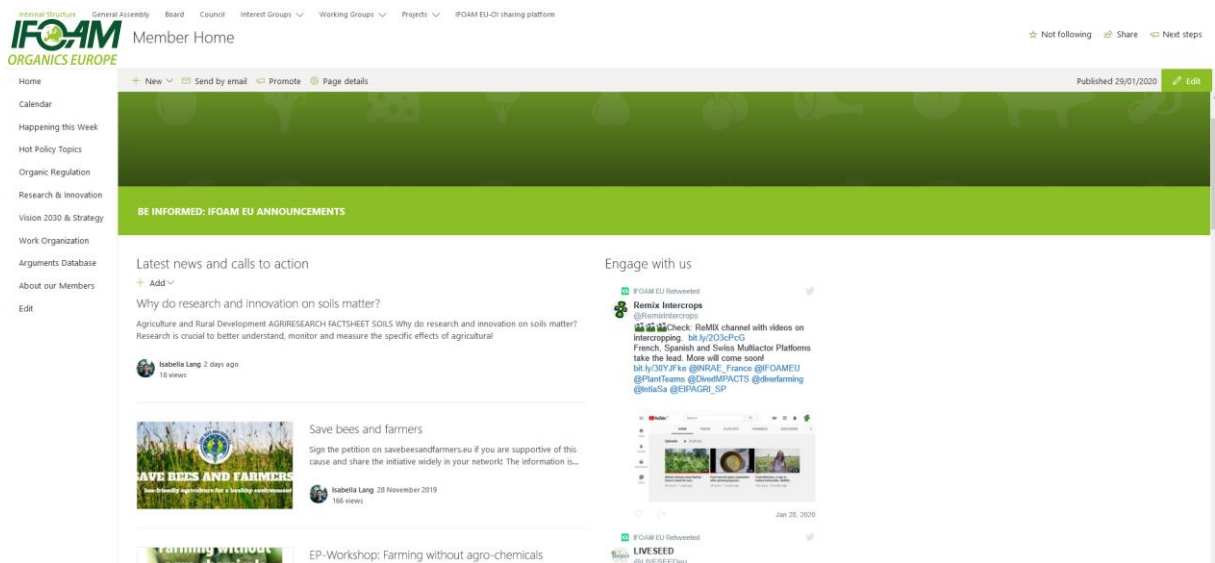


Image 12

4 About Microsoft and Office 365 accounts

4.1 Do I need to create an account to log in to the workspace?

If the email address you are using for communicating with IFOAM Organics Europe is already linked to a Microsoft account or an Office 365 account, you can simply sign in and do not need to create a new account.

!/ Please login to the IFOAM Organics Europe extranet using a different browser than your usual one to avoid conflicts in login details.

If the email address you are using for communicating with IFOAM Organics Europe is not linked to a Microsoft account or Office 365 account, you need to create a Microsoft account. Go to the step **Creation of Microsoft account**.

4.2 What is an Office 365 account?

Office 365 is a service of Microsoft and can be personal or linked to a business. The Office 365 account is used to log into your mailbox (either in Outlook or in webmail) and other Office 365 services. If your organisation is using Office 365 then you likely have an Office 365 account. You will have received a password from someone else when the service was put in place.

4.3 What is a Microsoft account?

A Microsoft account is what you use for almost everything you do with Microsoft devices and services. If you use Skype, OneDrive, Teams, Windows 8, Office 365, Xbox Live, Outlook.com, or a Windows Phone, you already have a Microsoft account. You will have created the account yourself.

4 Possible problems and solutions

Problem 1: When you try to access the IFOAM Organics Europe extranet, you receive the message: “You need permission to access this site” (Image 13).

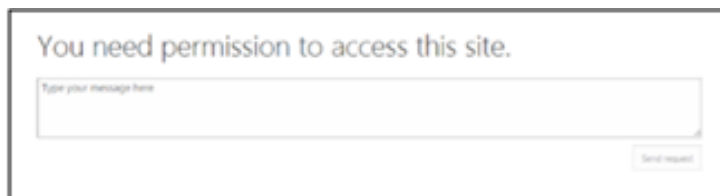


Image 13

Solution 1: Check that you are logging in using the correct link: <https://ifoameu.sharepoint.com/sites/extranet/> and no direct links to documents.

If you continue to see this screen, it means you do not have access to the IFOAM Organics Europe member extranet or this specific site. Please contact membership@organicseurope.bio, include a screenshot of the problem and the steps you performed to get there.

Problem 2: You forgot your password

Solution 2 for Office 365 accounts: Go to <https://login.microsoftonline.com/>, click “Can’t access your account?” and follow the instructions.

Solution 2 for Microsoft accounts: Go to <https://account.live.com/resetpassword.aspx>, select “I’ve forgotten my password, but can’t sign in”, click “Next” and follow the instructions.

Tip to avoid the issue: Save your password in a password manager like KeePass, a password protected file, your planner (without mentioning what it links to) and/or as a fake entry in your phone.

Problem 3: You have just logged in, but you get an error message from Microsoft saying that the website cannot be displayed.

Solution 3: Copy and paste the link of the website directly into the browser’s address bar.

Other problems not listed in this document: If you encounter issues logging in and the instructions in this document have not helped, please consult our [Frequently Asked Questions document](#).

If troubles persist, please contact membership@organicseurope.bio and include a screenshot, description of your problem and the steps you already took to solve this issue. This way we can help you out the best way possible.