

# Accessing shared DOCUMENTS

TO GET ACCESS TO DOCUMENTS OF MERCK KGAA, DARMSTADT, GERMANY, YOU NEED TO HAVE A PRIVATE OR A BUSINESS MICROSOFT ACCOUNT, BECAUSE ALL DOCUMENTS ARE SAVED IN THE OFFICE 365 MICROSOFT CLOUD.

## Please remember the following steps:

- If you work with Office 365 in your company, you can also use the email address of your business account.
- If you create a new private Microsoft account (see below) you can create a new or use an existing email address for your new Microsoft account. To this email address a verification message and messages when new documents are shared with you will be sent.
- At your first login, for authentication purposes you can also choose to get the code by SMS (see step 6 below).

## HOW TO: CREATE A PRIVATE MICROSOFT ACCOUNT

1. Open your browser and go to the Microsoft sign-up page (<https://account.microsoft.com>).
2. Click or tap **Sign in with Microsoft**.
3. Click or tap **No account? Create one!**
4. Enter the e-mail address you would like to use with this account (new one or existing one).
5. Enter a password and click **Next**.
6. For authentication purposes you can choose **Use a phone number instead**.
7. A message will be sent to your e-mail address or to the phone number.
8. Click on the **link** in the email or enter the **code** from the SMS into the field to verify.