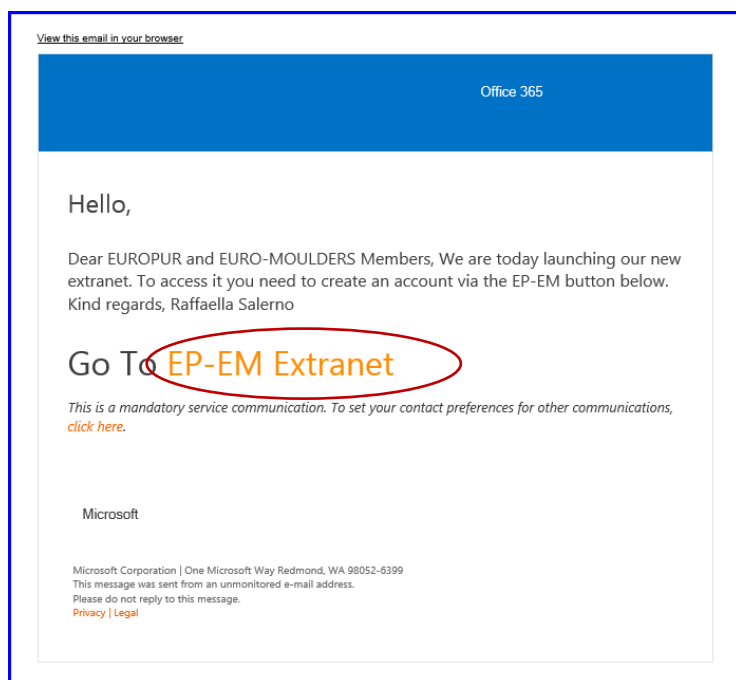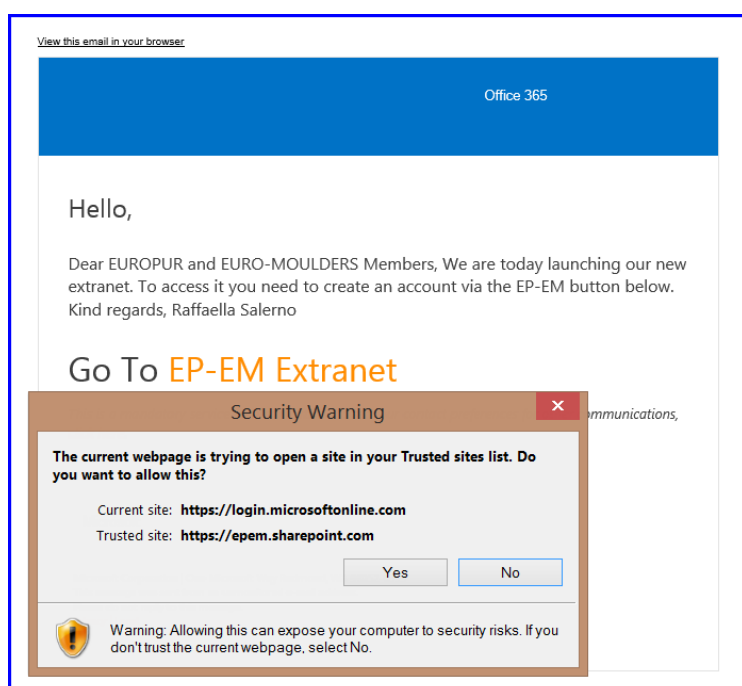# How to access the Europur & Euro-Moulders Extranet system

Procedure to create a new Microsoft account

Whenever an invitation to create a logon account for the new EuroPur & Euro-Moulders intranet is received proceed as mentioned in this guideline.

Open the e-mail and click on the **EP-EM Extranet** button

and accept the security warning if it appears (this depends upon your local Internet explorer settings).

This action opens the SharePoint Welcome page.

Now select the link "Create a Microsoft account" and you will be directed to the Sign in page to create a new Microsoft account.

Fill in the requested fields, it's important to use the email address that was used to send the invitation and once done select the button "Create account"

Microsoft

Create an account

You can use any email address as the username for your new Microsoft account, includi
already sign in to a Windows PC, tablet or phone, Xbox Live, Outlook.com or OneDrive,

Name

John	Doe

✅ After you sign up, we'll send you a message with a link to verify this username.

Username

john.doe@iadres.be

Or get a new email address

Create password

••••••••

8-character minimum; case-sensitive

Re-enter password

••••••••

Country/region

Belgium ⌄

Postal Code

3010

Date of birth

27 ⌄	June ⌄	1959 ⌄

Gender

Male ⌄

Help us protect your info

If necessary, click on use your favourite email address

Help us protect your info

Your phone number helps us keep your account secure.

Country code

Belgium (+32)

Phone number

476999654

We want to make sure that a real person is creating an account.

Enter the characters that you see
New | Audio

powwnx

☐ Send me promotional offers from Microsoft. You can unsubscribe at any time.

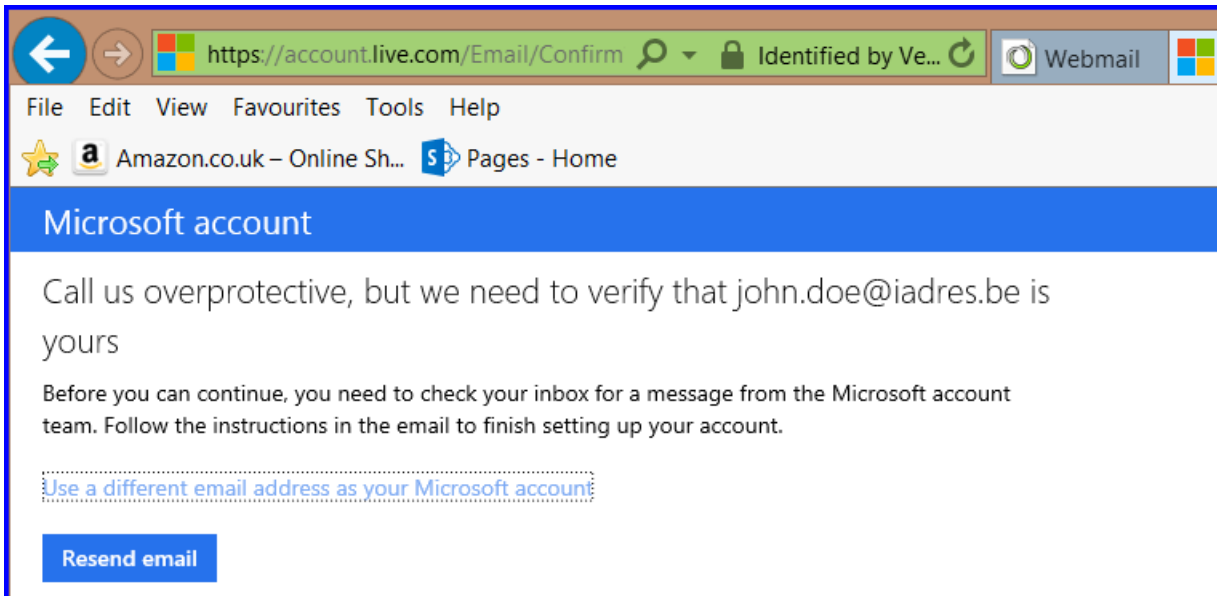Click **Create account** to agree to the Microsoft Services Agreement and privacy and cookies statement.

Create account

Microsoft

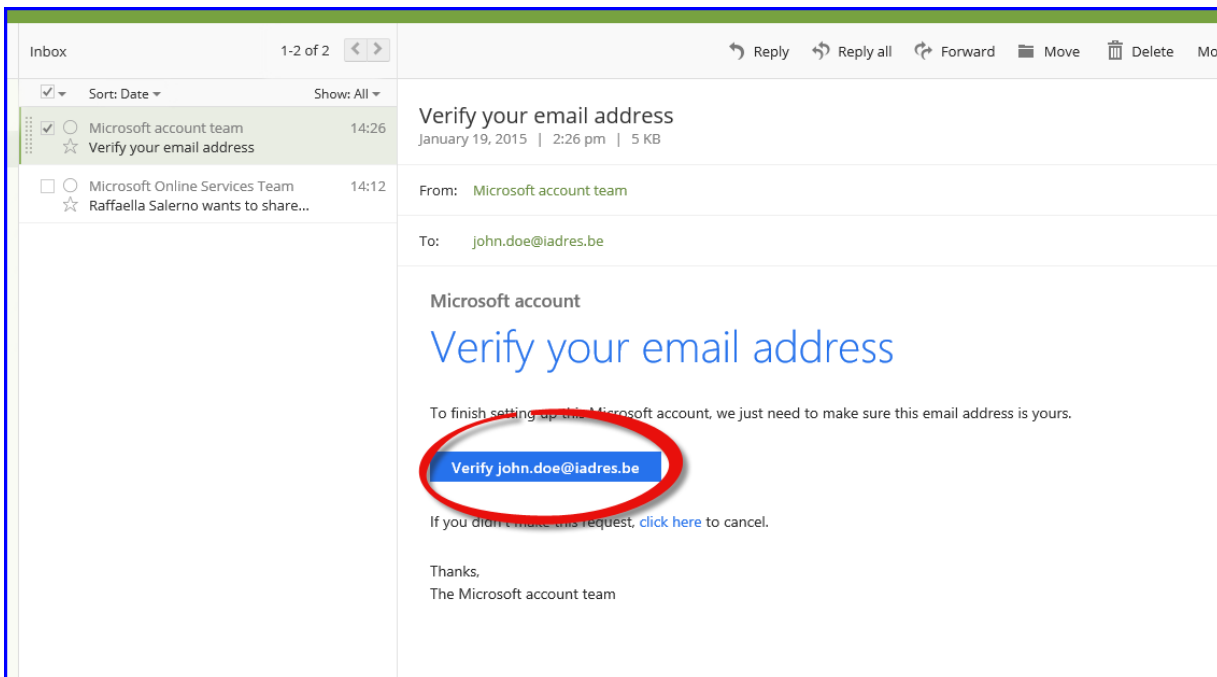English (United Kingdom)   Terms of Use   Privacy & Cookies   © 2015 Microsoft

Do not forget to fill in the "captcha" (marked in red).

To guarantee that you are really the owner of the e-mail address Microsoft will send a confirmation message to the mentioned e-mail address.
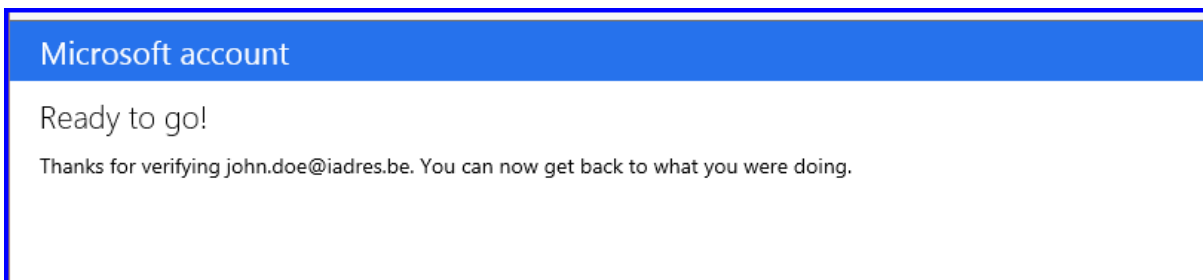
Go to your email box and open the received e-mail to proceed with the confirmation.

Open the e-mail and click on the **blue link** to confirm the ownership off the used e-mail address
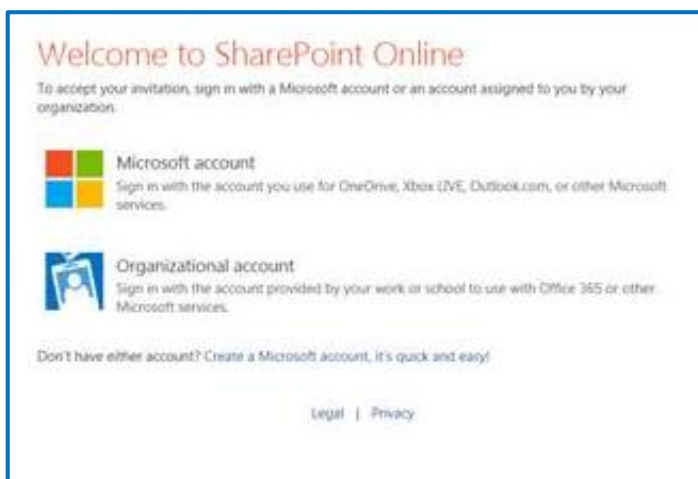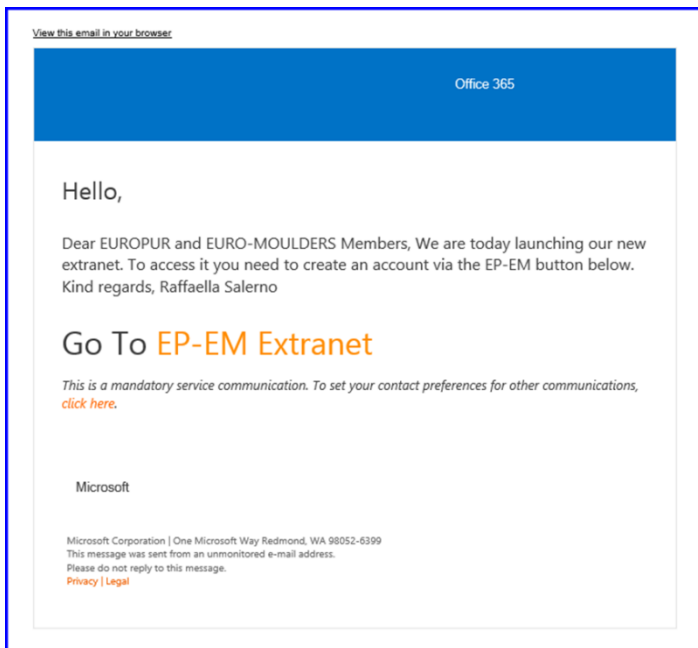

Once the confirmation is validated a popup will indicate a ready to go.
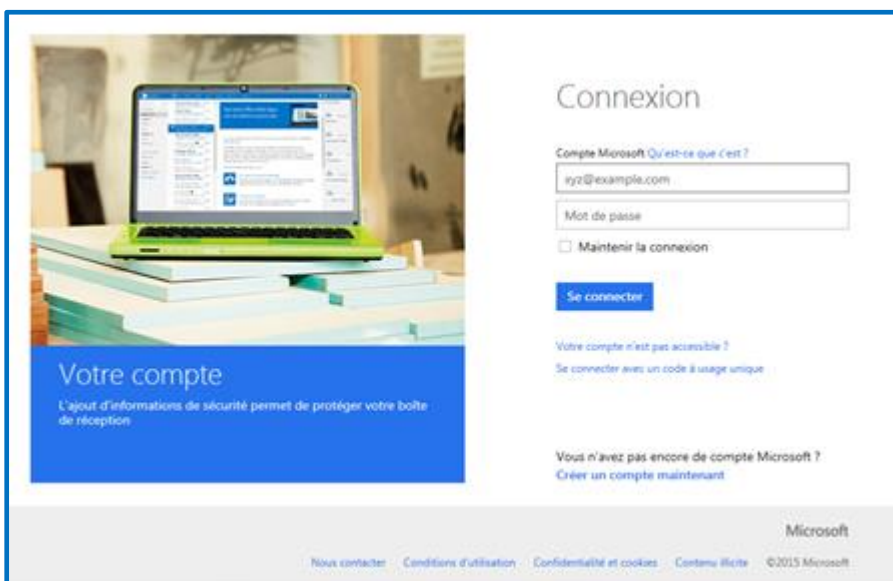

If errors are encountered during execution of this procedure a new invitation should be requested at the company responsible.
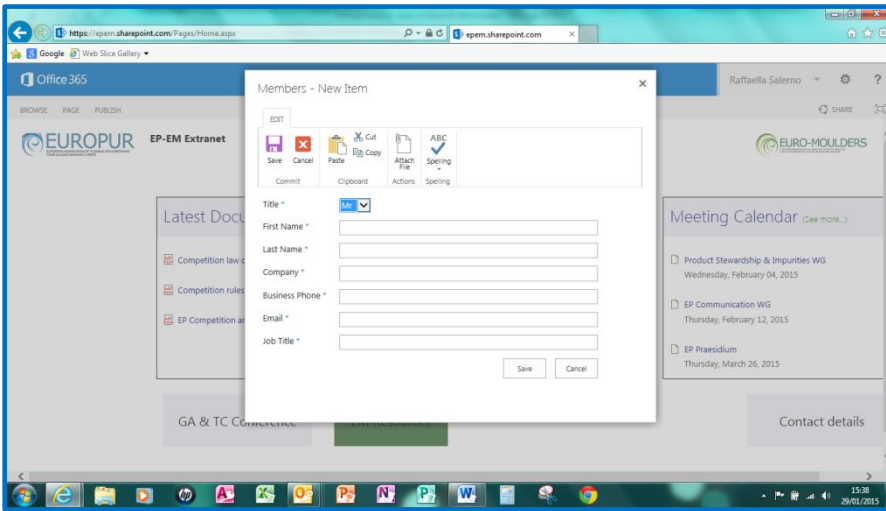
Once the procedures finished successfully proceed by going back to the initial email and click on the **EP-EM Extranet** button
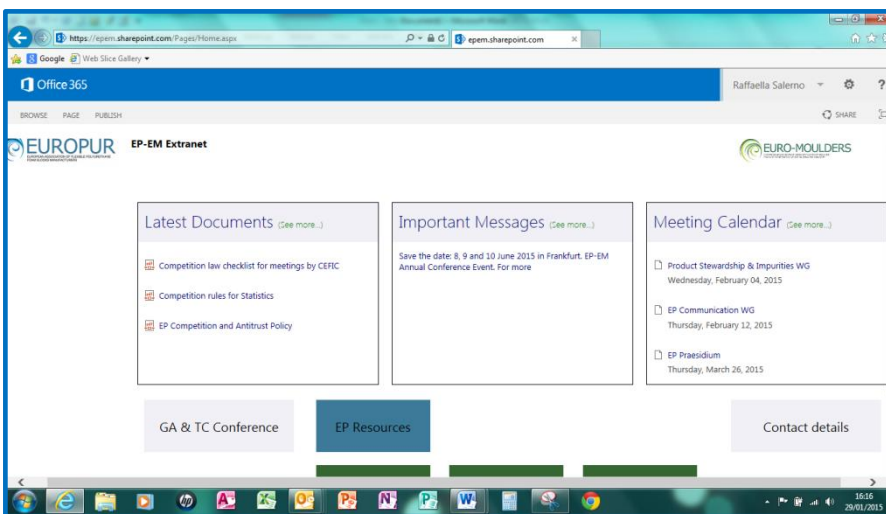

Click on Microsoft account

log in with your email address and password
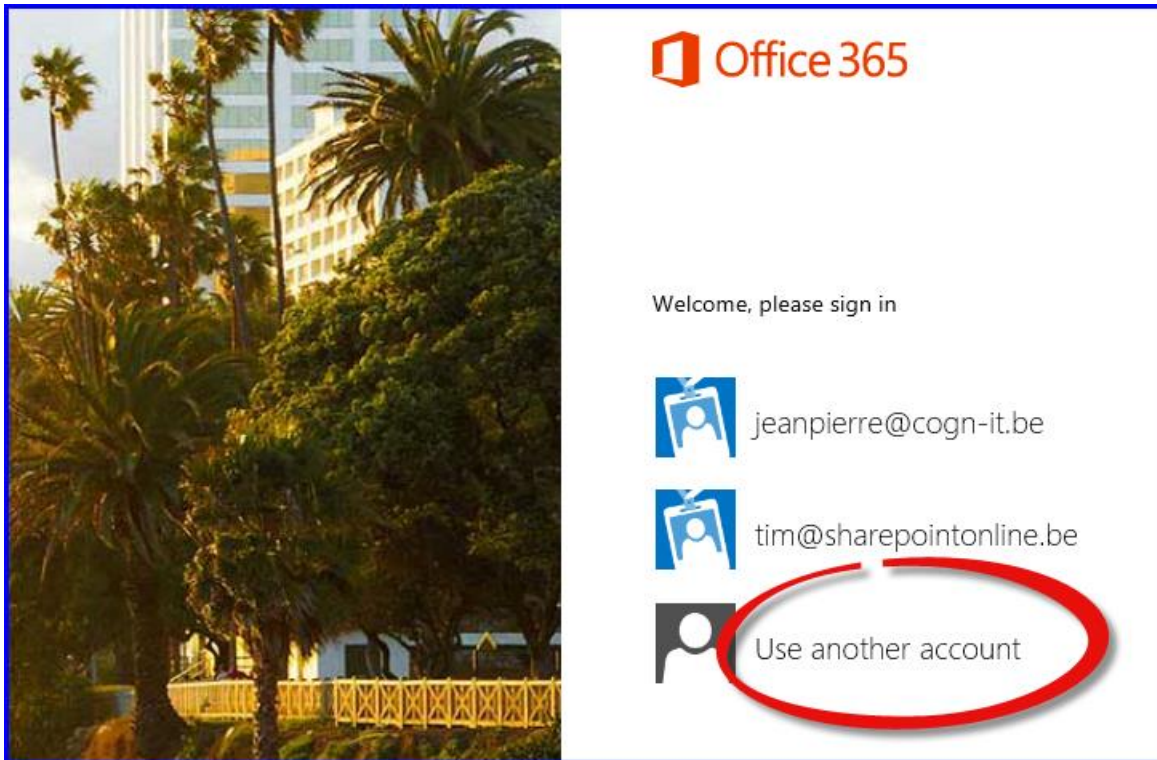
Fill-in the fields and save the information.

If all goes well you should see the Europur & Euro-Moulders Extranet welcome page.

For any future log-in as well as for detailed explanation on the extranet and support documents for account creation, please go to: **http://www.europur.org/members**

To log-on the extranet click on the button **click here**

If this screen appears, click "use another account"!

Select "Sign in with a Microsoft account"