



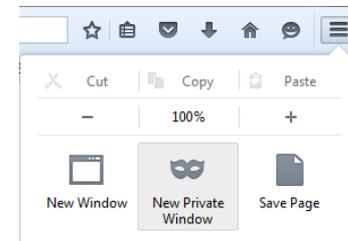
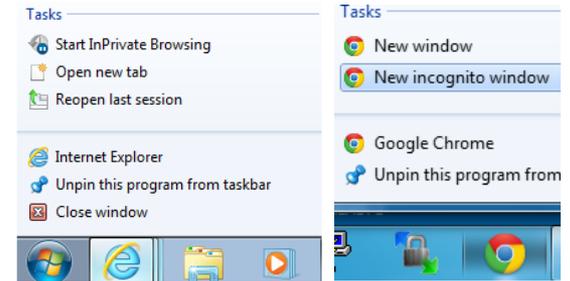
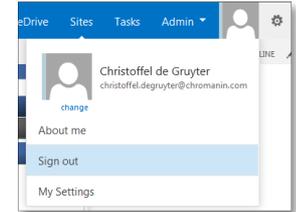
**imec**

HOW TO SIGN-IN AS AN EXTRANET USER

IMEC SHARE

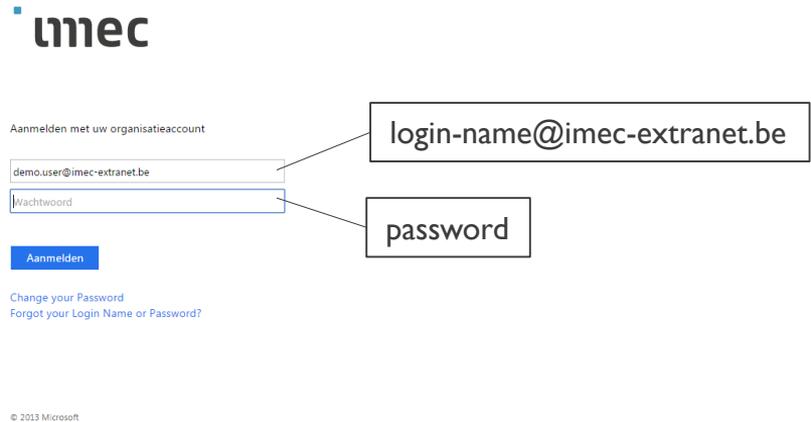
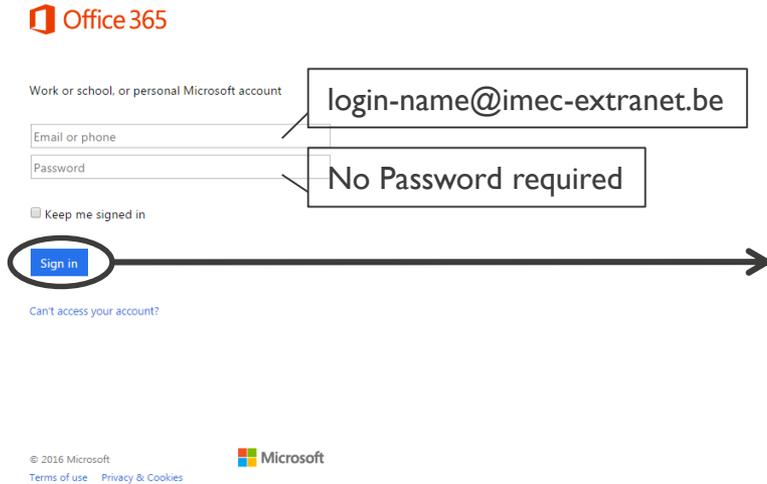
# SIGN IN AS AN EXTRANET USER

- Log into Office 365 Online
  - If you are already logged-in on a different Microsoft environment, please log out first and close your browser
- Or use in private browsing
  - Internet explorer
    - right click on browser icon and start in private browsing
  - Google chrome
    - right click on browser icon and start new incognito window
  - Firefox
    - Open browser and open new private window



# SIGN IN AS AN EXTRANET USER

- Go to <https://imecinternational.sharepoint.com>
  - A login page appears: insert your **login-name@domainname** with domainname “imec-extranet.be”



# CHANGE OR FORGOT PASSWORD

Office 365

Work or school, or personal Microsoft account

login-name@imec-extranet.be

Email or phone

Password

No Password required

Keep me signed in

**Sign in**

Can't access your account?

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Microsoft

Detailed description: This is a screenshot of the Office 365 login page. It features the Office 365 logo at the top left. Below it, there's a heading 'Work or school, or personal Microsoft account'. There are two input fields: 'Email or phone' and 'Password'. A box highlights the email field with the text 'login-name@imec-extranet.be'. Another box highlights the password field with the text 'No Password required'. Below the input fields is a checkbox labeled 'Keep me signed in'. A blue button labeled 'Sign in' is circled in red. A black arrow points from the 'Sign in' button to the right. At the bottom, there is a copyright notice '© 2016 Microsoft' and links for 'Terms of use' and 'Privacy & Cookies'. The Microsoft logo is also present.

imec

Aanmelden met uw organisatieaccount

demo.user@imec-extranet.be

Wachtwoord

**Aanmelden**

Change your Password  
Forgot your Login Name or Password?

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Detailed description: This is a screenshot of the imec login page. It features the imec logo at the top left. Below it, there's a heading 'Aanmelden met uw organisatieaccount'. There are two input fields: one for the email address containing 'demo.user@imec-extranet.be' and one for the password labeled 'Wachtwoord'. Below the input fields is a blue button labeled 'Aanmelden'. Below the button are two links: 'Change your Password' and 'Forgot your Login Name or Password?'. A black arrow points from the 'Change your Password' link to the right. Another black arrow points from the 'Forgot your Login Name or Password?' link to the right. At the bottom, there is a copyright notice '© 2013 Microsoft'.

Click  
*Change your Password*  
or  
*Forgot your Login Name or Password?*

# CHANGE YOUR PASSWORD

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Change your password

Password Requirements:

1. Minimum 7 characters
2. Must contain uppercase, lowercase and a digit
3. You cannot reuse an old password
4. Needs to be changed every 6 months

Login Name

1

Current Password

2

New Password

3

Confirm Password

4

5

[Change Password](#)

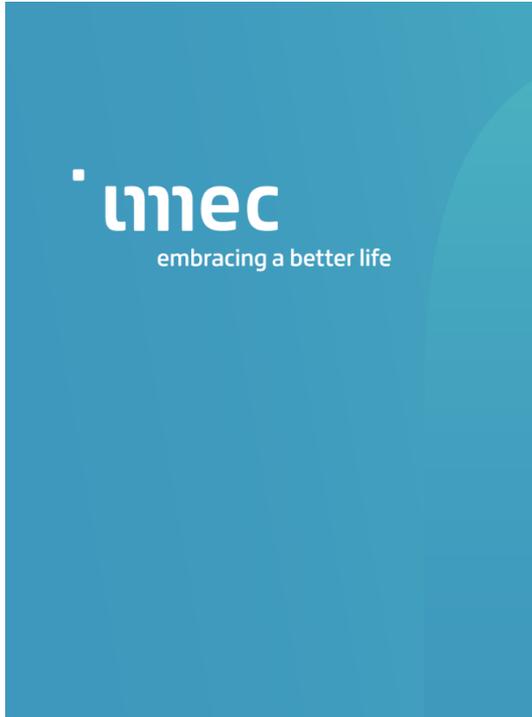
[Back to login](#)

[Forgot your Login Name or Password?](#)

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1. Enter your Login  
Login-name@imec-extranet.be
2. Enter your current password
3. Enter New Password
4. Confirm your password
5. Click on Change Password

# FORGOT PASSWORD/LOGIN NAME



Reset your password

Please fill in your login name **or** your work email address.

Login Name

your\_login\_name@imec-extranet.be

Email Address

someone@yourcompany.com



**3** [Reset Password](#) [Back to login](#)

Change your password

© 2013 Microsoft

1. Enter your e-mail account Name@domain
2. Select “I’m not a robot”
3. Click on Reset Password
4. You receive an e-mail with your User Name and your Password

Dear **[Name]**,

The password associated with your extranet account has been reset

URL imec Extranet <https://imecinternational.sharepoint.com>

User Name [someone@yourcompany.com](mailto:someone@yourcompany.com)

New Password **[New Password]**

You can manage your password according to your personal preferences via the imec Login Page 'Change Password' or by visiting <https://pwc.imec-extranet.be>.

For removal of the account or change in your e-mail address, please forward this mail to [extranet@imec.be](mailto:extranet@imec.be) and mention account removal or e-mail change in the subject.

Best regards,

imec - embracing a better life

Kapeldreef 75 | 3001 Leuven | Belgium | [www.imec.be](http://www.imec.be)

# BROWSER SUPPORT (I)

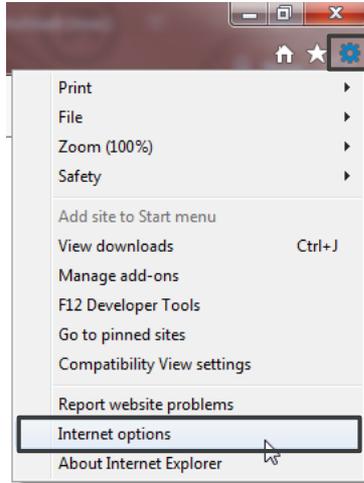
## PREREQUISITE

- Start Browser
  - At least Internet Explorer 9
  - Google Chrome
- Local Intranet Settings must contain
  - <https://imecinternational.sharepoint.com>
  - <https://imecinternational-my.sharepoint.com>

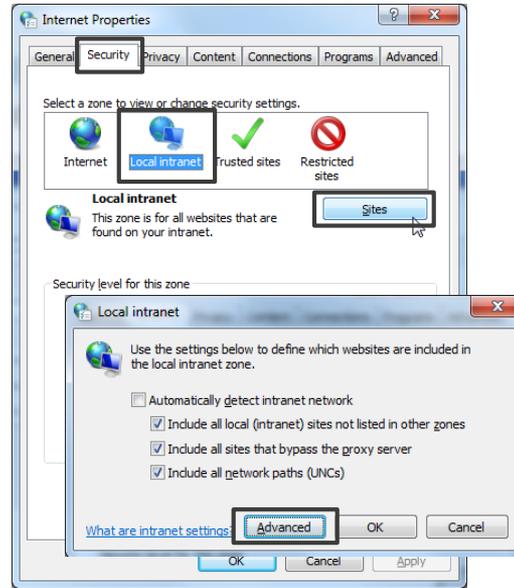
# BROWSER SUPPORT (2)

## INTERNET EXPLORER $\geq 9$

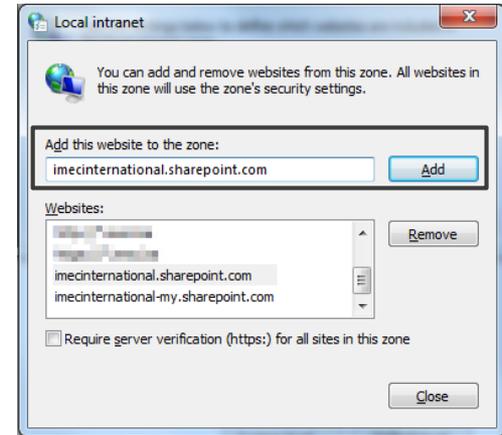
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2



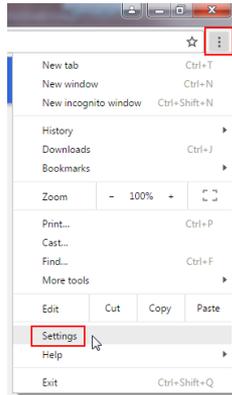
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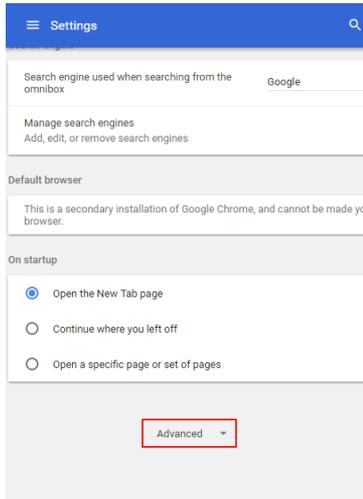
# BROWSER SUPPORT (3)

## GOOGLE CHROME

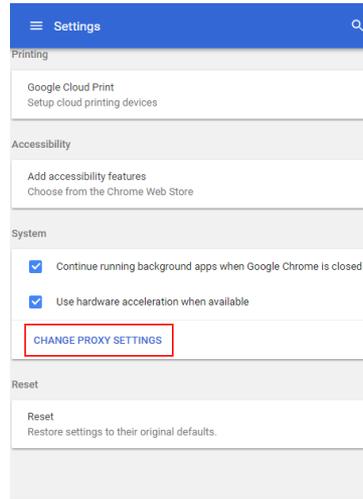
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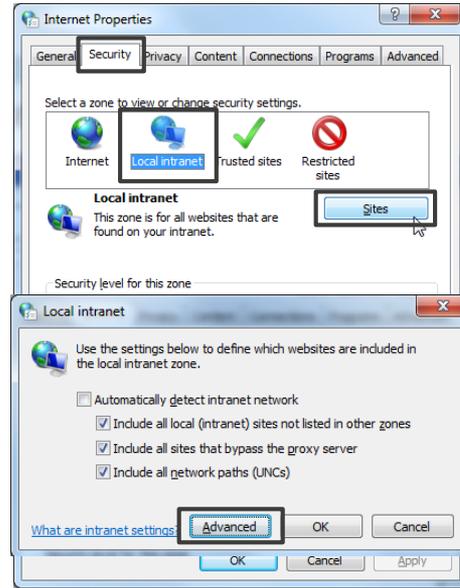
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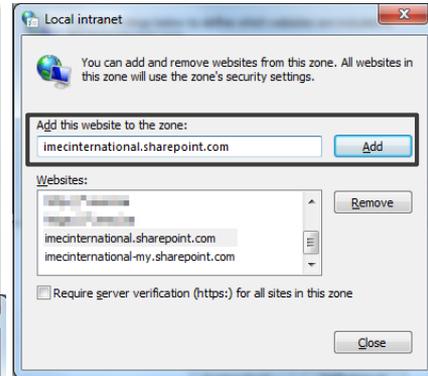
3



4



5





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