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*Suggested use on Internet Explorer
1. How to Get Started – Creating an Account

- When using Gangbox 2.0 is it recommended that you **ONLY** use the most current version of Internet Explorer. Google chrome does not support all aspects of Gangbox 2.0.
- In order to access Gangbox 2.0, users will need a Microsoft Account. To create a Microsoft Account go to **(NOTE: do not use www.): signup.live.com**. You **DO NOT** need to create a new email account to use Gangbox. You must link your current email with a new Microsoft Account.
- Open up a Web Browser, go to this link **(Note: do not use www.): signup.live.com** and follow the directions below.
1. Fill out the “Create an account” form. Again, you DO NOT need to create a new email account.

2. Please use your pre-existing email address as your “User Name” while filling in the form. In the example above we used our pre-existing email address, “joesheetmetal@yourlocalunion.com” as our user name.

3. Once you have completed the form and selected “create account” you will receive an email from Microsoft to the pre-existing email address you provided in the “user name” field, asking you to verify your email address.

4. Once you have received your Microsoft email confirming your email address. You have finished successfully setting up your email address with a Microsoft Live ID account.

2. Gaining Access to Gangbox and the Initial Log In

- After creating your Microsoft Account, access to Gangbox must be requested via email to either Paul Pimentel, ppimentel@smart-union.org or to Alise Berti, aberti@smart-union.org. Please, email from email address you used in Step 1 above.
- You’ll receive an email invitation similar to that below. Click “Accept your invitation” and proceed to the next step.
- If you have not received an invitation within a 24 hour period, check in your Spam/Junk folder. After that please contact Paul Pimentel or Alise Berti letting them know your invitation was not received.
Once you have accepted your invitation to Gangbox, you will be redirected to the screen below.

- Use the Microsoft Account created in Step 1 – “Creating an Account”. You will be logging in with that Microsoft Account user name (your email) and the password you created.

From here you will be brought to the Sign In screen, where you will enter your User Name (your email) and your password.
If successful, you will be brought to the Gangbox Home Page, which will look similar to the image below. From there you will be able to navigate throughout the site.
3. Logging In after for the Second Time and all Subsequent Times

- Using Internet Explorer open a new web browser page and go to this link, *(NOTE: do not use www.)* smwia.sharepoint.com and follow the directions below.
- Create a Bookmark or desktop Shortcut for "smwia.sharepoint.com" to maintain easy accessibility.
- **IMPORTANT: REMEMBER TO “SIGN IN WITH A MICROSOFT ACCOUNT” AS SHOWN BELOW. YOU DO NOT SIGN IN WITH AN ORGANIZATIONAL ACCOUNT.**

  ![Office 365 Sign In](image)

  - Enter your Email Address you used to create your Microsoft Account.
  - Enter the password you created during Step 1 – “Creating an account”
  - Click “Sign In”
- If successful, you will be brought to the Gangbox Home Page, which will look similar to the image below. From there you will be able to navigate throughout the site.
4. Trouble Shooting - Forgot Password?

- If you forgot your password: follow the “Can’t access your account?” instructions provided by Microsoft. With these instructions you will be able to reset your password.

- Once you have clicked on the “Can’t Access your account?” link, you will be directed to “Reset your Password”.
- Follow the instructions below:
- In the “User ID” field enter in your email address established in Step 1 - “Creating an Account”. In our example we used "joesheetmetal@yourlocalunion.com”.
- Enter in the characters pictured and select the “Next” button.
Select the option “Email” to receive your code for resetting your password. Then press “Next”.

Microsoft will send an email to your account – in our example it went to “joesheetmetal@yourlocalunion.org” email.

The email will contain a code that will allow you to reset your password.

Our code is “6981782” as shown below.

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From: “Microsoft account team” <account-security-noreply@account.microsoft.com>
To: joesheetmetal@yourlocalunion.org
Sent: Tuesday, April 1, 2014
Subject: Microsoft account password reset

Microsoft account

Password reset code

Please use this code to reset the password for the Microsoft account joesheetmetal@yourlocalunion.org

Here is your code: 6981782

If you didn’t request this security code, you can safely ignore this email. It’s possible that another user entered your email address by mistake when trying to reset their own password.

Thanks,
The Microsoft account team
• Enter in the code as it appears in your email. Click “Next”.

• From here you will be able to create a new password for your Microsoft Account.
Microsoft will then inform you that “Your account has been recovered”. Click “Next” to be brought back to the log in screen.