1. You will receive an email from King’s Inns – see example below.
2. When you click open you will receive message below
3 When you verify your email and click Send Code, you will be presented with the following dialogue requesting a code

![Microsoft Verify Code Dialogue](image-url)
4 you will be emailed a code in an email similar to the example below.

Hello,

For security purposes, you must enter the code below to verify your account to access Maguire B. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:
04168891

Having problems with the code?
View the error and make sure that the email identifier is "VP02DMC". If it's not, look for an updated email or try requesting a new code.

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5 Retrieve your code from email and enter it and click “verify”
6. You will now have access to the folder similar to below where you can upload your documents.