



LEGAL PARTNERS SHAREPOINT

User Guide



MARCH 13, 2019
MATTEL INC

Contents

1. Introduction	2
2. Requesting site access/permission	2
3. Accessing the site using redirect page	6
4. Contact Us	7

1. Introduction

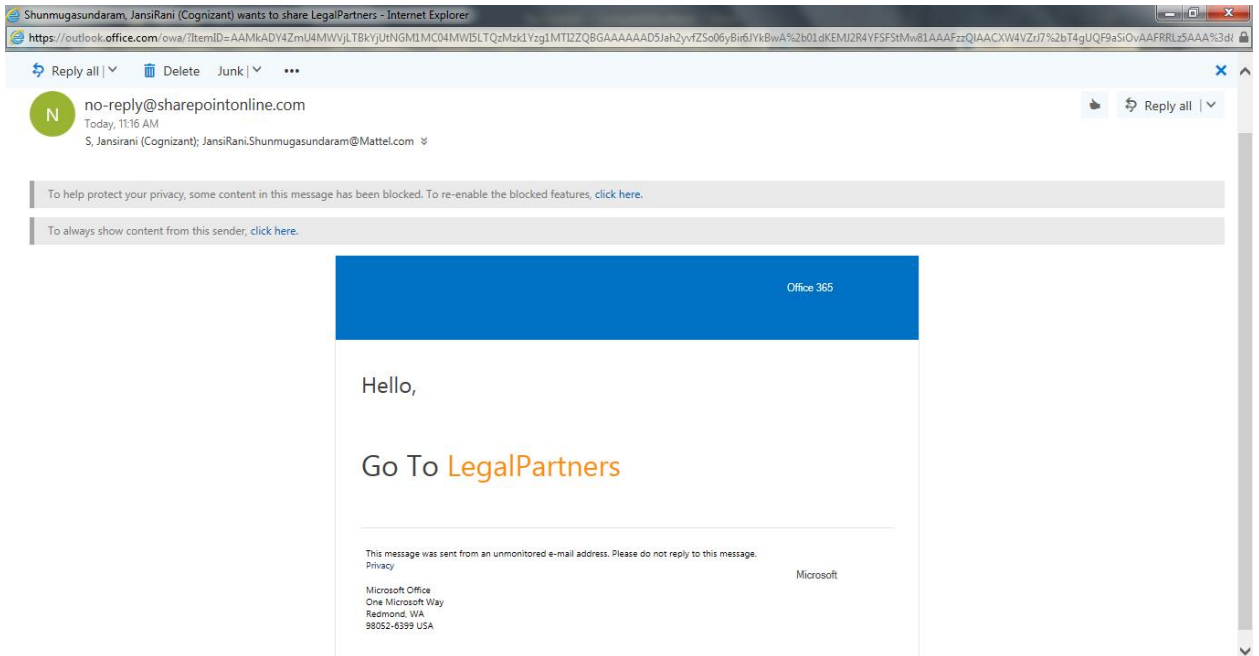
Mattel Partners Legal site provides Mattel business partners access to products design and legal documentations. To access the site, a valid Microsoft user account and site permission must be setup (see section 2).

2. Requesting site access/permission

- Click on the **Send Email** link on the home screen to get access to this Legal Partners website and provide the below details.
 - First Name
 - Last Name
 - Company
 - Company email address
 - Contact number

- Once your request is approved, you will receive an email from LegalPartnersAdmin@mattel.com. Follow the instruction provided below to setup the Microsoft account.

- Setting up your Microsoft user account - Once, setup in the Legal Partners SharePoint site you will receive an email as shown below



- User have to click on the link in the email – ‘Go To LegalPartners’ for onetime setup
- Upon clicking the Link, below page will be open. Click on ‘Create a Microsoft account, it’s quick and easy!’

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow MATTEL INC to use your basic profile (name and email address) in accordance with their privacy statement. MATTEL INC has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)

- Enter the email id, in which you have received the email

A screenshot of the Microsoft account creation page. At the top left is the Microsoft logo. Below it is the heading 'Create account'. There is a text input field containing the email address 'someone@abc.com' with a small 'x' icon to its right. Below the input field are two links: 'Use a phone number instead' and 'Get a new email address'. At the bottom right is a blue button labeled 'Next'.



← [Redacted]

Create a password

Enter the password you would like to use with your account.

.....|

Next



← [Redacted]

Verify email

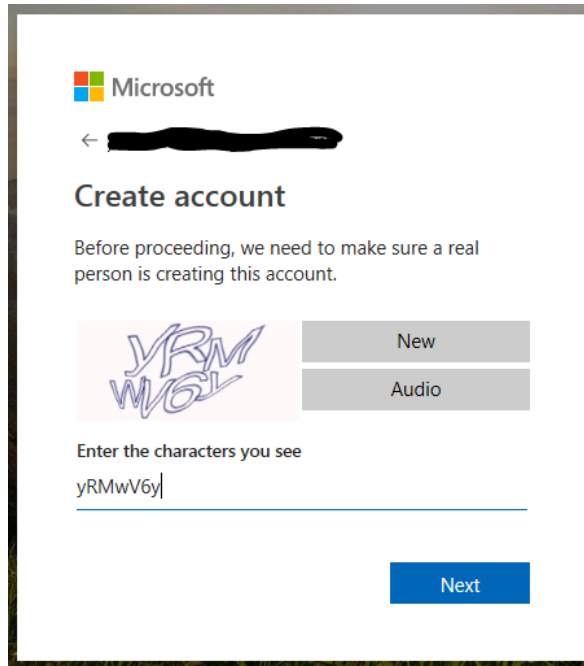
Enter the code we sent to [Redacted]. If you didn't get the email, check your junk folder or [try again](#).

|

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next



You are done with the setup.

In future, just click on the link –

<https://mattelcorp.sharepoint.com/sites/LegalPartners/SitePages/Home.aspx>

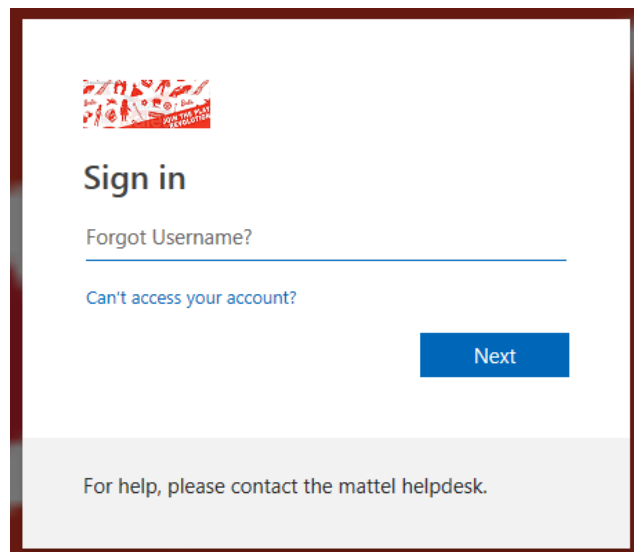
Enter User Id and Password and Login to the site.


3. Accessing the site using redirect page

<https://partners.mattel.com> provides a webpage with link to new Legal Partners SharePoint site.



On clicking the link to Legal Partners will show the below page.





Sign in

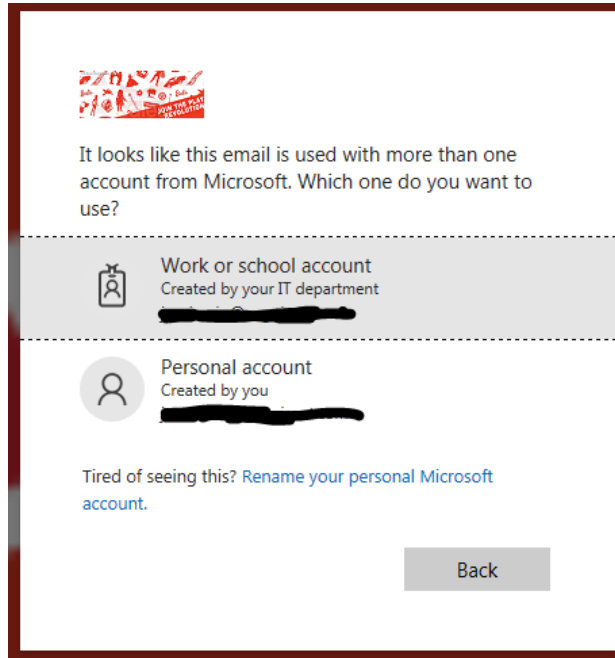
[Forgot Username?](#)

[Can't access your account?](#)

[Next](#)

For help, please contact the mattel helpdesk.

Enter the email id which is registered with Mattel.



Select Personal account

Enter password

.....|

Keep me signed in

[Forgot my password](#)

Sign in

4. Contact Us

For any Technical support on setting up the Microsoft account or access related issues, please send an email to LegalPartnersAdmin@mattel.com