## S The Global Fund

## LFA TRAINING RECORDINGS INSTRUCTIONS FOR NEW GUEST USERS

1. If you're an active LFA Expert, you will receive an email invitation from Microsoft Invitations (invites@microsoft.com). If not, please check your junk or spam folders.

The Global Fund invited you to access applications within their organization
Microsoft Invitations on behalf of The Global Fund <invites@microsoft.com>
to me \*

- 2. To request guest access, complete the request form.
  - Get the required access code from your management or CCT.
  - It may take up to 30 days to receive your Guest access invitation.
- 3. From the invitation email, click "accept invitation."
- **4.** If you don't have a Microsoft account, you will be asked to sign in and create a new password.
- **5.** Once signed in, you will be sent a code via email to confirm your identify.

Microsoft	
Enter password	
Forgot password?	
	Sign in

Accept invitation

Microsoft account team <account-security-noreply@accountprotection.microsoft.com> to me <math display="inline">\checkmark</math></account-security-noreply@accountprotection.microsoft.com>
H
We received your request for a single-use code to use with your Microsoft account.
Your single-use code is: 5604672
***

- 6. After entering the code, you will be taken to the SharePoint training page.
- **7.** Scroll down the page to find videos grouped by topics.

