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.

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.

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.