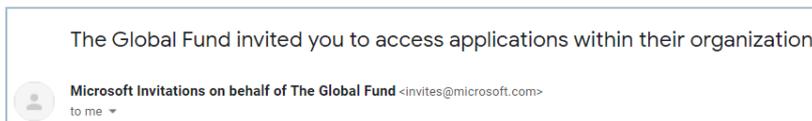


LFA TRAINING RECORDINGS INSTRUCTIONS FOR NEW GUEST USERS

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.



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.

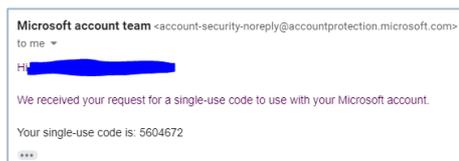
3. From the invitation email, click “accept invitation.”

[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.

