



# Longview Public Library

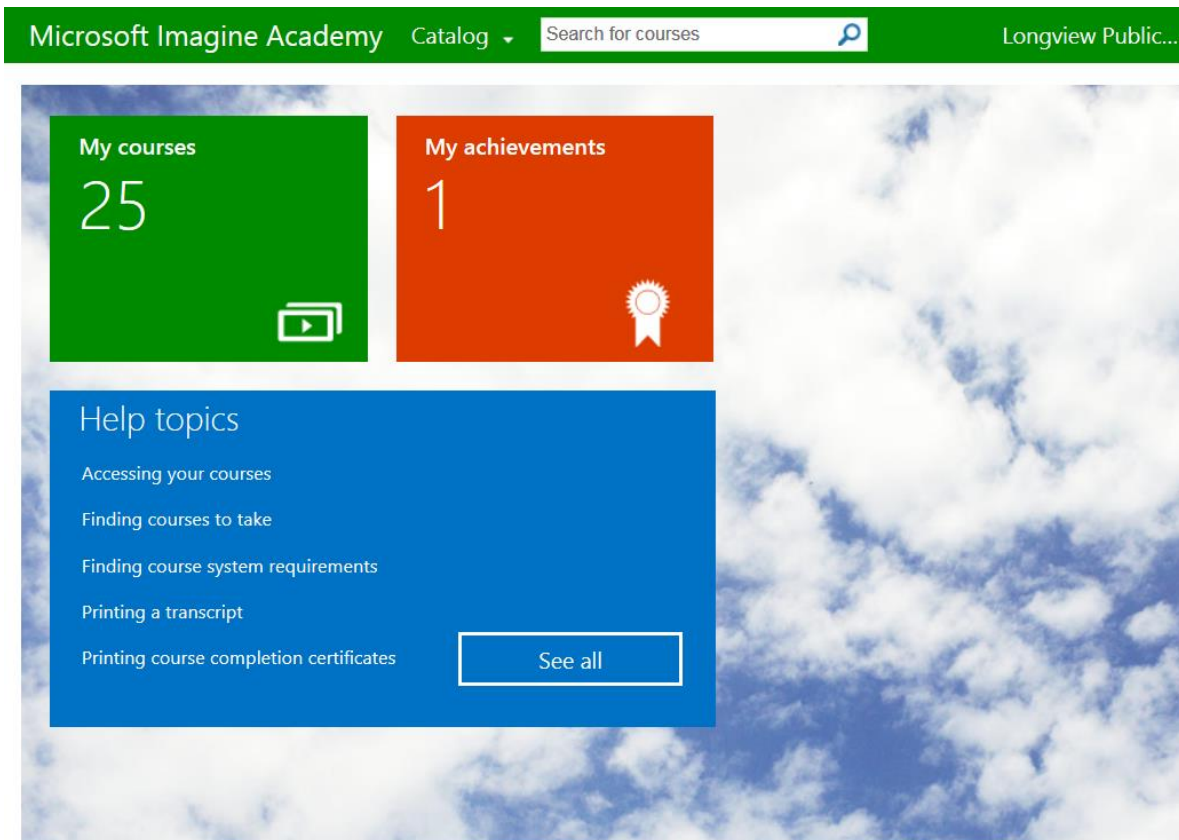
## Getting Started with Microsoft Imagine Academy

**1. Visit the Longview Public Library reference desk or call 360-442-5300 to sign up. You will need to provide an email address. The Library will then send you an email with a link to the Microsoft Imagine Academy.**

**2. To activate a new account:**

- a. In the email you received, click the link.
- b. If prompted, choose an account type, and then sign in.
  - **Microsoft account:** This includes MSN, Hotmail, and Windows Live accounts. If you have more than one Microsoft account, note which one you used, since you need to sign in with the same one in the future.
  - **Office 365 account:** This is an Office 365 account that you can use to access the cloud-based version of Microsoft Office and your related storage space in the cloud. If your organization set up an account for you to use to access this training, that account may be valid here.

**3. You will be brought to your Microsoft Imagine Academy home page showing your courses and achievements.** The Library has selected an initial learning plan that includes courses on Digital Literacy and Microsoft Office Essentials. Click on the My Courses tile to begin!





**4. Accessing Additional Courses:** You can select additional Microsoft courses by searching for specific words (i.e. Visual Studio), or by using the Browse tab at the left. You can add as many courses as you're interested in taking. You can also remove courses from the My Courses tile.

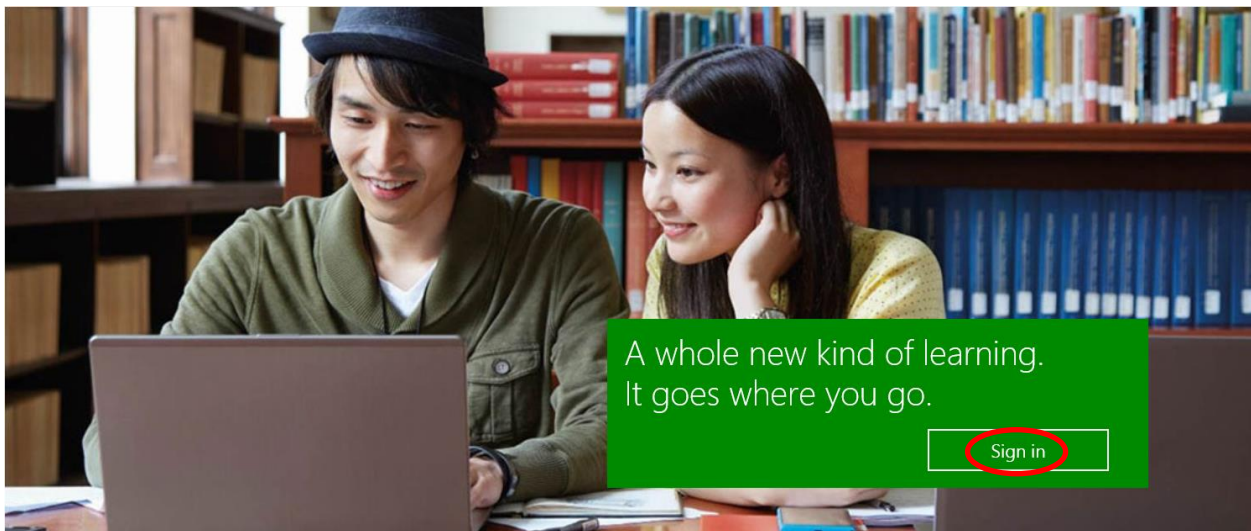
**5. Returning user sign in:**

After your first-time sign-in you can return to Microsoft Imagine Academy at any time and sign in with the same email account you used when you registered.

**Use this URL for return visits:**

Microsoft account: <http://onlinelearning.microsoft.com/?whr=uri:MicrosoftAccount>

Office 365 account: <http://onlinelearning.microsoft.com/?whr=urn:federation:MicrosoftOnline>



**Congratulations – you are ready to start Microsoft Imagine Academy E-Learning!**

If you have trouble viewing or loading E-Learning courses, click the Contact Us button on the bottom of the screen in the E-Learning site to contact the tech support team via Live Chat, phone or email.

<https://imagineacademy.microsoft.com/?whr=uri:microsoftaccount#contactUs>