

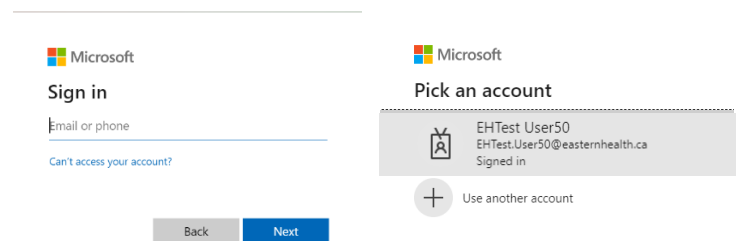
# Quick Reference Guide

## Microsoft Office 365 and Windows Virtual Desktop with Multi-Factor Authentication

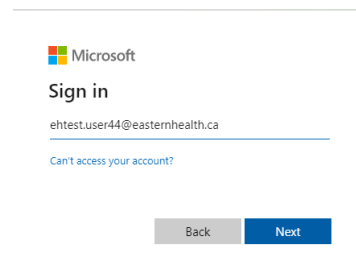
### *MFA Authentication Set-up for LEARN*

1. Go to: <https://learn.nlhealthservices.ca/>
2. Upon signing in you may see one of two screens:

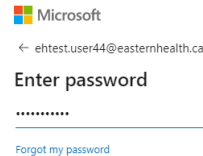
- Enter the log in account provided to you, or
- select your log in account if it appears, or
- select **Use another account** and enter your log in account credentials.



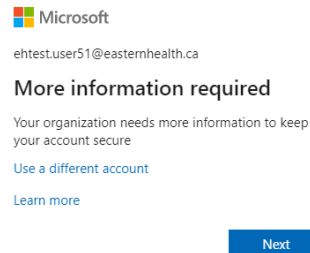
3. Click **Next**.
4. Confirm your log in account.
5. Click **Next**.



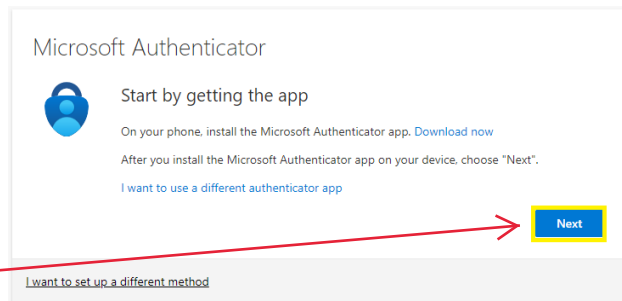
6. Enter the password provided to you in the onboarding email.
7. Click **Sign in**.  
**NOTE:** If prompted to save the password on your computer, always click **No** or **Never**.



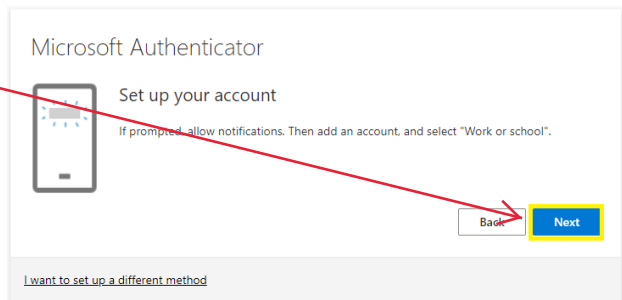
8. Click **Next**.



9. You will be prompted to set up MFA using Microsoft Authenticator by default. Please refer to the appropriate guide for instructions on setting up MFA using SMS text message.

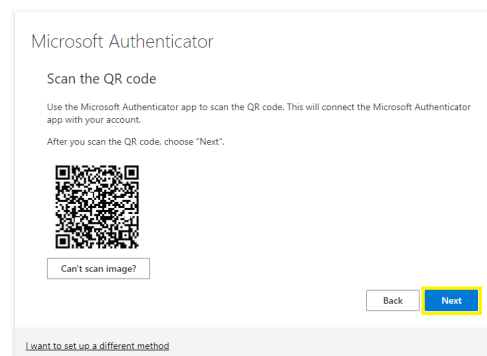


10. Click **Next**.
11. Use the Microsoft Authenticator application on your mobile device to scan the QR code.



12. Follow the instructions in the Microsoft Authenticator application to complete the activation.

13. Click **Next**.



14. You will be prompted to approve the notification sent to your mobile device by entering the number provided in the prompt.

15. Approve the notification using your mobile device.

16. Once completed, you will receive a **"Notification approved"** message.

17. Click **Next**.

18. Read the **"NLHealthTermsOfUse"** and click **Accept**.

19. You now have access to Microsoft Office 365 or Windows Virtual Desktop.

