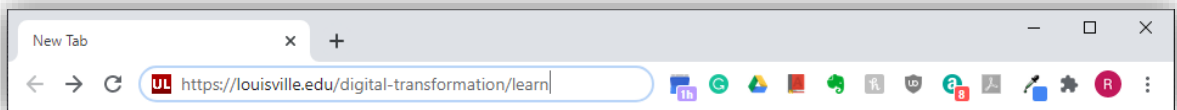


# Microsoft Learn **Beginner** Learning Path Walkthrough

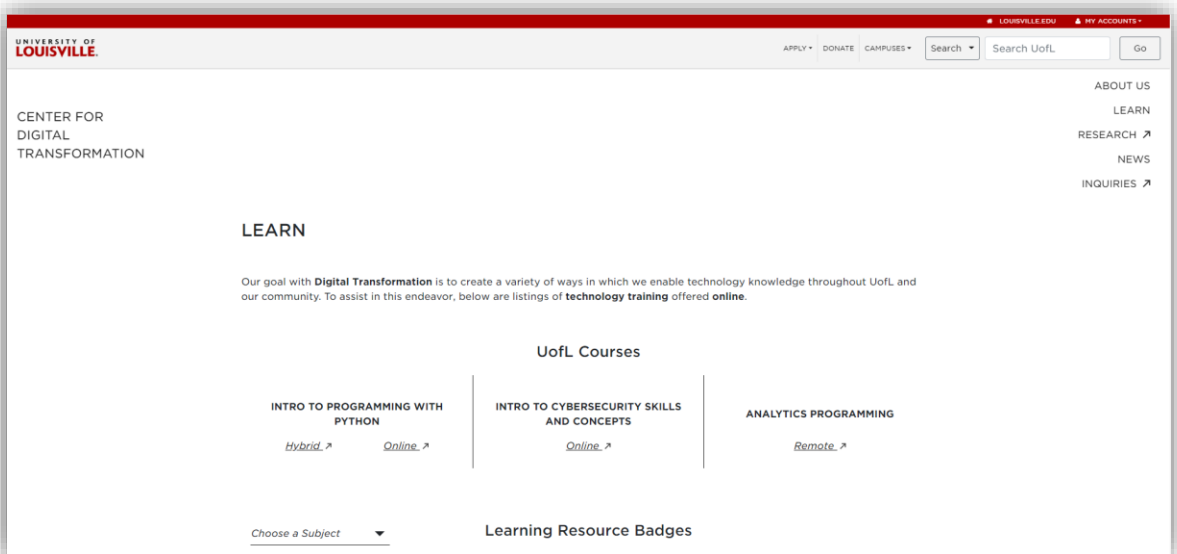
This walkthrough outlines the process of accessing Microsoft Learn course offerings through the Center for Digital Transformation's Learn webpage. By the end of this walkthrough, users will be able to:

- Locate the Learn webpage on the Center for Digital Transformation's website.
- Access the Microsoft Learn service's website.
- Sign into or create an account for Microsoft Learn.
- Browse Microsoft Learn course offerings.
- Filter Microsoft Learn courses to simplify course selection.
- Select and enroll in a Microsoft Learn course.

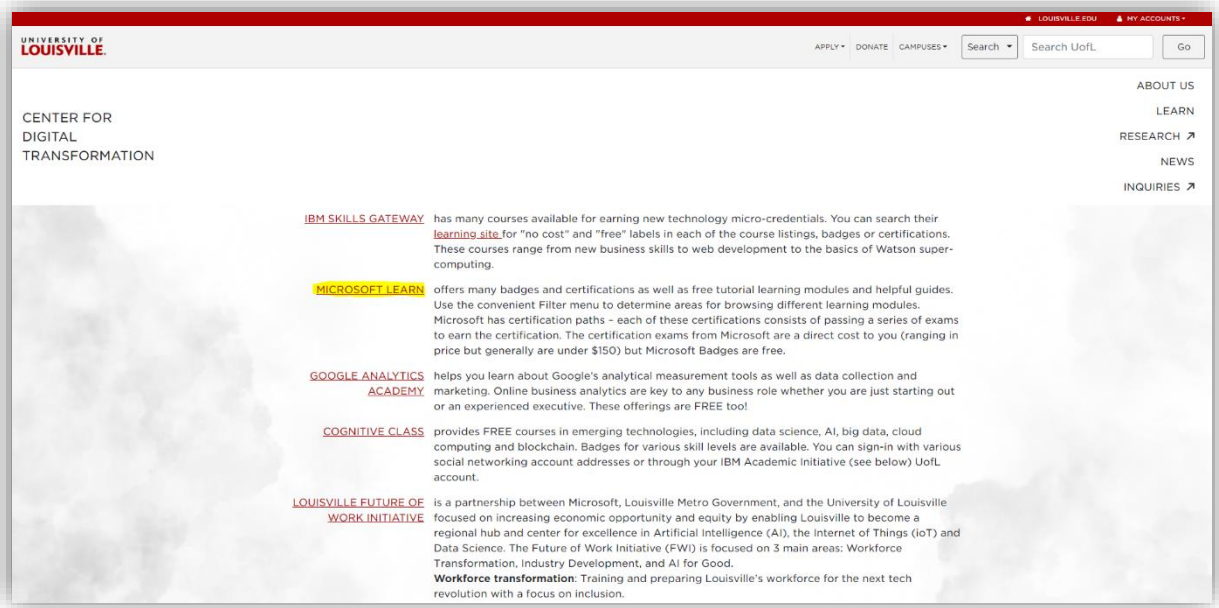
1. Open a web browser of your choice (Google Chrome was used for this example).
2. Type <https://louisville.edu/digital-transformation/learn> into the browser's search bar and press *Enter* on your keyboard.
  - Alternatively, press the **CTRL** button on your keyboard and **Left Click** the blue hyperlink above.



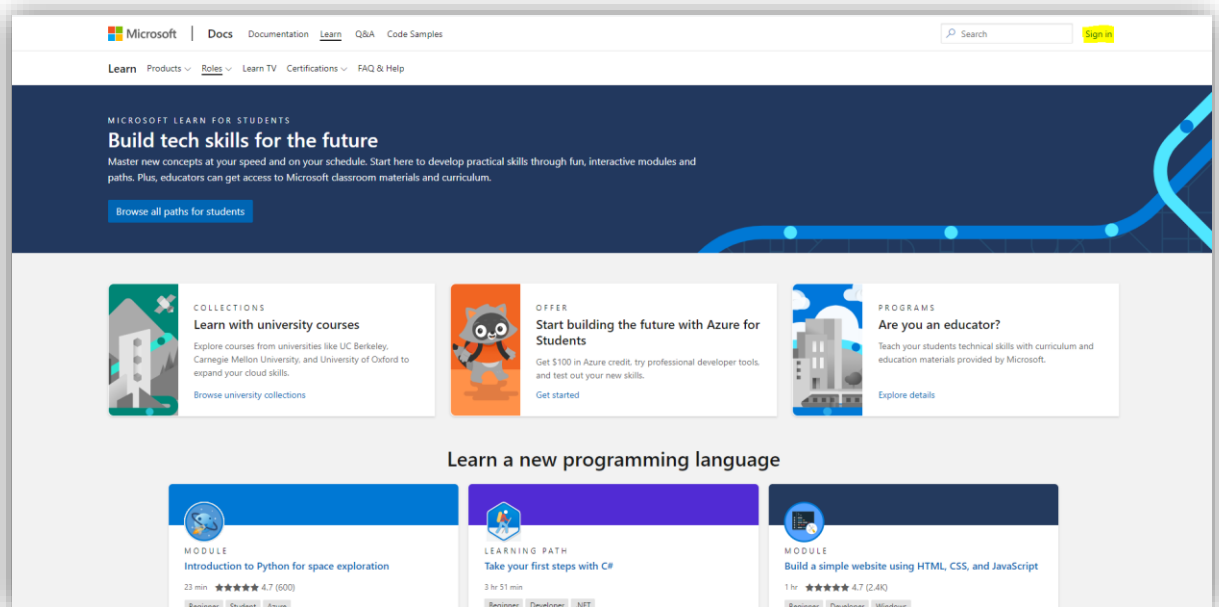
3. The Center for Digital Transformation's Learn webpage will launch in your browser.



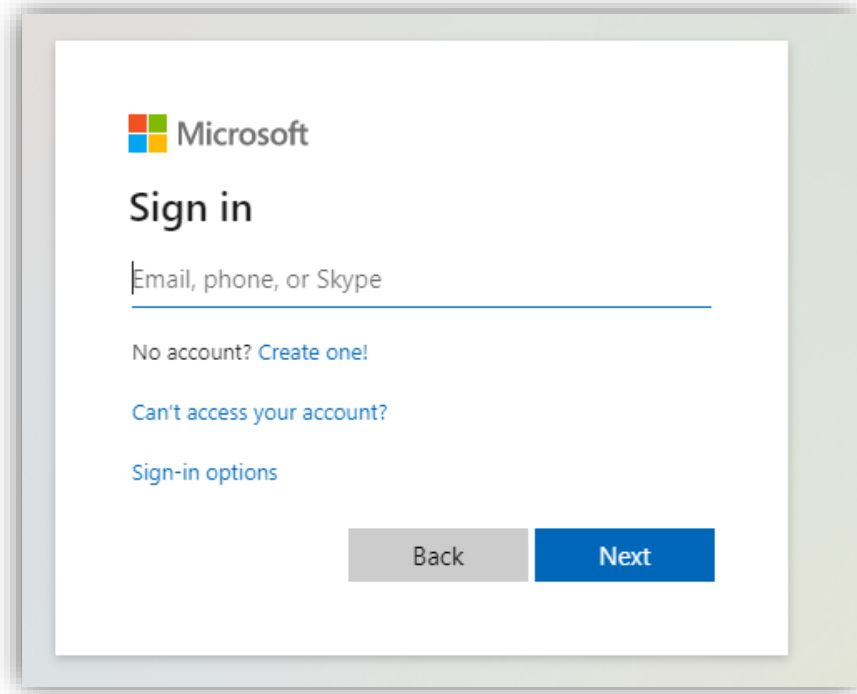
- Scroll down through the webpage until you reach a list of red hyperlinks listing the various student learning options available. For this example, **Left Click** the Microsoft Learn hyperlink (highlighted in the image below) to launch the Microsoft Learn homepage.
  - Alternatively, you can press the **CTRL** key on your keyboard and **Left Click** the following hyperlink to launch the Microsoft Learn homepage: <https://docs.microsoft.com/en-us/learn/>



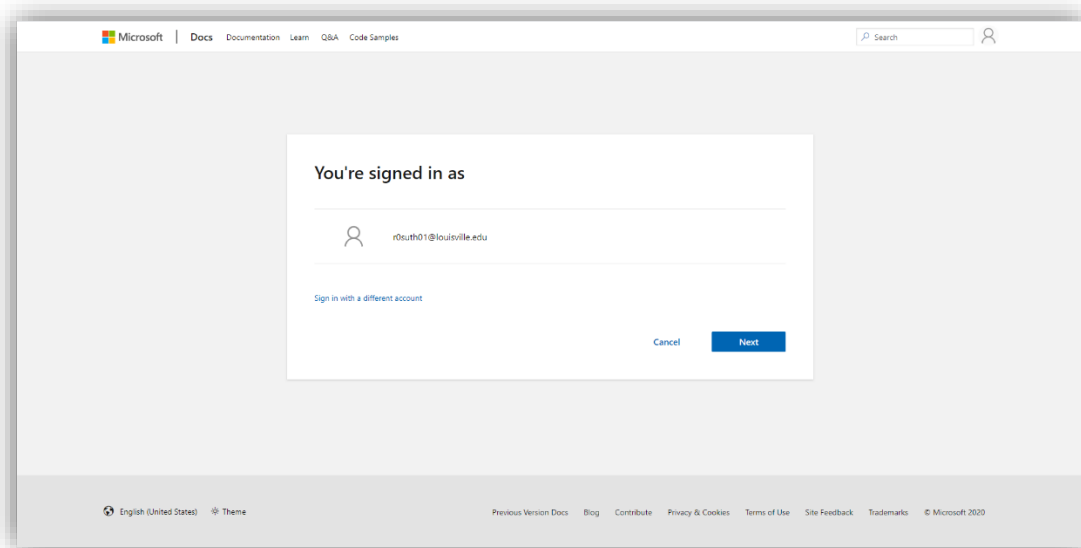
- On the Microsoft Learn homepage, **Left Click** the blue *Sign In* hyperlink to log into the account associated with your louisville.edu email address.



6. Once you have launched the sign in page, enter your louisville.edu email address and password into the popup window shown below.
  - If you are logging in for the first time, continue to Step 7.
  - If you have already created a Microsoft Learn account before, skip to Step 12.



7. If you are logging in for the first time, you should be presented with the screen below. **Left Click** the blue *Next* button in the bottom right corner of the screen, enter your desired display name, and determine if you wish to receive email notifications.



← r0suth01@louisville.edu

## Create your profile

You have signed in with an account associated to an organization (r0suth01@louisville.edu). By becoming a member, you understand and acknowledge that your Microsoft Docs membership means our network of sites and applications will record and track your achievements and activities and we may share your results and activities with your organization. Additionally, your username, display name, profile picture, affiliation, achievements and activities will be publicly visible. You can hide your achievements and activities under settings.

Display name \*

Sutherland,Robert Paul

Cancel

Next

8. Select any professional roles you are interested in pursuing or select *I'm not sure yet*.

## Select roles you're interested in

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administrator       | <input type="checkbox"/> AI Edge Engineer  | <input type="checkbox"/> AI Engineer            |
| <input type="checkbox"/> App Maker           | <input type="checkbox"/> Auditor           | <input type="checkbox"/> Business Analyst       |
| <input type="checkbox"/> Business Owner      | <input type="checkbox"/> Business User     | <input type="checkbox"/> Data Analyst           |
| <input type="checkbox"/> Data Engineer       | <input type="checkbox"/> Data Scientist    | <input type="checkbox"/> Database Administrator |
| <input type="checkbox"/> Developer           | <input type="checkbox"/> DevOps Engineer   | <input type="checkbox"/> Functional Consultant  |
| <input type="checkbox"/> Privacy Manager     | <input type="checkbox"/> Risk Practitioner | <input type="checkbox"/> Security Engineer      |
| <input type="checkbox"/> Solutions Architect | <input type="checkbox"/> Student           | <input type="checkbox"/> Technology Manager     |

I'm not sure yet

Next

9. Select your level of expertise (either Beginner, Intermediate, or Advanced). For this example, Beginner has been selected.

← Previous

## Select your level

**Beginner**  
You're starting out and want to learn the fundamentals

**Intermediate**  
You have some experience but want to learn more in-depth skills

**Advanced**  
You have lots of experience and are looking to learn about specialized topics

[I'm not sure yet](#) [Next](#)

10. Select any Microsoft products or platforms you are interested in studying. For this example, Microsoft 365, Office, and Windows have been selected.

- Alternatively, if you do not know which products you're interested in, **Left Click** the *I'm not sure yet* hyperlink.

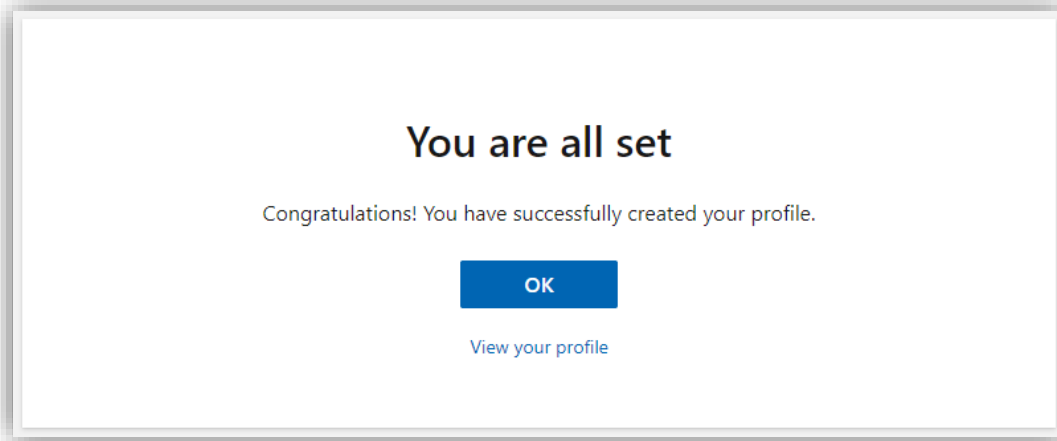
← Previous

## Select products you're interested in

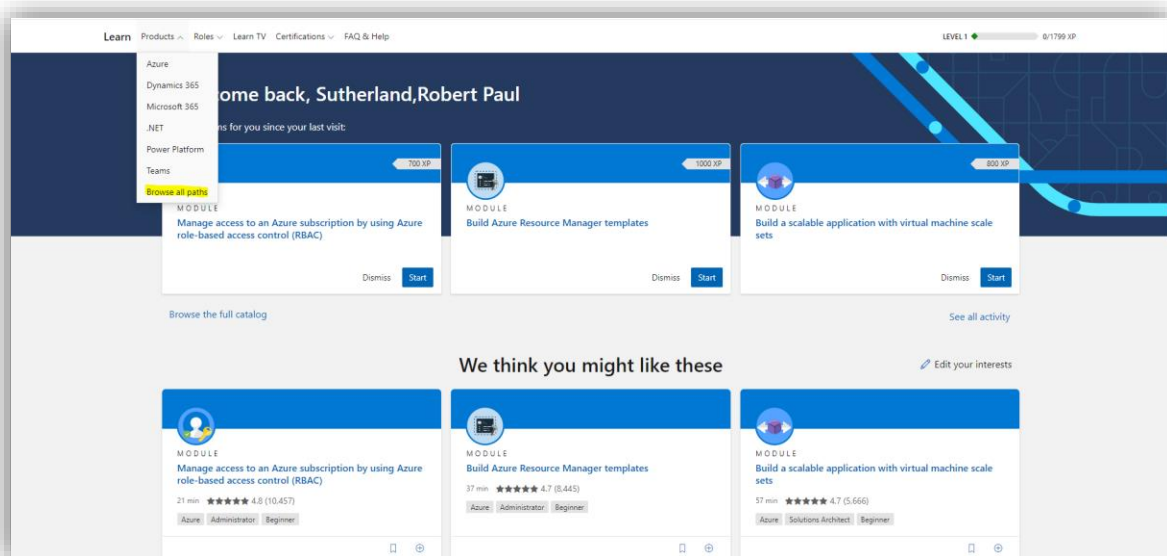
<input type="checkbox"/> .NET	<input type="checkbox"/> Azure	<input type="checkbox"/> Dynamics 365
<input type="checkbox"/> GitHub	<input type="checkbox"/> Internet Explorer	<input checked="" type="checkbox"/> Microsoft 365
<input type="checkbox"/> Microsoft Edge	<input type="checkbox"/> Microsoft Graph	<input checked="" type="checkbox"/> Office
<input type="checkbox"/> Power Platform	<input type="checkbox"/> Quantum Development Kit	<input type="checkbox"/> SQL Server
<input type="checkbox"/> Surface	<input type="checkbox"/> Visual Studio	<input checked="" type="checkbox"/> Windows

[I'm not sure yet](#) [Next](#)

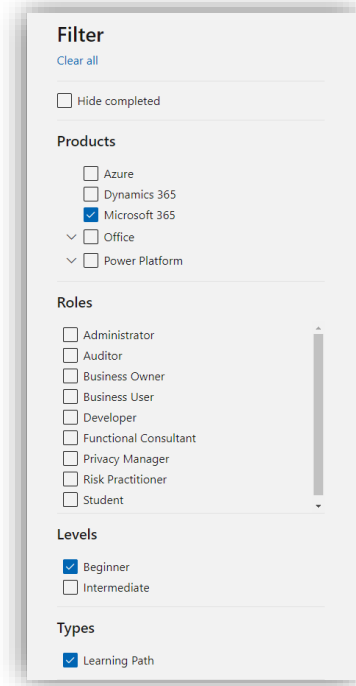
11. Your Microsoft Learn account is now completely set up. **Left Click** the Blue *OK* button.



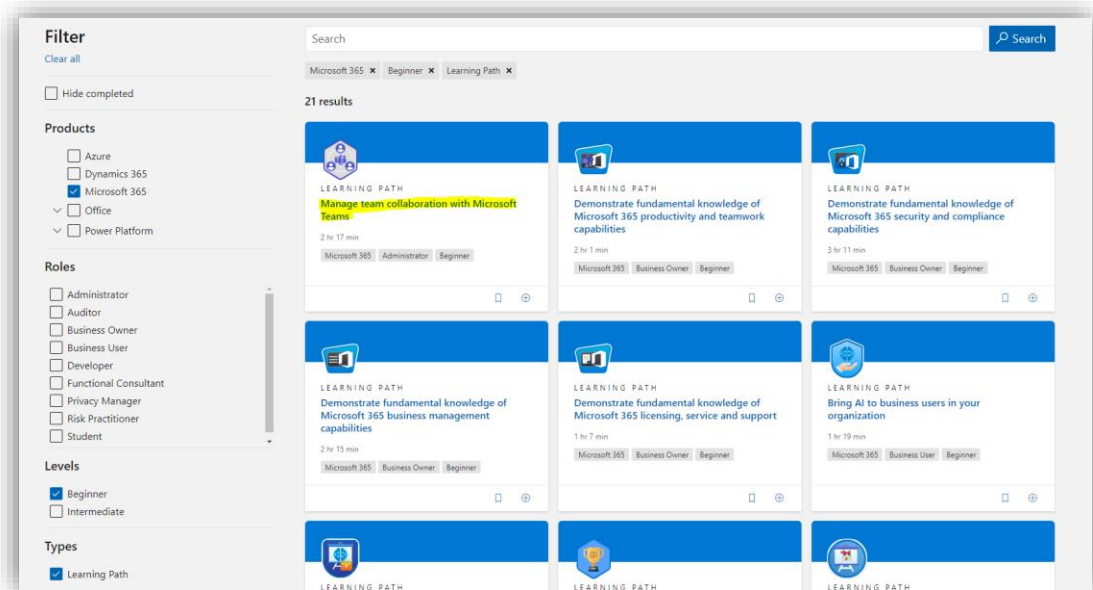
12. You will be returned to the Microsoft Learn homepage. **Left Click** the *Products* dropdown menu and **Left Click** the *Browse all paths* hyperlink to view Microsoft Learn course offerings.



13. On the left side of your screen, filter the list of course results based on your specific search criteria. For this example, the Microsoft 365 Product, Beginner Level, and Learning Path Type have been selected to find Beginner Microsoft 365 Learning Paths.



14. Once you have filtered your results, locate a course that interests you and **Left Click** the title. For this example, we have selected the “Manage team collaboration with Microsoft Teams” course.



15. After selecting your course from the list of available courses, **Left Click** the Blue *Start* button to begin your Learning Path.



4300 XP

## Manage team collaboration with Microsoft Teams

2 hr 17 min • Learning Path • 0 of 5 modules completed

Beginner Administrator Microsoft 365 Teams Office 365

**Manage team collaboration with Microsoft Teams** introduces you to the features and capabilities of Microsoft Teams, the central hub for team collaboration in Microsoft 365. You'll learn how you can use Teams to facilitate teamwork and communication within your organization, both on and off premises, on a wide range of devices—from desktops to tablets to phones—while taking advantage of all the rich functionality of Office 365 applications. You'll gain an understanding of how Teams provides a comprehensive and flexible environment for collaboration across applications and devices. This learning path can help you prepare for the [Microsoft 365 Certified: Teams Administrator Associate](#) certification.

**Prerequisites**  
None

[Start >](#) [Bookmark](#) [Add to collection](#)