1. In your welcome email with the subject line “Microsoft Invitations on behalf of Noorda College of Osteopathic Medicine,” click **Accept Invitation**.

![Accept Invitation Image]

2. If you don’t have a personal Microsoft account associated with the email that you supplied to Noorda COM, then you should see the screen below. Click **Send Code**. If you do have a personal Microsoft account, then login using your personal account and skip to step 6.

![Send Code Image]

3. Look in your email inbox for the email that was sent. The email should contain a verification code in the format of the image below.

![Verification Code Image]
4. Enter the code that was sent in the email and click **Sign in**.

5. Click **Accept**.
6. You should be redirected to a screen that looks like the image below. Click **Next**.

![Image of More information required dialog]

7. Click **I want to set up a different method**.

![Image of Keep your account secure dialog]

8. Select **Phone** from the drop down menu and click **Confirm**.

![Image of Choose a different method dialog]
9. Enter your phone number and click **Next**.

![Phone](image1)

10. Enter the code that you received by text to your phone number and click **Next**.

![Phone](image2)

11. If you entered the code successfully, click **Done**.

![Success!](image3)

12. Click **Next**.

![Phone](image4)
13. You should then be redirected to the Microsoft My Apps portal for Noorda. You should then see a Noorda logo labeled as Noorda Library. Click on **Noorda Library** to be redirected to the library resources.

14. You should then be redirected to the Noorda Library home page.