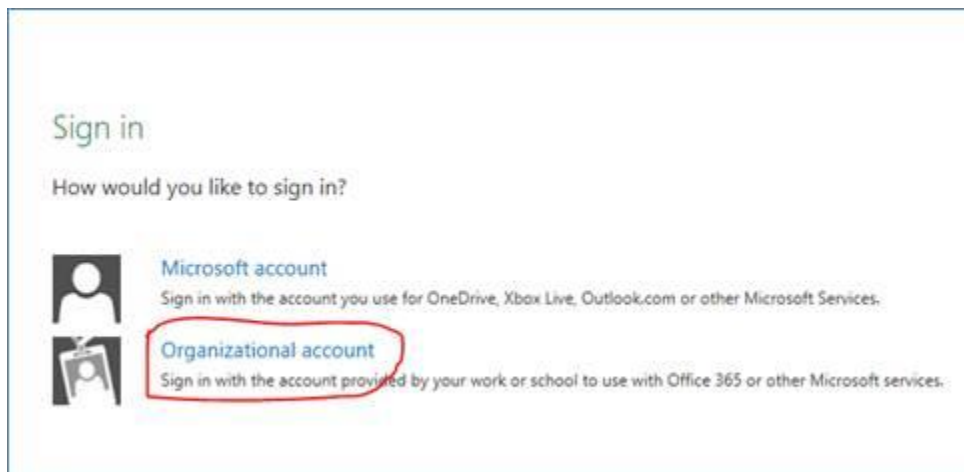As an employee of Ottawa University, you have access to a variety of MS Online Learning courses that cover a wide range of Microsoft applications. These web based eLearning courses are self-guided demonstrations, simulations, animations and assessments. Many courses are offered and separated out by "Beginner" and "Advanced" options that you can choose from. These courses are hosted and created by Microsoft themselves, and constantly updated, so please check back regularly as new releases and versions of software are released. Enjoy!

Before you can begin to use the MS Online Learning website, you need to register.

Please follow below steps for registration:

1. Go to the site http://onlinelearning.microsoft.com > **Sign-In**

2. Click on Organizational account:

3. Enter your OU network username (example: john.smith@ottawa.edu) – you will be automatically redirected to OU's Outlook Web Login page.

4. Enter your username again as you did before and your OU network password.

5. "Redeem" the following Online Training Subscription Code/Access Code (**IWO284BF71**).

6. Enter your OU e-mail address.

What is your subscription code?

There isn't an organization associated with your profile. Type a subscription code below so we can identify your organization.

* Subscription code

* Your email address

Submit   Cancel

7. Click **Submit.**

8. Click **Continue**.

9. Click on the "**I Accept**" checkbox. Complete the Profile information **>** Click **Save.**

10. You should now have access to start searching/choosing MS Online Training courses.