



Welcome to Matobo Learning - a message to learning managers

This is a comms guide for rolling out your training campaign with Matobo Learning courses, when using **Microsoft Azure Single Sign On (SSO)** - please cut, paste and adapt these words to your needs. If you're not using SSO, please ask for our **ML Password on-boarding guide**.

Here's our suggested email text:

Dear colleague.

We have teamed up with Matobo to provide mandatory training on the Matobo Learning portal. Before you proceed, please check you are using either **Microsoft Edge** or **Google Chrome** web browser - Matobo Learning will not work on Internet Explorer.

Please head to the following site - www.matobolearning.co.uk - where you'll arrive at the following login page:



First, enter your normal work email address. The passphrase box will then disappear. Select "Log in". You'll then be taken to a Microsoft sign in popup box - please sign in with your work email credentials.

Next, you'll be taken to a page, asking you to select your learning sub group. You'll only see this once, so please select carefully - otherwise you'll be signing up to extra courses that you don't need to do! After selecting your learning sub group (please see your sub group below), you'll be taken to your dashboard which displays the courses we need you to complete.