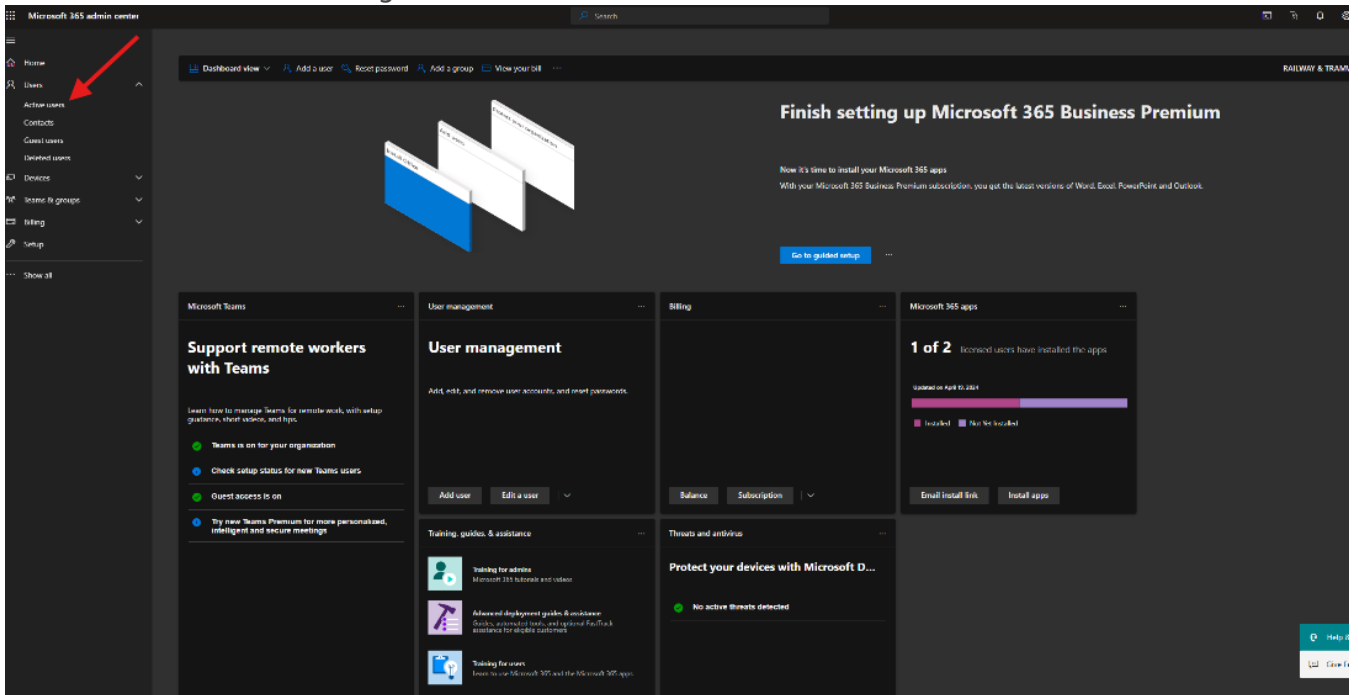
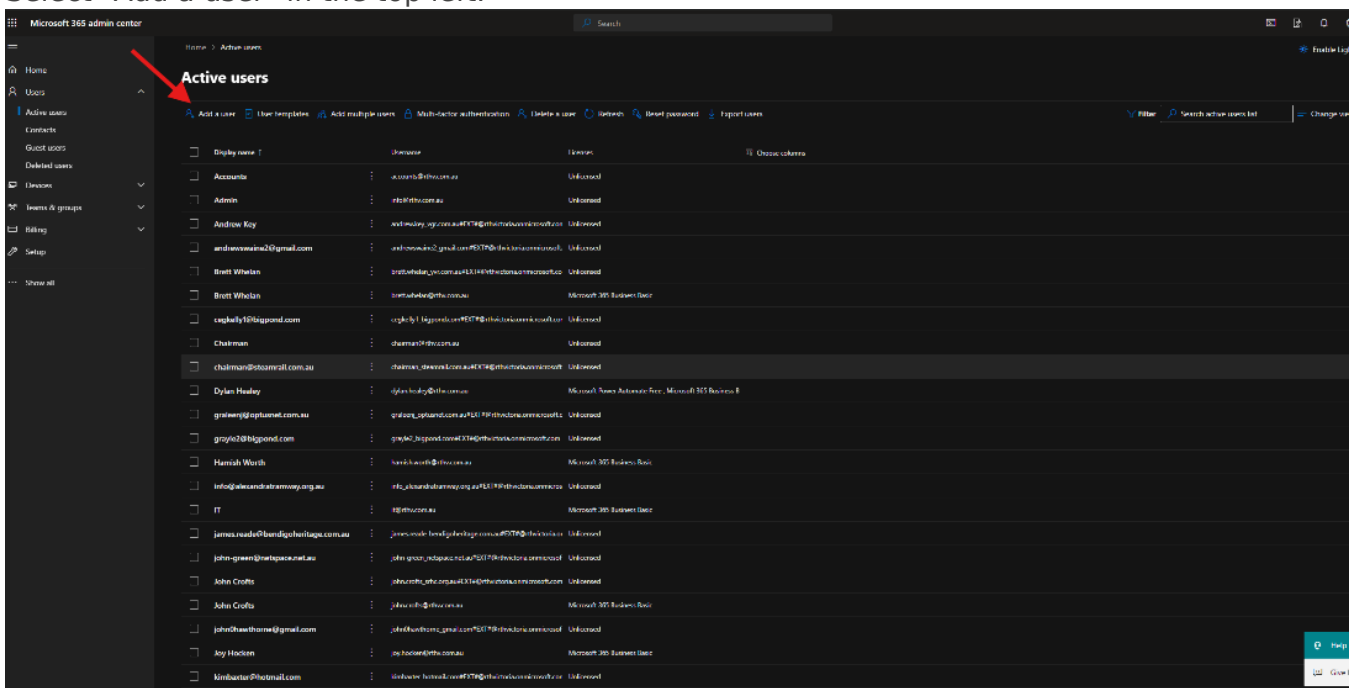


Creating M365 account in the M365 Admin Portal

1. First you must login to the M365 admin center with an account with admin rights to be able to create a user. Navigate to "users" on the left hand side and select "Active users"



2. Select "Add a user" in the top left.



3. Enter the name of the new user, with the username being what their email will be. Tick "automatically create a password" and "require this user to change their password when they first sign in". Then click next at the bottom of the screen.

Add a user

Basics

Product licenses

Optional settings

Finish

Set up the basics

To get started, fill out some basic information about who you're adding as a user.

First name: John

Last name: Smith

Display name: John Smith

Username: john.smith

Domains: rthv.com.au

☒ Automatically create a password

☒ Require this user to change their password when they first sign in

☐ Send password in email upon completion

Next

4. This will take you to the "assign product licenses" page. Depending on what the user will need access to, depends on what license they will need.

The differences of note that are relevant for RTHV are outlined below for each license type.

Business Basic gives the user a license to access Office 365 apps such as Outlook, Word and Excel online at office.com.

Business Premium gives the user a license to access Office 365 Desktop Apps, these are programs that are installed on your PC.

Business Basic can easily be used for most users, unless there is a genuine reason for a premium license due to the cost difference.

Once a license is chosen you can see what apps are accessible with that license.

Add a user

✓ Basics

● Product licenses

✓ Optional settings

○ Finish

Assign product licenses

Assign the licenses you'd like this user to have.

Select location ^{*}

Australia

Licenses (1) ^{*}

^

☒ Assign user a product license

☒ Microsoft 365 Business Basic
2 of 14 licenses available

☐ Microsoft 365 Business Premium
8 of 10 licenses available

☐ Microsoft Power Automate Free
9996 of 10000 licenses available

☐ Nonprofit Portal
23 of 25 licenses available

☐ Create user without product license (not recommended)
They may have limited or no access to Microsoft 365 until you assign a product license.

Apps (32)

^

Show apps for:

All licenses

☒ Select all

☒ Avatars for Teams
Microsoft 365 Business Basic

☒ Avatars for Teams (additional)
Microsoft 365 Business Basic

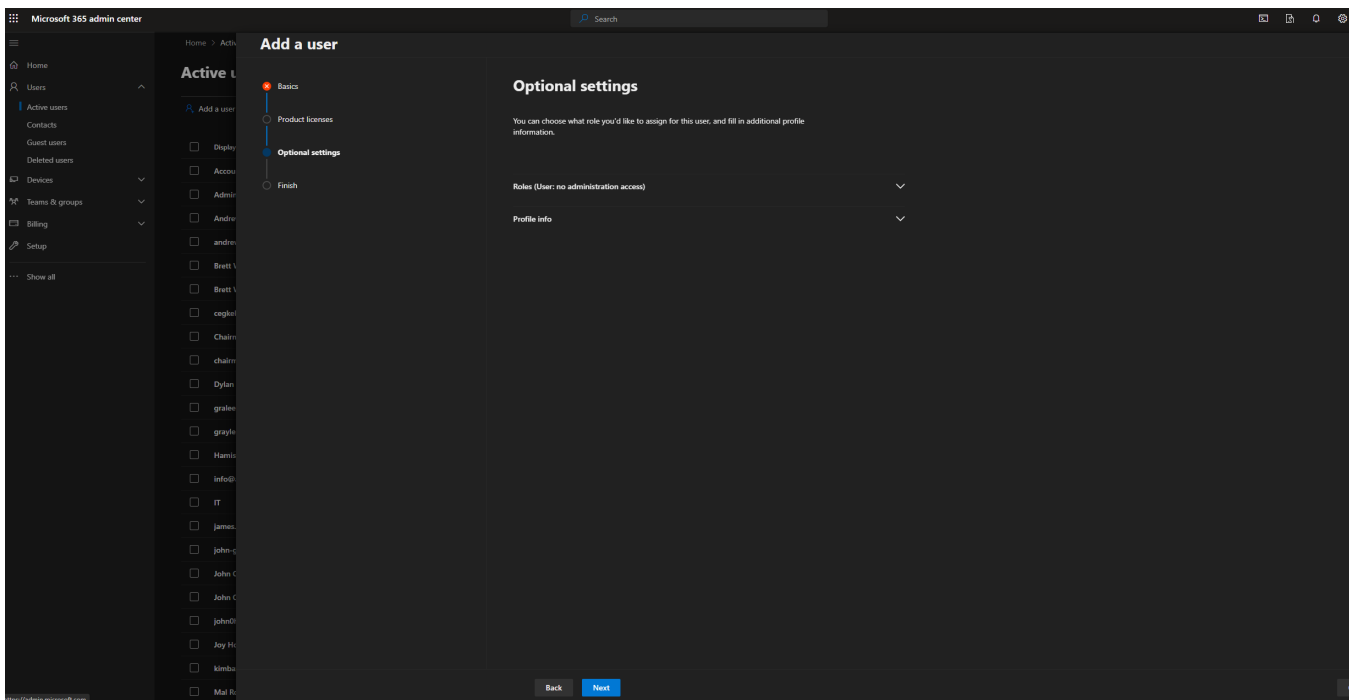
☒ Commercial data protection for Microsoft Copilot
Microsoft 365 Business Basic

☒ Common Data Service
Microsoft 365 Business Basic

☒ Common Data Service for Teams
Microsoft 365 Business Basic

☐ Exchange Online (Plan 1)

5. The next page is "optional settings". Under "roles", you can choose if the user will have admin center access or not. Under profile info is information about the user.



6. Review page you will have a chance to review and edit and errors.
7. Lastly will be a confirmation that the user has been added to active users. This is also where you can see the automatic password for the user when they first sign in. Once signed in they will be prompted to enter a new password, this will be their own password that only they know for continuous access.

Add a user

- ✓ Basics
- ✓ Product licenses
- ✓ Optional settings
- ✓ Finish

✓ John Smith added to active users

John Smith will now appear in your list of active users.

User details

Display name: John Smith

Username: john.smith@rthv.com.au

Password: xxxxxx [Show](#)

Licenses bought

None

Licenses assigned

Microsoft 365 Business Basic

Save these user settings as a template?

User templates allow you to quickly add similar users in the future by saving a set of shared settings such as domain, password, product licenses, and roles.

[Review settings for this user template](#)

Name your template *

Example: FTE Senior Engineer, New York

Add a description (recommended)

Example: Template for full-time senior engineers in New York office

☒ **Make this template available to other admins who manage users.**

If you want to un-publish a template, delete it. You can't change a template to private after it is published.

[Save as template](#)

Next steps

[Add another user](#)

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