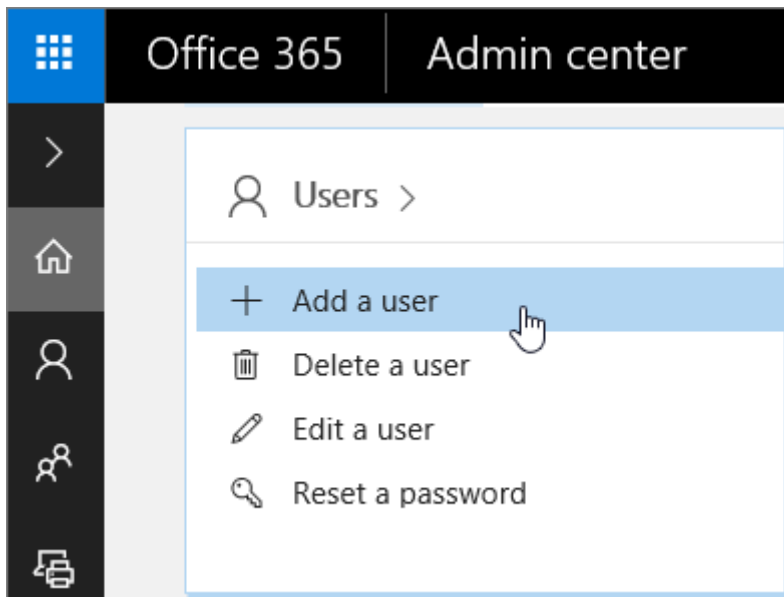

Create/Add Users to Office365 and Assign Licenses

shinJiru

1. Go to the admin center at <https://admin.microsoft.com>.
2. Go to **Users > Active users**, and select **Add a user**.



3. In the **Set up the basics** pane, fill in the basic user information, and then select **Next**.
 - **Name** Fill in the first and last name, display name, and username.
 - **Domain** Choose the domain for the user's account. For example, if the user's username is Shakir, and the domain is contoso.com, they'll sign in by using shakir@contoso.com.
 - **Password settings** Choose to use the auto generated password or to create your own strong password for the user.
 - The user must change their password after 90 days. Or you can choose to **Require this user to change their password when they first sign in**.

- Choose whether you want to send the password in email when the user is added.

The screenshot shows a 'New user' creation form. At the top, there is a header with a circular profile icon containing 'NU' and the text 'New user' and 'new@domain.com'. Below this, the form has several input fields: 'First name', 'Last name', 'Display name', 'User name', and 'Domain'. The 'Domain' dropdown is set to 'icsptsa.org'. There is also a 'Location' dropdown set to 'United States'. Below these fields are four expandable sections: 'Contact information', 'Password' (Auto-generated), 'Roles' (User (no administrator access)), and 'Product licenses' (Assign a product license). At the bottom of the form are two buttons: 'Add' and 'Cancel'.

4. In the **Assign product licenses** pane, select the location and the appropriate license for the user. If you don't have any licenses available, you can still add a user and buy additional licenses. Expand **Apps** and select or deselect apps to limit the apps the user has a license for. Select **Next**.
5. In the **Optional settings** pane, expand **Roles** to make this user an admin. Expand **Profile info** to add additional information about the user.
6. Select **Next**, review your new user's settings, make any changes you like, then select **Finish adding**, then **Close**.

Once you add the user, all the user login details will be provided please copy the password and provide the login to the user.

The User can login to his/her own Office365 Account via URL: <https://portal.office.com>

Example:

URL: <https://portal.office.com>

Username: shakir@domain.com

Password: password