

# MICROSOFT OFFICE 365 ACTIVATION



## ACTIVATING OFFICE 365 LICENCES

Before you can assign a user a licence, you need to add them as a user in the M/S Office portal:

1. Login to the Microsoft Office Portal
2. Select 'users'
3. Select 'add new user' and enter user details
  - Name (first name and surname, will be their displayed name in the portal)
  - Email (the email address they will use to login in to the portal)
  - Notification email (an alternative email address for password reset)
  - Password (type one yourself or generate one from the system)
4. Tick the relevant O365 box (this assigns the O365 licence to the user)
5. Select 'next'
6. Check the details, then select 'finish'.

Once you have assigned licenses to your end users they will be sent their login details as well as the URL by the Microsoft Office Portal

## STEPS ON HOW TO ACTIVATE AN OFFICE 365 LICENCE

### 3. LOCATE O2 WELCOME EMAIL

The Admin user receives a welcome email from O2 with their log in details

### 4. USER SET-UP

Admin user sets up users and assigns each with a licence following the process above

### 5. END USER

End user receives login details form the Microsoft Office Portal

### 6. END USER

Log in to Microsoft Office Portal and set up the licences on the required devices. The app is now ready to use.