

Getting to Office 365

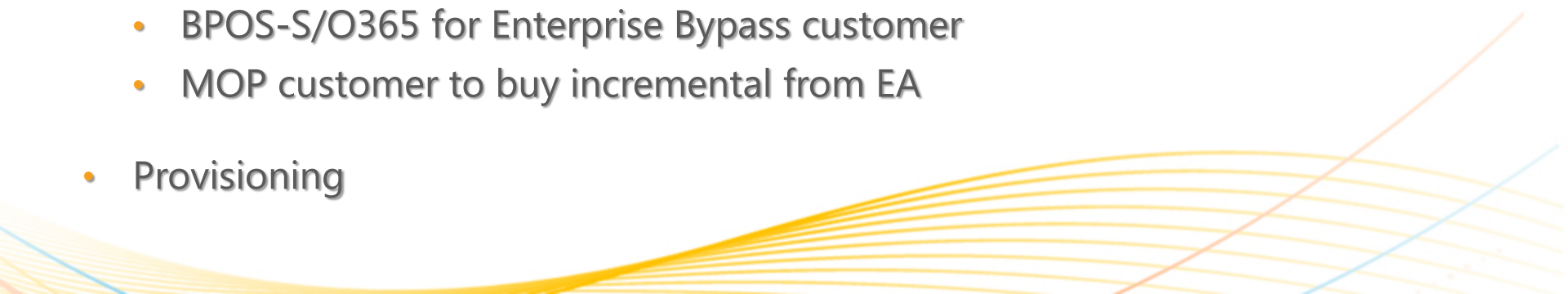
Enterprise Customer Office 365 Activation Guide

August 2011

Microsoft

A decorative graphic at the bottom of the page consists of several overlapping, wavy lines in shades of orange and yellow. A dotted trail of small white dots follows the path of the waves, starting from the right side and moving towards the left.

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- 

EA Customer high level Order Process

LAR Submit Order

- LAR work with customer to complete the order submission
- As per current EA order process
- New Forms to be completed

Microsoft Received Order

- Only if there is order dependency*
- Microsoft verify order and process
- Order process time 4 ~ 5 days
- MS generate invoice to LAR

Customer Notification

- The Online Services Contact Manager (OSM) received Activation Acknowledgement within 48 hrs from order acceptance or License reservation is accepted.
- Instruction to guide customer to set up account in Microsoft Online Portal (MOP)

Admin Creation

- After customer has successfully created Tenant the account in MOP, Provisioning notifications is sent.
- Customer receives Provisioning confirmation email
- Customer can start assigning users.

VLSC User Interface Display

Online Service Details

Quorum Business Solutions, Inc.

Agreement Number:

5682142

Agreement Status:

Active

Program:

Enterprise 6

Agreement Start Date:

2009-08-01

Agreement End Date:

2012-07-31

Online Service Name: Microsoft Office 365

Subscription ID: BPO3732746

Online Service Status : Active

Subscription Created Date: 2011-05-09

Eligible Users: 500

Manage Online Service

Service Activation: The named Subscription Contact will receive instructions for activation of services. Service details can be viewed on [Microsoft Online Portal](#).

As the administrator of Microsoft Office 365, complete the tasks below by selecting the link:

[Edit Subscription Contact](#)

Online Service Details

Online Service Item	Eligible Quantity	Unit	Status
Office 365 Plan E3	500	Users	Active

Subscription Contact


Edit subscription contact below by selecting the last name.

Last Name	First Name	Email Address	Organization	City	Country
Wartell	Bruce	VLSC_UAT_13@hotmail-int.com	Quorum Business Solutions, Inc.	Dallas	United States

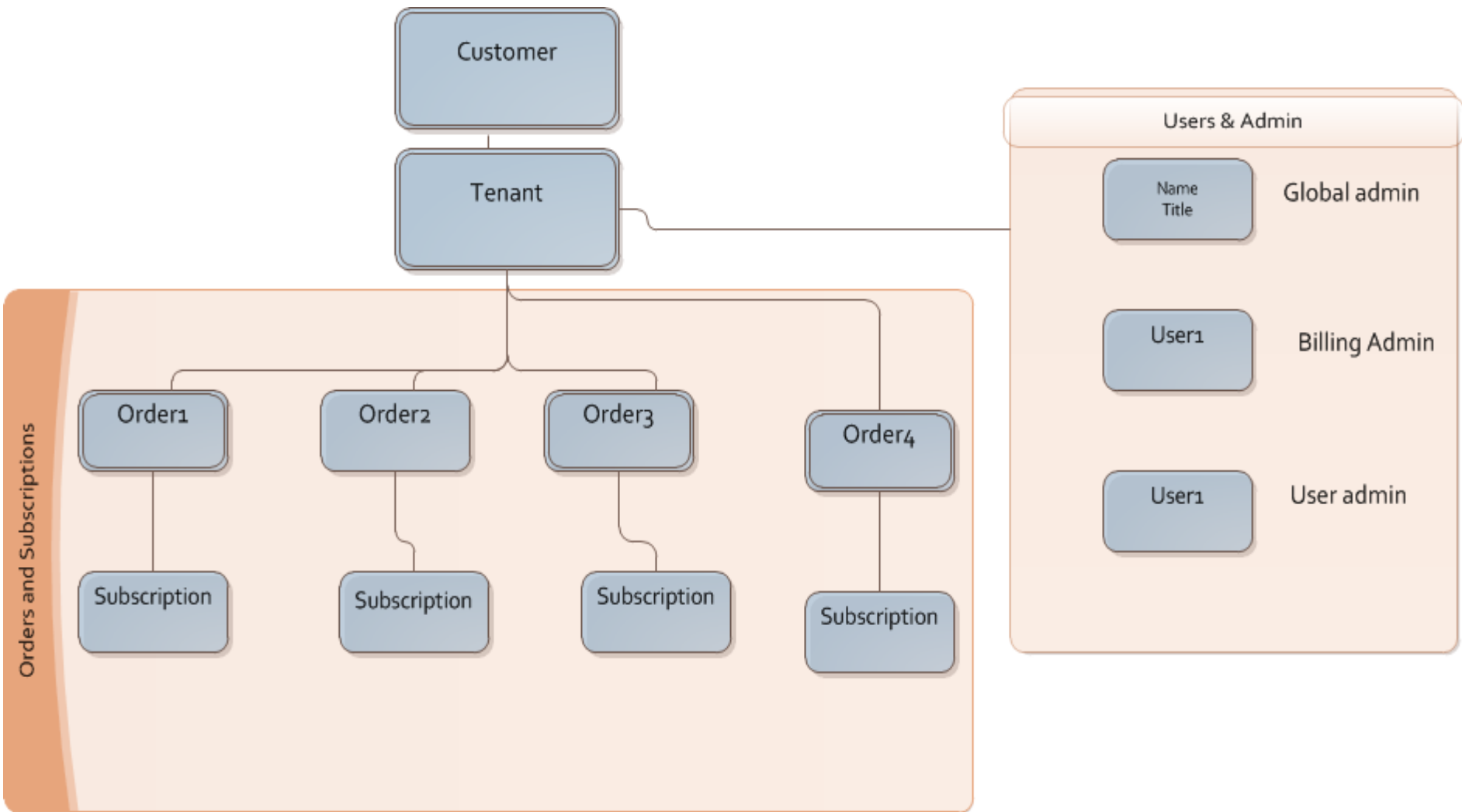
TENANT CONCEPT FOR MOP



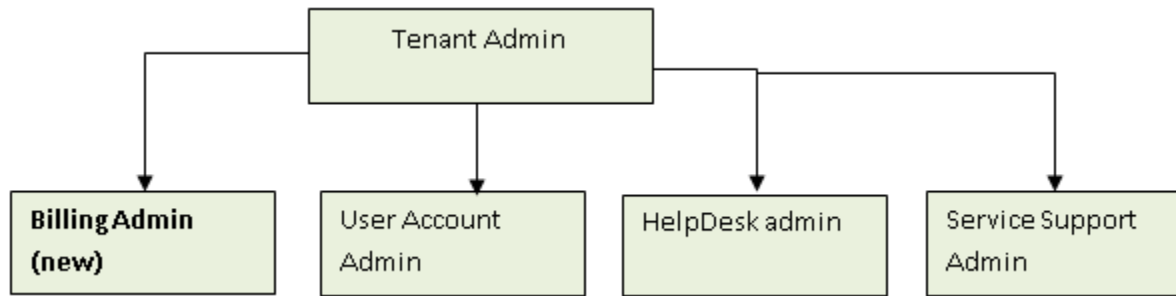
What is Tenant?

- Tenant is a top level object in the hierarchical representation of our Customer(company). There is a tenant admin role in MSODS which will give full control over all the objects and operations under that tenant.
 - A tenant is an MSODS (Microsoft Online directory services) entity that corresponds to a company. It contains a list of domains (for example contoso.msol.com & contoso.com & fabrikam.com), a list of users ([u1@contoso.msol.com](#), [u2@contoso.com](#), [u3@fabrikam.com](#)), and security groups. Additionally it also contains, Subscriptions, role and license assignments.
 - A tenant get created during initial signup process. During the signup process customer creates the Global admin and domain for the company.
 - After completing the initial sign up process then admin will log into the site and places an orders for the company and assign thee users to the licenses.
 - Tenant model is only **applicable to Office 365 and not BPOS**
- 

What is Tenant? (Pictorial representation)



Tenant Admin Structure



Tenant Admin:

Includes full permissions to your company. The initial user created when signing up will be assigned this role. Tenant Admins can assign admin permissions to other users.

Billing Admin:

Has full permissions for billing tasks, and read only permissions for the company objects (domains, users). Any user with this role will receive notifications for billing events.

User Account Admin:

Has read only permissions to all company objects, and has user administration permissions. Cannot make changes to Billing or Tenant admins.

Help Desk Admin:

Has read only permission to all company objects, and has reset password privileges. Cannot reset password for Tenant, Billing, or User Account Admins.

Service Support Admin:

Has read only permissions to all company objects. Also has the ability to manage individual services.

User:

This is the default role for all users, and does not include any admin permissions.

ACTIVATION EMAILS



Customer contact information

- Microsoft would send to the Online Services Manager (OSM) of the end customer an [Activation email](#) 48 hours after order acceptance.
- This contact could be established via the customer's Supplemental contact information when submitting EA agreement.
- If the Online Services Manager's (OSM) contact information needs to be updated, please go to <https://www.explore.ms/publichome.aspx> to download the Contract Information Change Request Form (CICR) and submit to ROC for changes. Any updates to CICR will not automatically activate an email being resent but more for future notifications.
- If the EA does not designate an OSM, the activation email will be sent to either the Notice Contact information.
- If the letter is still not received, a case will need to be logged by the account team to have activation notification resent. Please follow instructions at <http://onlinehelp.microsoft.com/en-us/office365-enterprises/ff652548.aspx>



Activations – Customers scenarios and emails



Understand Activation Email Sign In vs. Sign Up Options



Activation Email: Sign In vs. Sign Up Options

Please complete your account profile to set up your services. | [View this email in your browser](#)

Please complete your profile to set up your Microsoft Online Services.

Microsoft®
Online Services

Dear Bruce Wartell,

Thank you for purchasing Microsoft Online Services through Microsoft Volume Licensing.

To start using your subscription, please choose one of the following options:

- 1) **If you have used Microsoft Online Services before and know your Microsoft Online Services ID, select "sign in."** Choose this option if you wish to retain your previous settings.

[Sign In](#)

- 2) **If you haven't used Microsoft Online Services before, select "sign up."** From there, follow the steps to create an account profile. You'll be asked to provide a domain name which will help us create a Microsoft Online Services ID for your organization.

[Sign Up](#)

Thanks again for purchasing Microsoft Online Services.

Sincerely,
The Microsoft Online Services Team

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399
This message was sent from an unmonitored email address. Please do not reply to this message.
[Privacy](#) | [Legal](#)

Microsoft

- The choice of '**Sign In**' or '**Sign Up**' is a **one time, irreversible action**. The subscription will be consumed by either the existing tenant or a new tenant (Sign In or Sign Up respectively) and this cannot be undone.
- Please make sure to sign out from any Office 365 account before proceed. Otherwise, EA license may be attached to wrong tenant. If you receive the activation email to Office 365 mailbox, then copy the activation URL, sign-out, then move to the URL.
- For 1): **Sign In**
 - This option is for a trial customer who chooses to retain their O365 for Enterprises trial data, settings and their existing onmicrosoft.com domain during their transition from trial to a paid subscription.
- For 2): **Sign Up**
 - For an Enterprise customer purchase O365 via their EA and has never participated in an O365 trial
 - If a trial customer wants a wholly new O365 Enterprise subscription when they transition from their existing trial to newly created paid subscription

How does New Customer Activates?



New Online Services Customer – Step 1

Please complete your account profile to set up your services. | [View this email in your browser](#)

Please complete your profile to set up your Microsoft Online Services.

Microsoft®
Online Services

Dear Bruce Wartell,

Thank you for purchasing Microsoft Online Services through Microsoft Volume Licensing.

To start using your subscription, please choose one of the following options:

- 1) **If you have used Microsoft Online Services before and know your Microsoft Online Services ID, select "sign in."** Choose this option if you wish to retain your previous settings.

[Sign In](#)

- 2) **If you haven't used Microsoft Online Services before, select "sign up."** From there, follow the steps to create an account profile. You'll be asked to provide a domain name which will help us create a Microsoft Online Services ID for your organization.

[Sign Up](#)

Thanks again for purchasing Microsoft Online Services.

Sincerely,
The Microsoft Online Services Team

- Click on **Sign Up** upon receiving the notifications as attached.
- **Sign up** is an option:
 - For an Enterprise customer purchase O365 via their EA and has never participated in an O365 trial
 - If a trial customer wants a wholly new Office 365 for EA when they transition from their existing trial to a newly created paid subscription, they will need to choose Sign Up option from the link in the activation email.

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399

This message was sent from an unmonitored email address. Please do not reply to this message.

[Privacy](#) | [Legal](#)

Microsoft

New Online Services Customer – Step 2

Microsoft Office 365 Beta

Create Account Profile

Already have a Microsoft Online Services ID? [Sign in](#)

* Required

* Country or region:
 Can't be changed after signup. [Why?](#)

* Organization language:

* First name:

* Last name:

* Organization name:

* Address 1:

Address 2:

* City:

* State:

* ZIP code:

* Phone number:

* Email address:

* New domain name: .msolctp-int.com
 TestCompany001.msolctp-int.com is available

* New Microsoft Online Services ID: @TestCompany001.msolctp-int.com

* Create new

Start Using your Online Service Solution!

Get started now by following these simple steps:

- Complete your customer profile
- Select a unique domain name
- Create your new Microsoft Online Services ID you will use each time to sign-in to the service
- Create a new password
- As an option, you can select among contact options where Microsoft can provide you information and offers
- Upon submission of the form, a confirmation email will be sent to the email address you provided

New Online Services Customer – Step 3

* Phone number:

* Email address:

* New domain name: .msolctp-int.com

The domain is available: northwest.msolctp-int.com

* New Microsoft Online Services ID:

* Create password:
Minimum of 8 characters. Case sensitive

* Confirm password:

Choose a name for your Microsoft Online Services account. You will use it each time you sign in.



* Verification:

Type the characters you see above.

Microsoft Online Services will be contacting you with tips and advice for getting the most from our products and services. You can unsubscribe at any time.

I also want to receive offers for online services provided by Microsoft.

- Email
- Phone
- Microsoft Partners may contact me with information about their products, services & events

By clicking "**I accept and continue**", I confirm that I have read and understand the [Microsoft Online Services Portal terms of use](#) and the [Privacy Statement](#). If "Customer" is an organization, the individual clicking "I accept and continue" represents they have the authority to bind Customer to these terms and that Customer agrees to be bound by the Microsoft Online Services Portal terms of use and its linked websites.

Offers

- Upon submission of the form, a confirmation email will be sent to the email address you provided

New Online Services Customer – Step 4

Microsoft Office 365 Beta

Signing in

Microsoft Online Services ID
admin@TestCompany001.msolctp-int.com

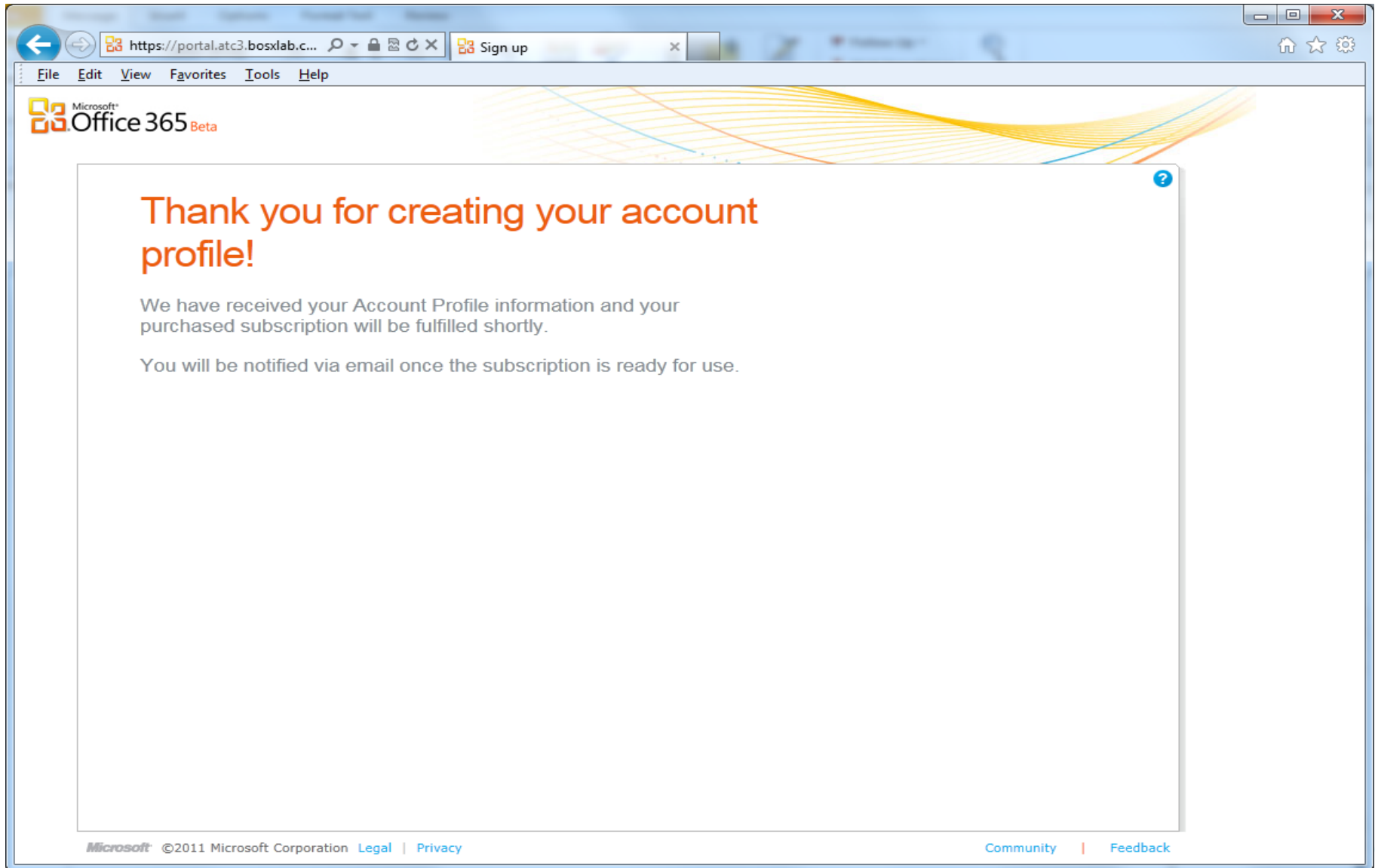
Password
●●●●●●●●

Continue

We will send you an email message to admin@TestCompany001.msolctp-int.com with your Microsoft Online Services ID.

Microsoft ©2011 Microsoft Corporation [Legal](#) | [Privacy](#) [Community](#) | [Feedback](#)

New Online Services Customer – Step 5



The screenshot shows a web browser window with the address bar displaying <https://portal.atc3.bosxlab.c...> and a tab titled "Sign up". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the Microsoft Office 365 Beta logo. The main content area contains a confirmation message:

Thank you for creating your account profile!

We have received your Account Profile information and your purchased subscription will be fulfilled shortly.

You will be notified via email once the subscription is ready for use.


At the bottom of the page, there is a footer with the text "Microsoft ©2011 Microsoft Corporation" followed by links for "Legal" and "Privacy". On the right side of the footer, there are links for "Community" and "Feedback".

New Online Services Customer – Step 6

- Customer receives provisioning confirmation email for services they have purchased
- In this e.g. Office 365 (E1) is an example.

Welcome to your Microsoft Office 365 (Plan E1) subscription! | [View this email in your browser](#)

Welcome to your Microsoft Office 365 (Plan E1) subscription.



Sign in to get started!

Sign in
<https://portal.microsoftonline.com/admin/default.aspx>

Microsoft Online Service ID ([What is this?](#))

FirstName	UserName ed91628a@ed91628a.msolctp-
LastName	int.com

Your business now has access to Microsoft's most trusted communication and collaboration products, all brought together online. Sign in with your Microsoft Online Services ID to get started setting up and managing your services.

Thank you for choosing Microsoft Office 365 (Plan E1) through Microsoft Volume Licensing. We look forward to helping your organization get the most value from your subscription.

Sincerely,
The Microsoft Online Services Team

[Get started today](#)

Helpful Resources

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[Find a partner](#) to assist with setting up your services

New Online Services Customer – Step 7

- The service is now ready for Deployment.

The screenshot shows the Microsoft Office 365 Admin Center interface. At the top left, it says "Microsoft Online Services". The navigation bar includes "Home", "Outlook", "Team Site", and "Admin". The user's name "Hyogo 0032401" and options for "My profile" and "Sign out" are in the top right. The "Admin" title is prominently displayed in green. A left-hand navigation pane lists categories: "MS APOC", "Admin Overview", "Setup" (with sub-items: Overview, Custom Plan), "Management" (with sub-items: Users, Security Groups, Domains), "Subscriptions" (with sub-items: Manage, Licenses, Purchase), and "Support" (with sub-items: Overview, Service Requests, Service Status). The main content area is titled "Start here tasks" and contains a numbered list of five tasks: 1. Take a tour of Microsoft Office 365. 2. Add users. 3. View Setup overview page. 4. Create a custom pilot or deployment plan. 5. Check out the Home page for users in Office 365. Below this is the "Admin shortcuts" section with four items: Reset user password, Add new user, Assign user license, and New service request. The "Microsoft Office 365" section lists services and their setup times: Exchange Online (Setting up Exchange Online... Setup may take a few minutes), SharePoint Online (Setting up SharePoint Online... Setup may take a few minutes), Lync Online (Setting up Lync Online... Setup may take a few minutes), and Microsoft Office Desktop Apps (Setting up Office Desktop Apps... Setup may take a few minutes). On the right side, there is a "Help and community" search bar, a "Resources" section with links for Exchange Online setup, email migration, domain management, and mobile device connection, and a "Community" section with links to ask questions, check the blog, and participate in the community. A "Did you know?" section at the bottom right mentions deployment resources and includes a "Learn more" link.

How does customers on Trial
activates to their Paid licenses?



Trial to Paid customers – Step 1

Please complete your account profile to set up your services. | [View this email in your browser](#)

Please complete your profile to set up your Microsoft Online Services.

Microsoft® Online Services

Dear Bruce Wartell,

Thank you for purchasing Microsoft Online Services through Microsoft Volume Licensing.

To start using your subscription, please choose one of the following options:

- 1) **If you have used Microsoft Online Services before and know your Microsoft Online Services ID, select "sign in."** Choose this option if you wish to retain your previous settings.

[Sign In](#)

- 2) **If you haven't used Microsoft Online Services before, select "sign up."** From there, follow the steps to create an account profile. You'll be asked to provide a domain name which will help us create a Microsoft Online Services ID for your organization.

[Sign Up](#)

Thanks again for purchasing Microsoft Online Services.

Sincerely,
The Microsoft Online Services Team

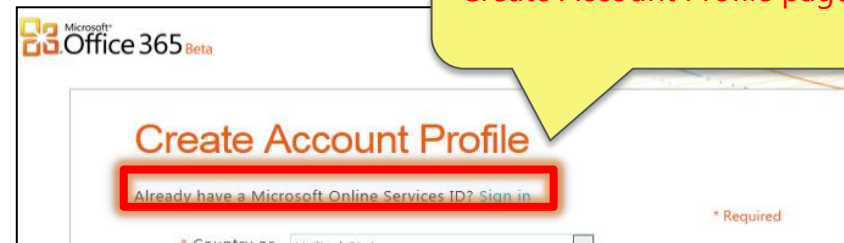
- As the customer approaches the end of the 30-day trial and has purchased via EA, they may transition from trial to paid subscriptions and it is important for customer to decide whether they would want to retain their trial data and settings.
- If the customer choose to **RETAIN** their trial data, then they should choose SIGN IN (option 1). Go to next slide for steps.
- If the customer wants a new Subscription without associating to Trial accounts, then they should choose SIGN UP (option 2). The rest of the steps would follow that of [New Customer](#) activations steps

Trial to Paid customers – Step 2

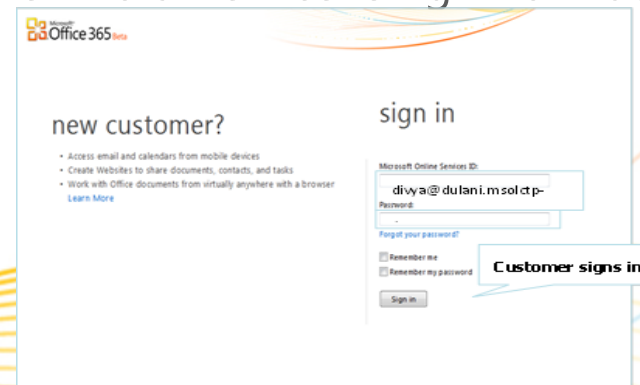
- Customers want to retain their trial data
- They must choose Option 1 on the activation email.

1) If you have used Microsoft Online Services before and know your Microsoft Online Services ID, select "sign in." Choose this option if you wish to retain your previous settings.

[Sign in](#)



- The customer is then directed to the Online Services sign in page.
- Please note: The sign in Microsoft Online Service ID **MUST** match the ID that was created as part of trial sign up.
- Once signed in, the customer receives an acknowledgement that their existing tenant information is being associated with their Volume Licensing information.




Trial to Paid customers – Step 3

- Customer receives provisioning confirmation email for services they have purchased
- In this e.g. Office 365 (E1) is an example.

Welcome to your Microsoft Office 365 (Plan E1) subscription! | [View this email in your browser](#)

Welcome to your Microsoft Office 365 (Plan E1) subscription.



Sign in to get started!

Sign in
<https://portal.microsoftonline.com/admin/default.aspx>

Microsoft Online Service ID ([What is this?](#))

FirstName	UserName ed91628a@ed91628a.msolctp-
LastName	int.com

Your business now has access to Microsoft's most trusted communication and collaboration products, all brought together online. Sign in with your Microsoft Online Services ID to get started setting up and managing your services.

Thank you for choosing Microsoft Office 365 (Plan E1) through Microsoft Volume Licensing. We look forward to helping your organization get the most value from your subscription.

Sincerely,
The Microsoft Online Services Team

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Helpful Resources

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[Find a partner](#) to assist with setting up your services

Trial to Paid customers – Step 4

- The service is now ready for Deployment and they are able to see both Trial and Paid subscriptions under SUBSCRIPTIONS.

The screenshot displays the Microsoft Online Services Admin Center interface. The left sidebar contains navigation menus for 'MS APOC' (Admin Overview, Setup, Management, Subscriptions, Support) and 'Mytest Company' (Admin Overview, Setup, Management, Subscriptions, Support). The main content area is titled 'Billing and subscription management' and features a table of subscriptions.

Subscription	Quantity	Cost	Term end date
Microsoft Office 365 (Plan K2)	101 user licenses	Not available	Expires September 30, 2011
Office Web Apps with SharePoint Plan 1	101 user licenses	Not available	Expires September 30, 2011
Exchange Online (Plan 2)	10000 user licenses	Not available	Expires October 31, 2011
Microsoft Office 365 Trial (Plan K2)	25 user licenses	No cost	Expires February 19, 2011
Lync Online (Plan 2)	101 user licenses	Not available	Expires September 30, 2011
Microsoft Office 365 (Plan E3)	101 user licenses	Not available	Expires September 30, 2011
Microsoft Office 365 (Plan E2)	101 user licenses	Not available	Expires September 30, 2011
Microsoft Office 365 (Plan E1)	10000 user licenses	Not available	Expires October 31, 2011
Exchange Online (Plan 1)	100 user licenses	Not available	Expires September 30, 2011
SharePoint Online (Plan 2)	101 user licenses	Not available	Expires September 30, 2011
Exchange Online (Plan 2)	101 user licenses	Not available	Expires September 30, 2011

How does BPOS-S/O365 for Enterprise
Bypass customer activates?



BPOS-S/O365 for Bypass customer

- For customers who in the past have purchased BPOS-S through their Volume Licensing Agreement but never activated their BPOS-S online services, these inactive subscriptions will automatically be “bypassed” and transitioned over to being an Office 365 for Enterprises paid subscription.
- “Bypass” customers can either Sign Up just like a [New online services customer](#), or they can Sign In just like converting [trials to paid](#)
- Once signed in or signed up, the customer receives an acknowledgement that their existing account information is being associated with their Volume Licensing information.
- This process to convert inactive BPOS-S subscriptions to Office 365 was completed.

How does MOP customers buy
incremental from EA?



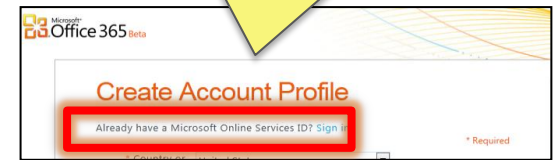
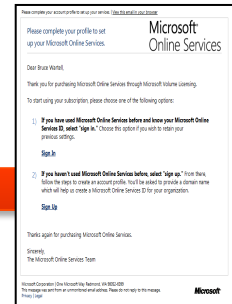
MOP customers with incremental from EA – Step 1

- They must choose Option 1 on the activation email.

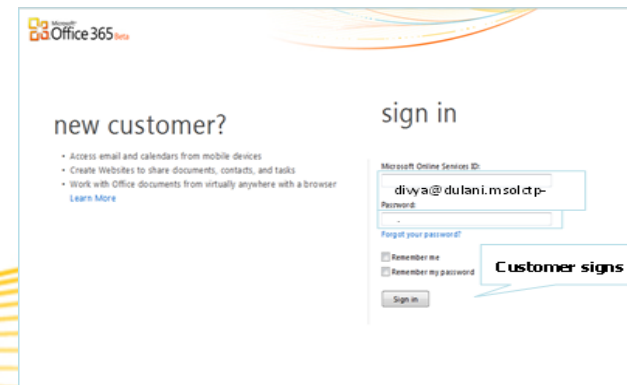
Or, you may choose Option 2 and click **Sign in** within Create Account Profile page.

1) If you have used Microsoft Online Services before and know your Microsoft Online Services ID, select "sign in." Choose this option if you wish to retain your previous settings.

[Sign in](#)



- The customer is then directed to the Online Services sign in page.
- Please note: The sign in Microsoft Online Service ID **MUST** match the ID that was created as part of sign up with MOP paid subscription.
- Once signed in, the customer receives an acknowledgement that their existing tenant information is being associated with their Volume Licensing information.




MOP customers with incremental from EA – Step 2

- Customer receives provisioning confirmation email for services they have purchased
- In this e.g. Office 365 (E1) is an example.

Welcome to your Microsoft Office 365 (Plan E1) subscription! | [View this email in your browser](#)

Welcome to your Microsoft Office 365 (Plan E1) subscription.



Sign in to get started!

Sign in
<https://portal.microsoftonline.com/admin/default.aspx>

Microsoft Online Service ID ([What is this?](#))

FirstName	UserName ed91628a@ed91628a.msolctp-
LastName	int.com

Your business now has access to Microsoft's most trusted communication and collaboration products, all brought together online. Sign in with your Microsoft Online Services ID to get started setting up and managing your services.

Thank you for choosing Microsoft Office 365 (Plan E1) through Microsoft Volume Licensing. We look forward to helping your organization get the most value from your subscription.

Sincerely,
The Microsoft Online Services Team

[Get started today](#)

Helpful Resources

[Participate](#) in the community

[Find a partner](#) to assist with setting up your services

MOP customers with incremental from EA – Step 3

- The service is now ready for Deployment and they are able to see both MOP subscriptions and EA subscriptions under SUBSCRIPTIONS.

The screenshot displays the Microsoft Online Services Admin Center interface. The left-hand navigation pane is expanded to show the 'Subscriptions' section, which includes options for 'Manage', 'Licenses', and 'Purchase'. The main content area is titled 'Billing and subscription management' and contains a table of active subscriptions.

Subscription	Quantity	Cost	Term end date
Microsoft Office 365 (Plan K2)	101 user licenses	Not available	Expires September 30, 2011
Office Web Apps with SharePoint Plan 1	101 user licenses	Not available	Expires September 30, 2011
Exchange Online (Plan 2)	10000 user licenses	Not available	Expires October 31, 2011
Microsoft Office 365 Trial (Plan K2)	25 user licenses	No cost	Expires February 19, 2011
Lync Online (Plan 2)	101 user licenses	Not available	Expires September 30, 2011
Microsoft Office 365 (Plan E3)	101 user licenses	Not available	Expires September 30, 2011
Microsoft Office 365 (Plan E2)	101 user licenses	Not available	Expires September 30, 2011
Microsoft Office 365 (Plan E1)	10000 user licenses	Not available	Expires October 31, 2011
Exchange Online (Plan 1)	100 user licenses	Not available	Expires September 30, 2011
SharePoint Online (Plan 2)	101 user licenses	Not available	Expires September 30, 2011
Exchange Online (Plan 2)	101 user licenses	Not available	Expires September 30, 2011

DEPLOYMENT



Microsoft Online Portal – Assigning Admin Function

The screenshot shows the Microsoft Online Portal's User Management interface. The browser address bar displays <https://portal.ccscpt.com/UserManagement/UserManager.aspx>. The page title is "Users".

Navigation links include Home, Admin, and Partner. The user is logged in as "admin" with options for "My profile" and "Sign out".

The left sidebar contains a "Management" section with the following items: Test-Starhub Ltd, Admin Overview, Setup, Overview, Custom Plan, **Management** (circled in red), Users, Security Groups, Domains, Subscriptions, Manage, Licenses, Purchase, Support, Overview, Service Requests, Service Health, Planned, and Maintenance.

The main content area is titled "Users" and includes links for "Single sign-on: Set up | Learn more" and "Active Directory® synchronization: Set up | Learn more". Action buttons include "New", "Edit", "Reset password", "Delete", and "Activate synced users".

A dropdown menu is open under the "View:" label, showing the following options: All users (selected), Billing administrators, Global administrators, Password administrators, Service administrators, User management administrators, Sign-in allowed users, Sign-in blocked users, Unlicensed users, and Users with errors. At the bottom of the dropdown are "New view", "Edit view", and "Delete view".

The table below shows a list of users:

	User name
	admin@starhub.ccscpt.net
	superuser@starhub.ccscpt.net

At the bottom of the page, the Microsoft logo and copyright information are visible: ©2011 Microsoft Corporation. Legal | Privacy. The system tray shows the date and time: 5:23 PM, 18/5/2011.

Microsoft Online Portal – Properties (Adding Users)

New user - Windows Internet Explorer

https://portal.ccscpt.com/UserManagement/EditUser.aspx

File Edit View Favorites Tools Help

Wave14 Asset Allocation Investor Our mobile repair shop co... Windows Azure FAQ Clo... FAS Reporting survey Proposed AT&T M... Exact Target My CCRs Submitted

Akshay Karnewar: A compl... New user

Admin

New user

1. Properties
2. Settings
3. Licenses
4. Email
5. Results

Properties

Name

* Required

First name:

Last name:

* Display name:

* User name: @

Additional properties

Job title:

Department:

Office number:

Office phone:

Mobile phone:

Fax number:

Street address:

City:

State or province:

[return to Online Services Summary](#)

Internet | Protected Mode: On 100%

Microsoft Online Portal – Settings (Roles assignment)

The screenshot shows a web browser window with the URL <https://portal.ccscpt.com/UserManagement/EditUser.aspx>. The page title is "Microsoft Online Services". In the top right corner, the user "Aaron Luna" is logged in with the role "Admin".

The main content area is titled "New user" and contains a navigation list on the left with the following items:

1. Properties
- 2. Settings**
3. Licenses
4. Email
5. Results

The "Settings" section is titled "Assign role" and includes the following elements:

- A question: "Do you want this user to have administrator permissions? [Learn more about administrator roles](#)"
- Two radio buttons: "No" (unselected) and "Yes" (selected).
- A dropdown menu labeled "(Select a role)".
- An "Email address" field containing "venu@lxtest1.ccscpt.net". Below it is a note: "This email address is used for important notifications and self service password reset. [Learn more about lost password recovery](#)".
- A section titled "Set user location" with the text: "The services available vary by location. [Learn more about licensing restrictions](#)".
- A dropdown menu labeled "(Select a location)" with an asterisk and the text "* Required" next to it.
- Three buttons: "Back", "Next", and "Cancel".

The footer of the page includes the Microsoft logo, copyright information "©2011 Microsoft Corporation", and links for "Legal" and "Privacy". The browser's status bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

Microsoft Online Portal – Licenses (service assignment)

The screenshot shows a web browser window with the URL <https://portal.ccscpt.com/UserManagement/EditUser.aspx>. The page is titled "Microsoft Online Services" and is for a user named "Aaron Luna". The main content area is titled "New user" and "Assign licenses". Under "Assign licenses", there is a list of services with checkboxes and license availability information:

- Microsoft Office 365 Plan E1 (54 of 55 licenses available)
- Lync Online (Plan 2)
- SharePoint Online (Plan 1)
- Exchange Online (Plan 1)

At the bottom of the page, there are buttons for "Back", "Next", and "Cancel". The footer contains the Microsoft logo, copyright information for 2011, and links for "Community" and "Feedback". The browser's status bar shows "Internet | Protected Mode: On" and a zoom level of "100%".

Microsoft Online Portal – Email (notifications to users)

The screenshot shows a Windows Internet Explorer browser window displaying the Microsoft Online Services 'New user' page. The browser's address bar shows the URL <https://portal.ccsctp.com/UserManagement/EditUser.aspx>. The page title is 'New user - Windows Internet Explorer'. The Microsoft Online Services logo is in the top left, and the user's name 'Aaron Luna' with 'Admin' role is in the top right. A navigation menu on the left lists: 1. Properties, 2. Settings, 3. Licenses, 4. **Email**, and 5. Results. The main content area is titled 'Send results in email' and contains the following text: 'The results (user names and temporary passwords for users who have them) will be displayed on the next page. You can also send the results in email to yourself or someone else; enter the email addresses of up to five recipients separated by semicolons.' Below this text is a checked checkbox labeled 'Send email' and a text input field containing 'admin@lctest1.ccsctp.net'. A note below the input field states: 'Note: Passwords are sent in clear text through email.' At the bottom of the form are three buttons: 'Back', 'Create', and 'Cancel'. The footer of the page includes the Microsoft logo, copyright information '©2011 Microsoft Corporation', and links for 'Legal' and 'Privacy'. The browser's status bar at the bottom shows 'Internet | Protected Mode: On' and a zoom level of '100%'.

New user - Windows Internet Explorer

<https://portal.ccsctp.com/UserManagement/EditUser.aspx>

File Edit View Favorites Tools Help

Microsoft Online Services

Aaron Luna
My profile | Sign out
Admin

New user

1. Properties
2. Settings
3. Licenses
- 4. Email**
5. Results

Send results in email

The results (user names and temporary passwords for users who have them) will be displayed on the next page. You can also send the results in email to yourself or someone else; enter the email addresses of up to five recipients separated by semicolons.

Send email

Note: Passwords are sent in clear text through email.

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Community | Feedback

Internet | Protected Mode: On 100%

[Return to Online Services Summary](#)

Microsoft Online Portal – Results (Temp. password issued)

The screenshot shows a web browser window with the URL <https://portal.ccsctp.com/UserManagement/EditUser.aspx>. The page title is "Microsoft Online Services". In the top right corner, the user is identified as "Aaron Luna" with links for "My profile" and "Sign out", and the role "Admin" is displayed in green. The main content area is titled "New user" and contains a list of steps: 1. Properties, 2. Settings, 3. Licenses, 4. Email, and 5. Results (highlighted in orange). Under the "Results" section, there is a heading "Results" and the instruction "Review your results." Below this is a table with two columns: "User name" and "Temporary password". The table contains one row with the values "venu@lxtest1.ccsctp.net" and "Noco2564". At the bottom of the main content area is a "Finish" button. The footer of the page includes the Microsoft logo, copyright information "©2011 Microsoft Corporation", and links for "Legal" and "Privacy". On the right side of the footer, there are links for "Community" and "Feedback". The browser's status bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

Microsoft Online Services

Aaron Luna
My profile | Sign out
Admin

New user

1. Properties
2. Settings
3. Licenses
4. Email
- 5. Results**

Results

Review your results.

User name	Temporary password
venu@lxtest1.ccsctp.net	Noco2564

[Finish](#)

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Community | Feedback

[Return to Online Services Summary](#)

Internet | Protected Mode: On 100%

Subscriptions – Manage (see Licenses information)

Microsoft
Online Services

[Home](#) | [Admin](#)

Bruce Warte
[My profile](#) | [Sign o](#)

[Admin](#)

Quorum Business Solutions,
Inc.

[Admin Overview](#)

[Setup](#)

[Overview](#)

[Custom Plan](#)

[Management](#)

[Users](#)

[Security Groups](#)

[Domains](#)

[Subscriptions](#)

[Manage](#)

[Licenses](#)

[Purchase](#)

[Support](#)

[Overview](#)

[Service Requests](#)

[Service Health](#)

[Planned](#)

[Maintenance](#)

Billing and subscription management

Subscription	Quantity	Cost	Term end date
Microsoft Office 365 (Plan E3)	500 user licenses	Not available	Expires 31 July, 2012

Subscription – VL Subscription details display

Microsoft
Online Services

[Home](#) | [Admin](#)

Divya Dulani
[My profile](#) | [Sign out](#)

Admin



[Return to Billing and subscription management](#)

My test Company

Admin Overview

Setup

Overview

Custom Plan

Management

Users

Security Groups

Domains

Subscriptions

Manage

Licenses

Purchase

Support

Overview

Service Requests

Service Health

Planned Maintenance

Volume license subscription details

Microsoft Office 365 (Plan K2)

Status: Expires September 30, 2011

101 user licenses

Volume license

Subscription number: BPO1753530

Program name: Microsoft Office 365

Agreement number: 8003693

Subscriptions - Purchase

(Disabled for EA customers except MOP customers with incremental from EA)

The screenshot shows a web browser window with the URL <https://p...> and tabs for 'OCP Test Cons...' and 'Purchase su...'. The browser's address bar shows 'OCP Test Cons...' and 'Purchase su...'. The page header includes 'Microsoft Online Services', 'Home | Admin', and a user profile for 'Aaron Luna' with options for 'My profile' and 'Sign out'. The main content area is titled 'Purchase subscriptions' and contains the following text:

There are no trial or paid subscriptions available to you at this time. This could be caused by one of the following:

- There are no subscriptions available in your country or region.
- You have already subscribed to all available subscriptions.

The left sidebar contains a navigation menu with the following items:

- LXTest
- Admin Overview
- Setup
 - Overview
 - Custom Plan
- Management
 - Users
 - Security Groups
 - Domains
- Subscriptions
 - Manage
 - Licenses
 - Purchase
- Support
 - Overview
 - Service Requests
 - Service Health
 - Planned
 - Maintenance

The footer of the page includes the Microsoft logo, copyright information '© 2011 Microsoft Corporation', and links for 'Legal' and 'Privacy'. The bottom right corner has links for 'Community' and 'Feedback'.

Resources

Microsoft Online Services

<http://www.microsoft.com/online/default.aspx>

Microsoft Office365 – Get into the Cloud

<http://office365.microsoft.com/en-US/online-services.aspx>

Microsoft Office365 – Transition Center

<http://www.microsoft.com/online/transition-center.aspx>

Microsoft Online Services Support

<https://mocp.microsoftonline.com/Site/Support.aspx>

