Office 365

What do I need to do to use Office 365 after ordering?

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Explanation

This article describes the procedure, after ordering Office 365.

Login

After your order of Office 365 has been activated and successfully provisioned by us, you will receive an e-mail with login data for the central customer management. You can log in to central customer management with the specified user name and password.

Create user

Once you have logged into central customer management, you must now create a user for Office 365. To do this, please click on the "Office 365" icon. Continue with "Create user" and fill in all the details. Under License you can specify which license this user should get. After you have filled in all the details, please click on "Create".

In this section you can view all Office 365 users. For each user, you will see the email address and the license of the user. Above the users, you will see the licenses they have and how many are already distributed.

Once the user is created, please click on "Login". You will now be redirected to the Microsoft page. Here you have to log in on the right side with your given email and password. Once you have entered your details, please click on "Log in".

You have successfully logged in and are now on the Office 365 website.

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