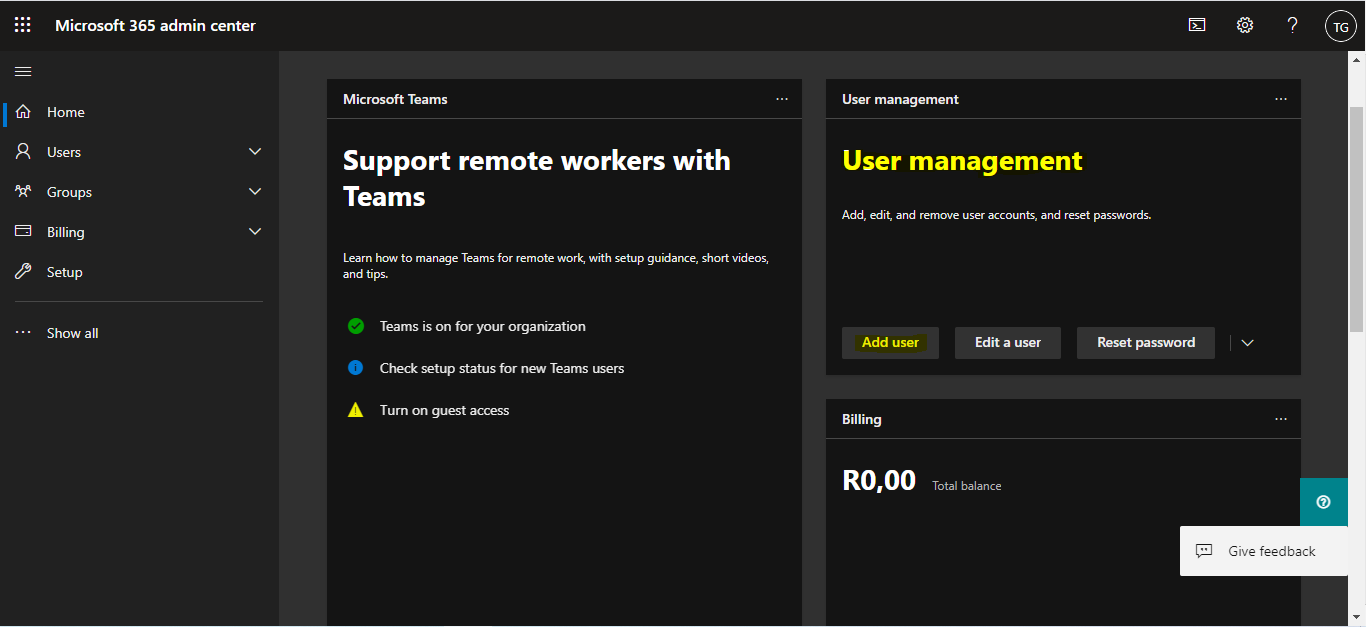
**Microsoft 365 Admin Center For Adding Users**

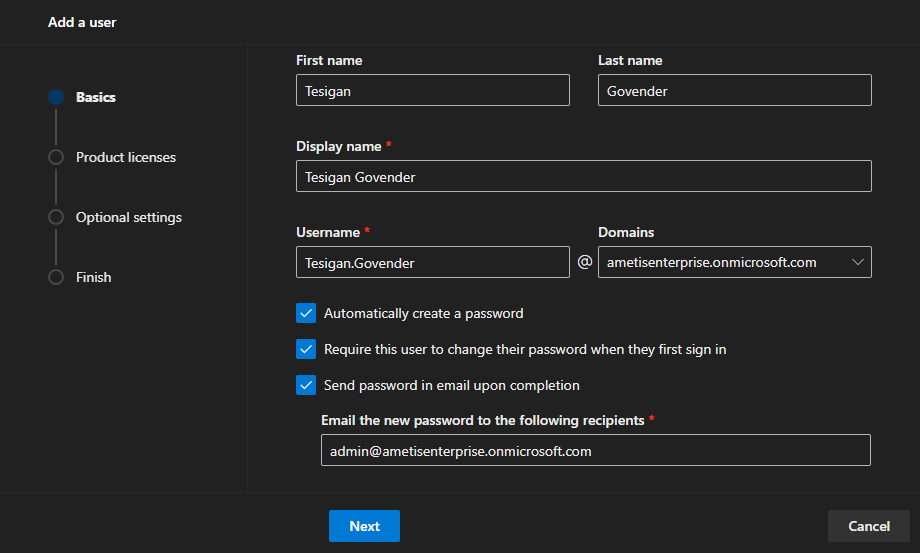
**Adding users and setting up accounts on office 365 admin center:**

**Look for Use management as highlighted on the screenshot below >> Click on add user.**



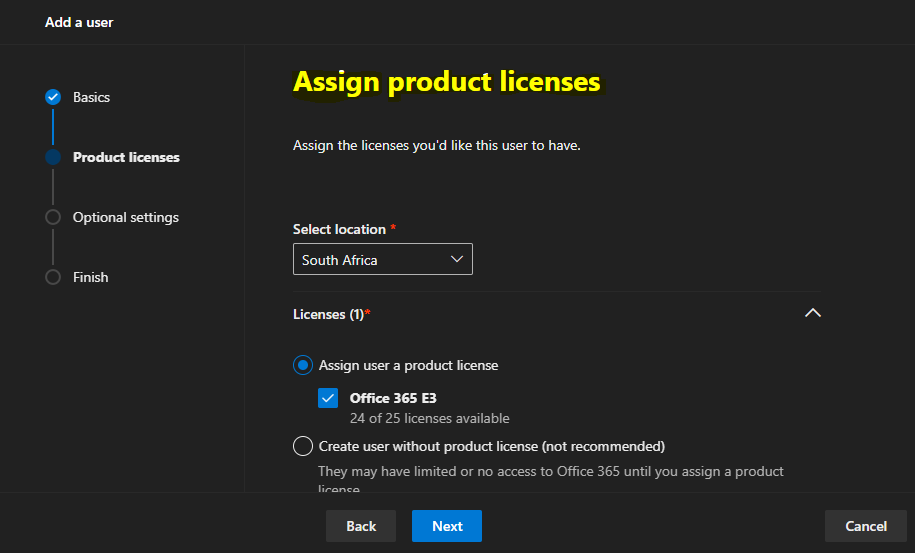
**Add user - set up the basics:**

**Add the specific details of the individual user as specified with the example below**

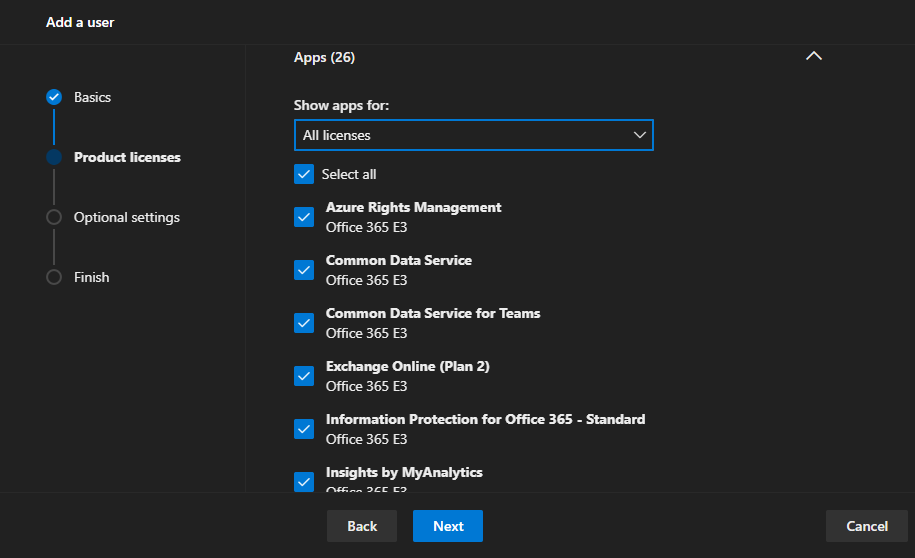


**Assigning product licenses:**

**You can assign the user with various other product licenses as required**

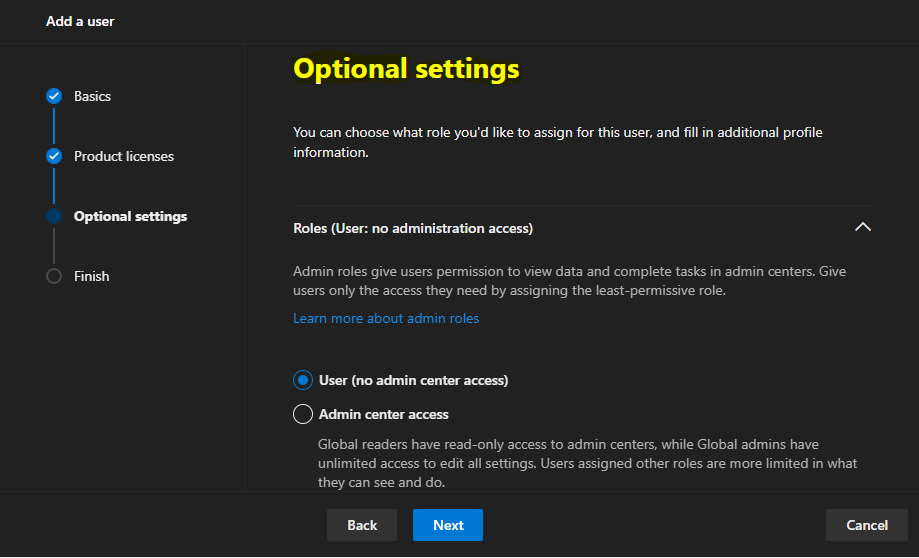


**The various software product licenses:**

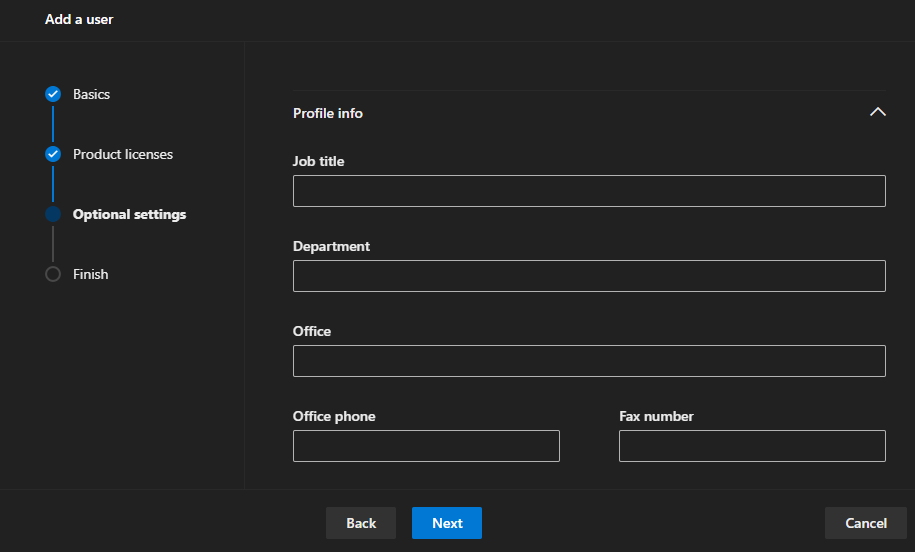


**Providing optional settings:**

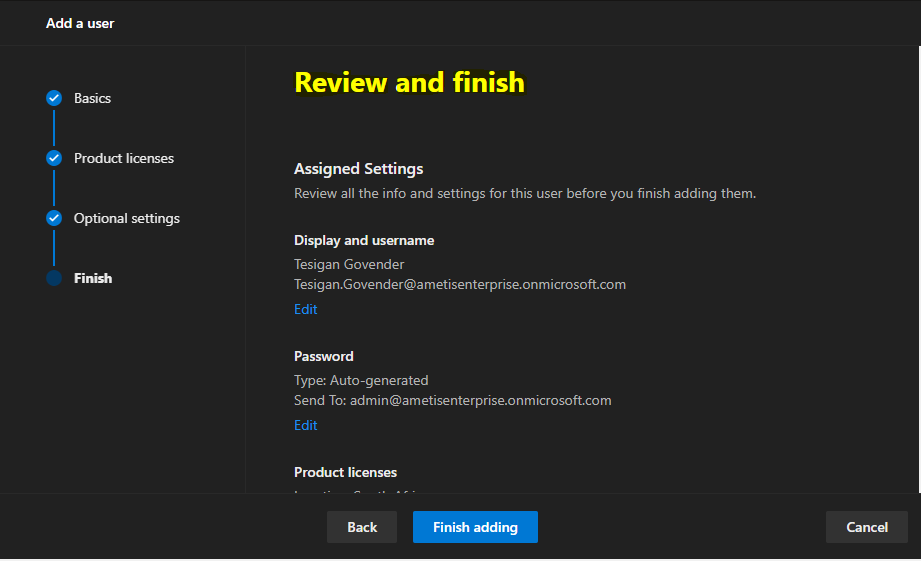
**You can even assign a user to have admin center access**



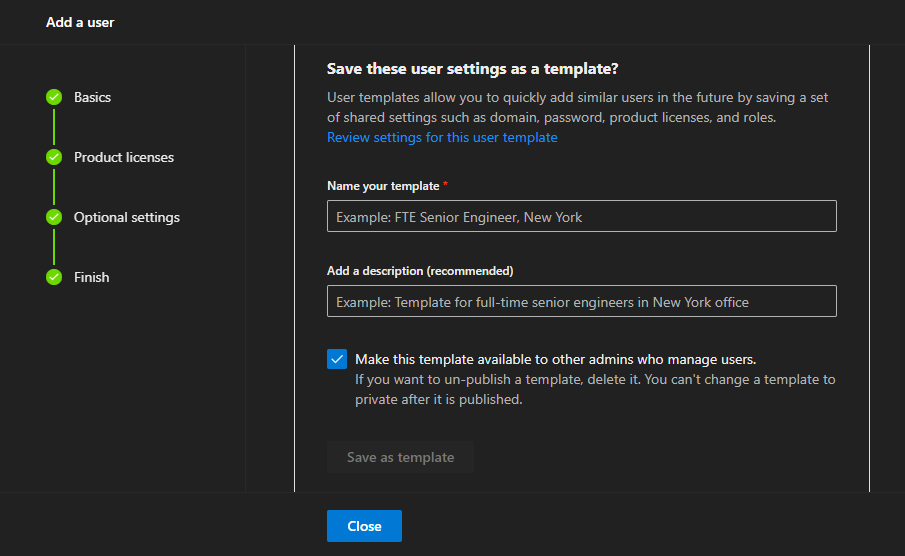
**Adding Additional Information:**



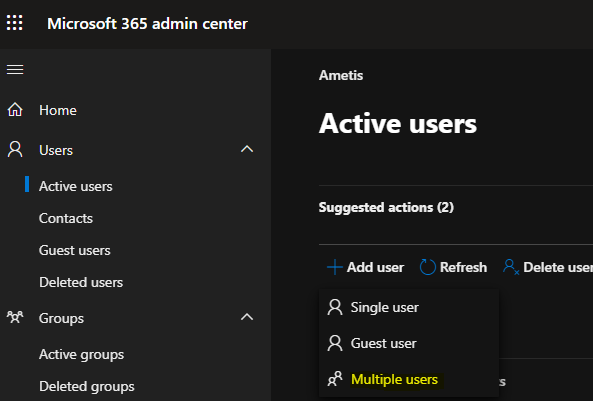
**Review and Finish:**

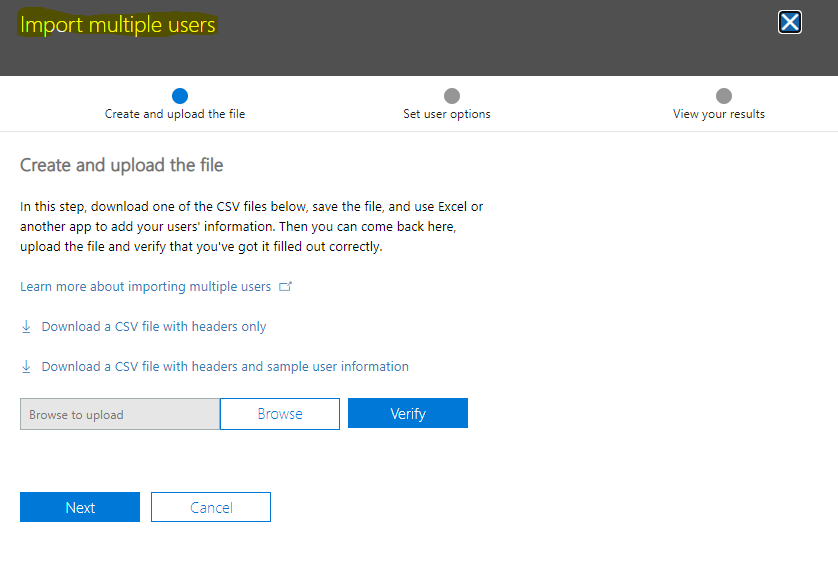


**Make this a template for more users:**

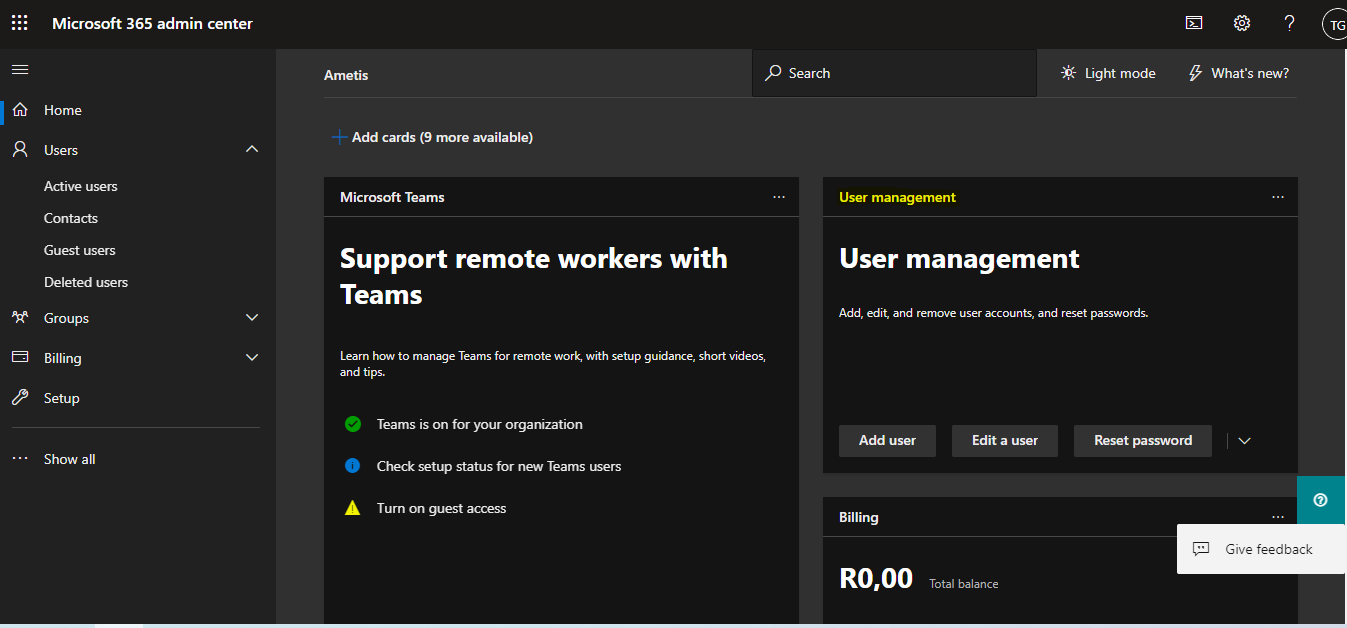


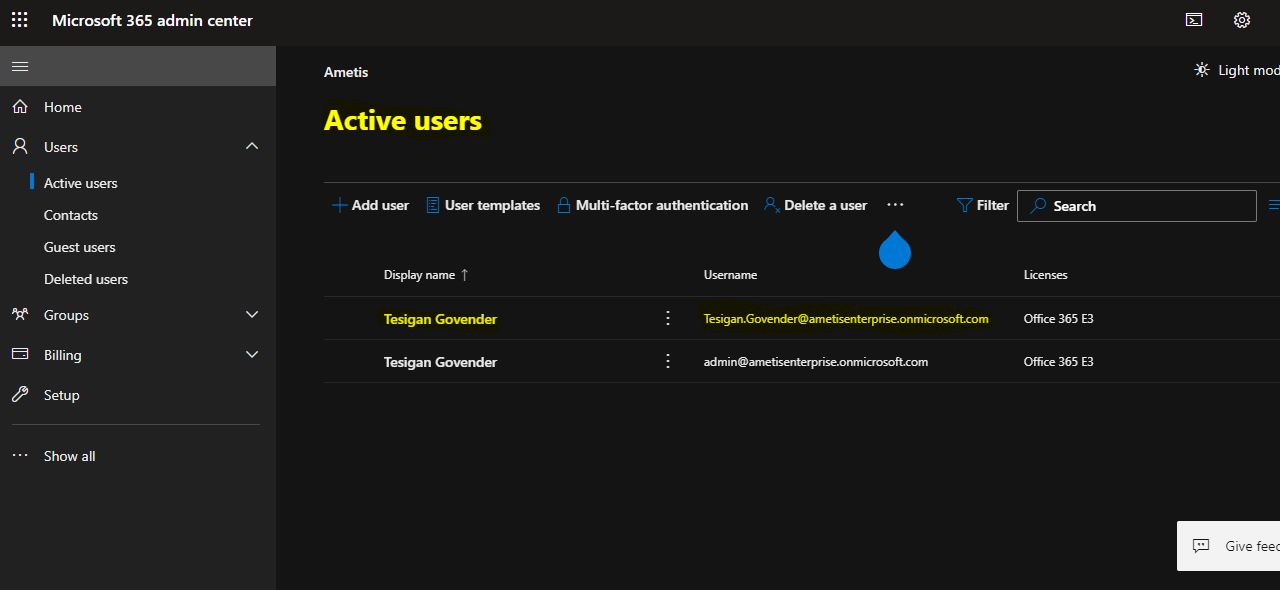
**Adding multiple users with CSV file:**



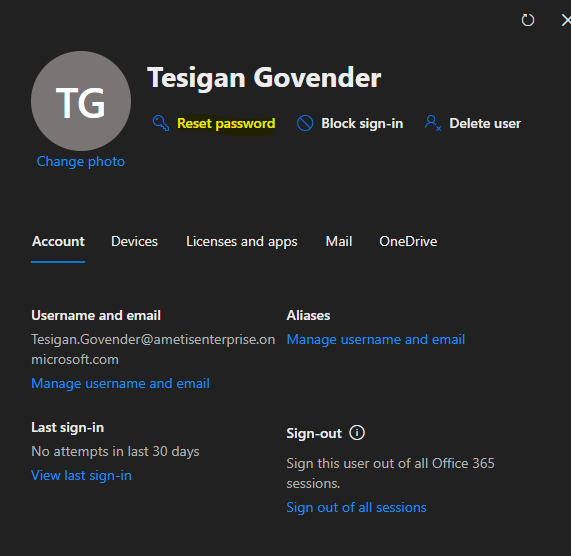


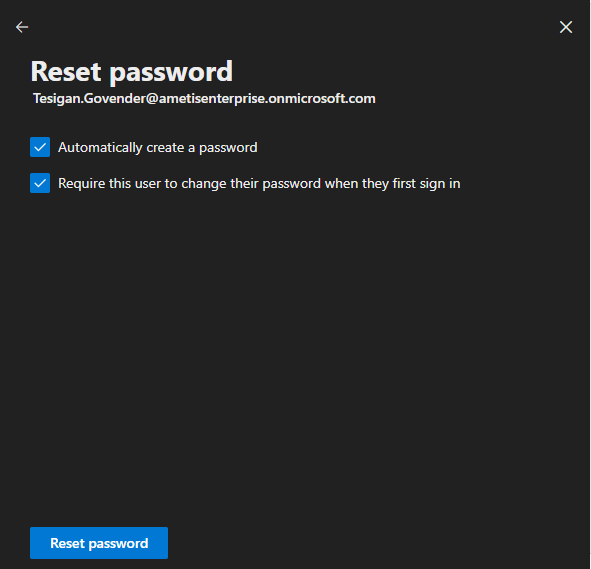
**To view users:**



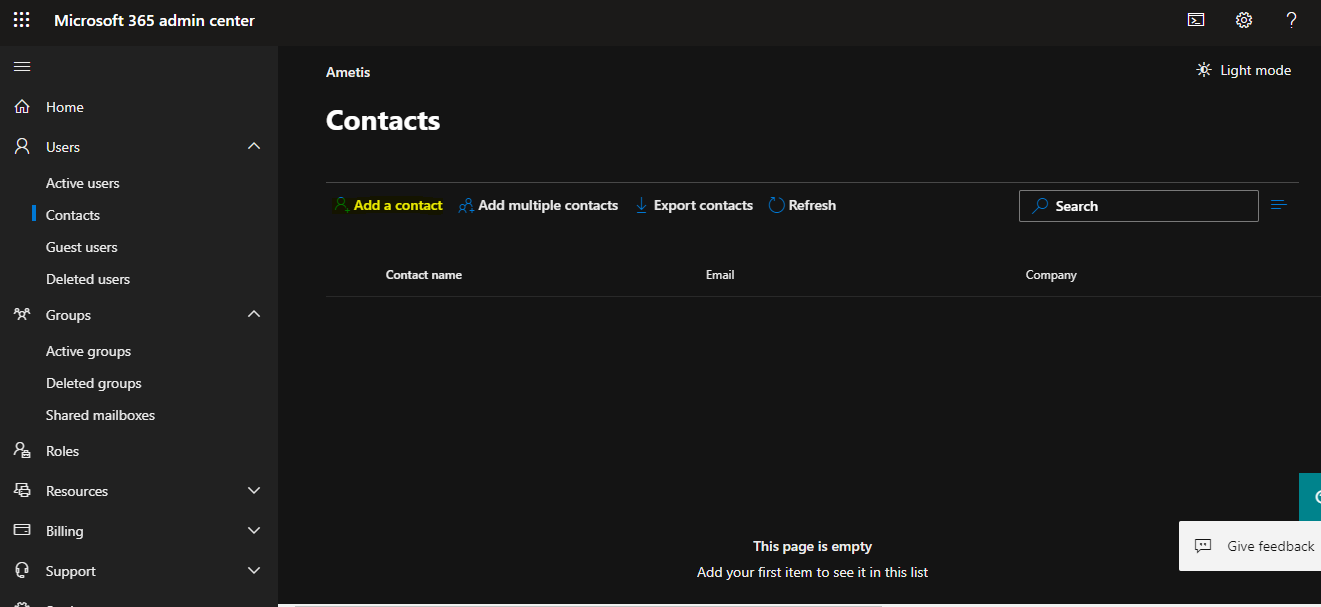


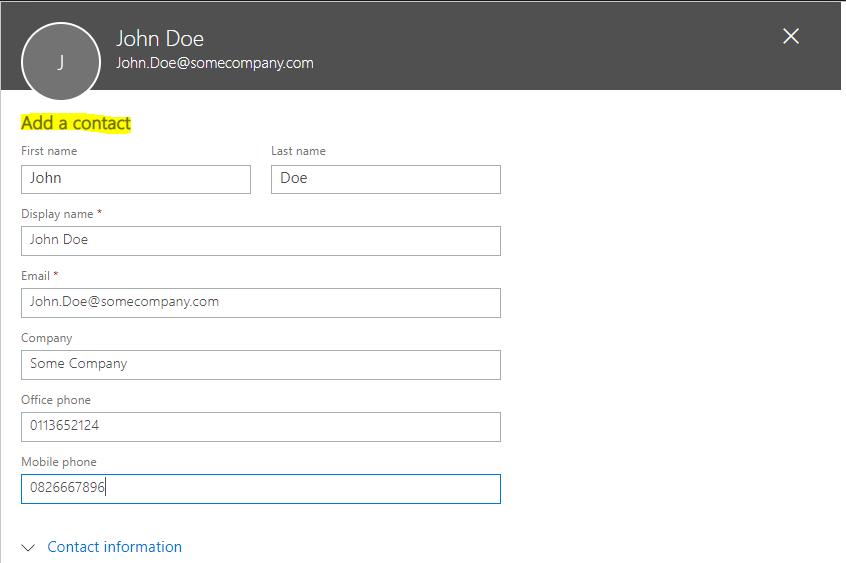
**Reset Password for user on Office 365:**

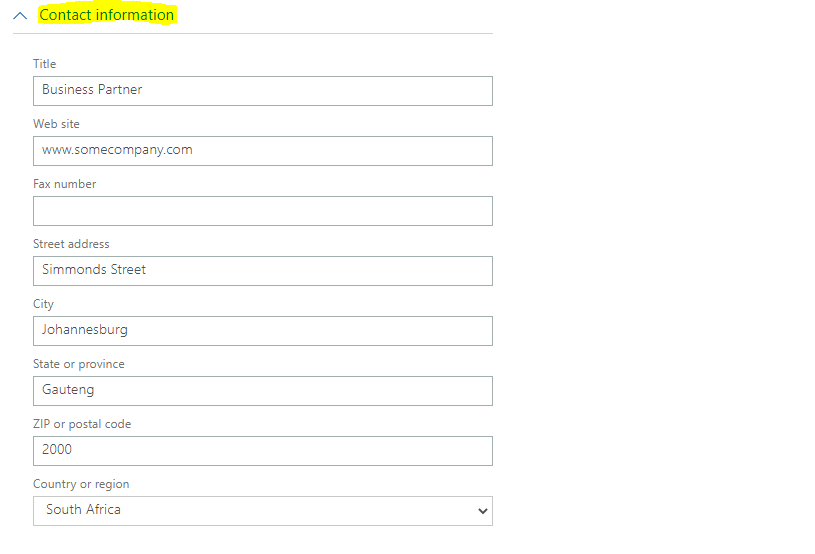


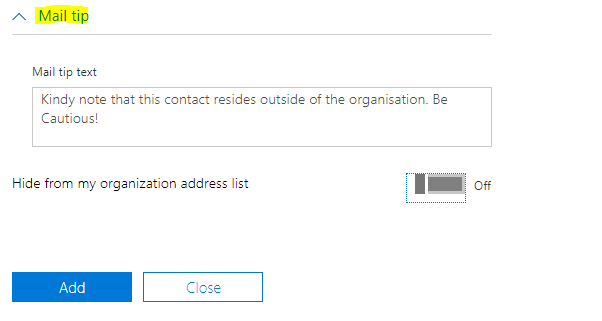


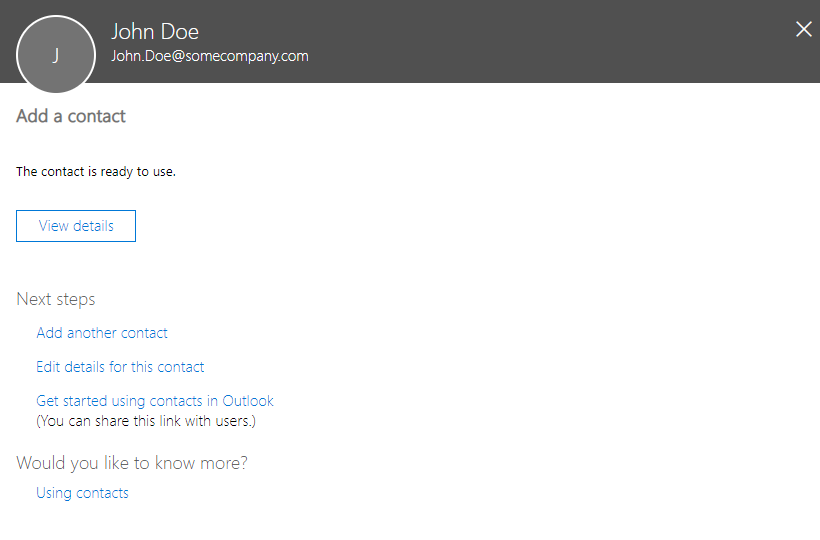
**Adding external contacts for communication:**

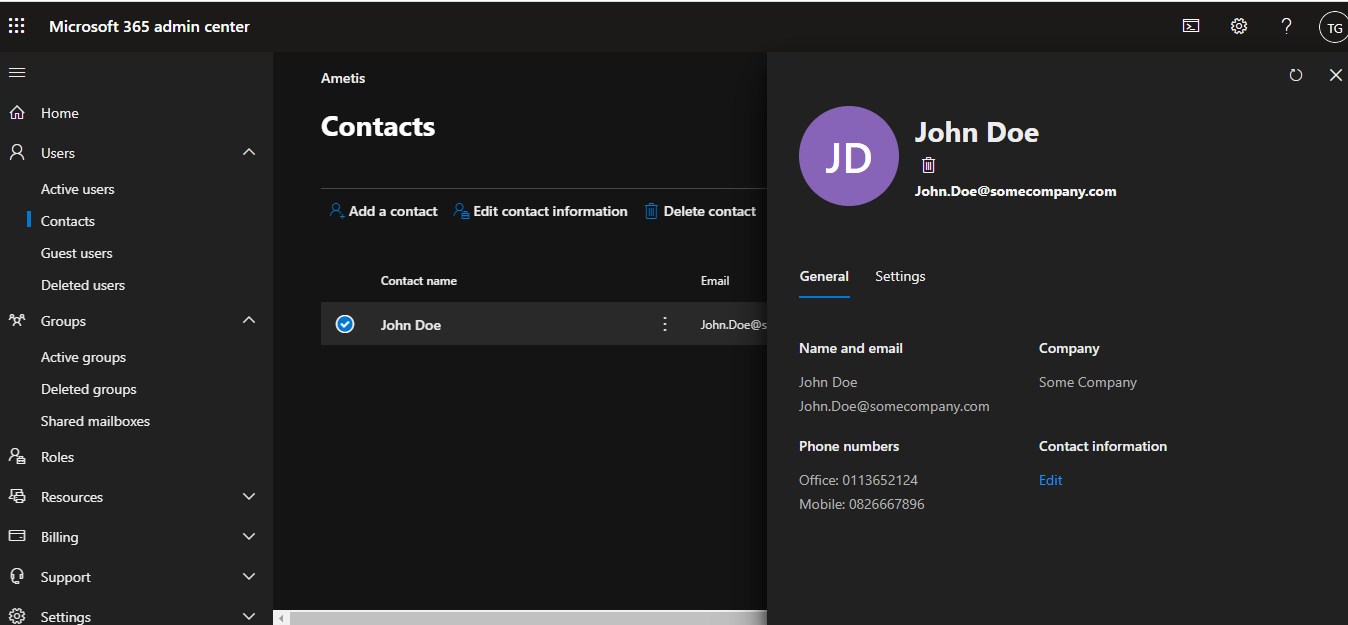


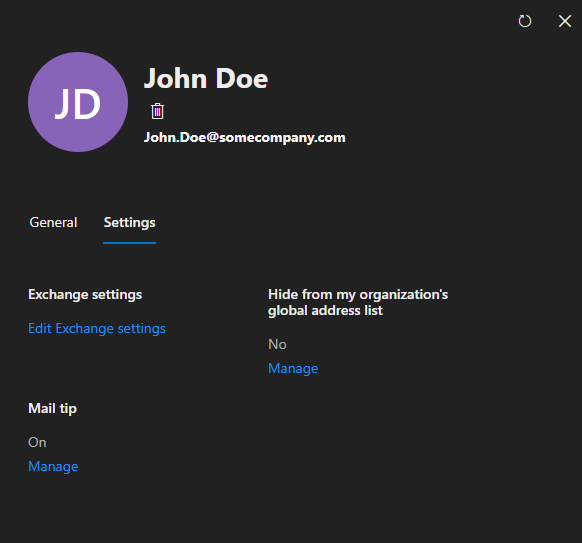




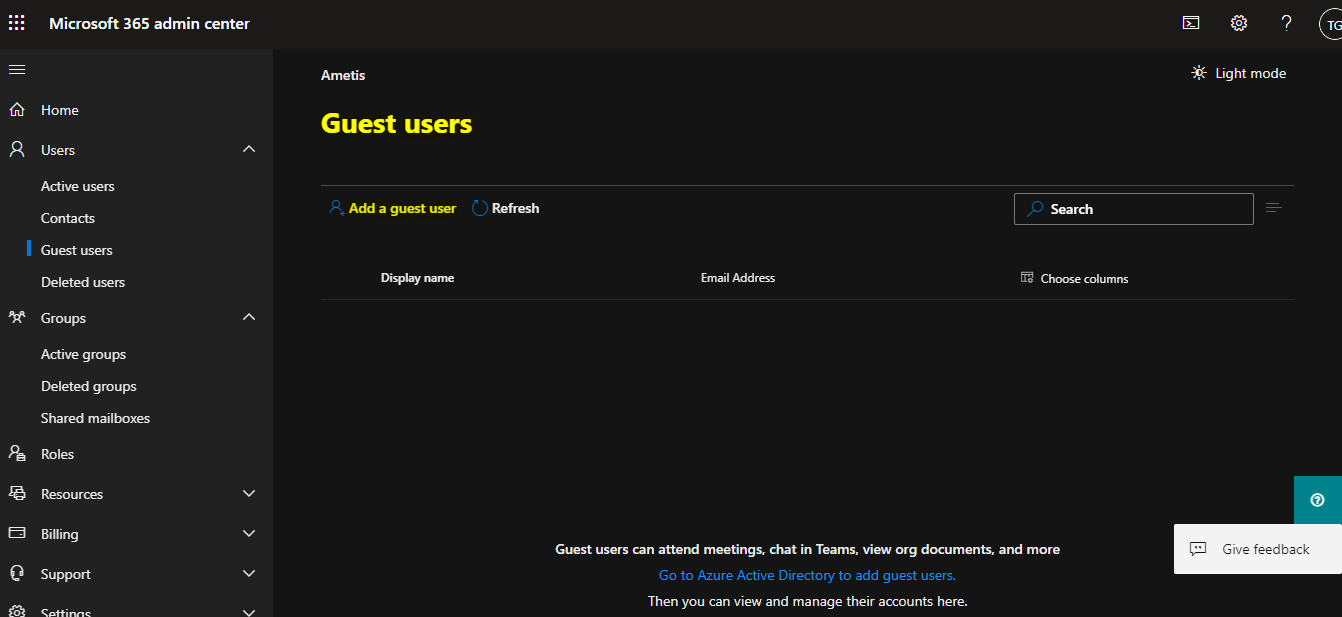


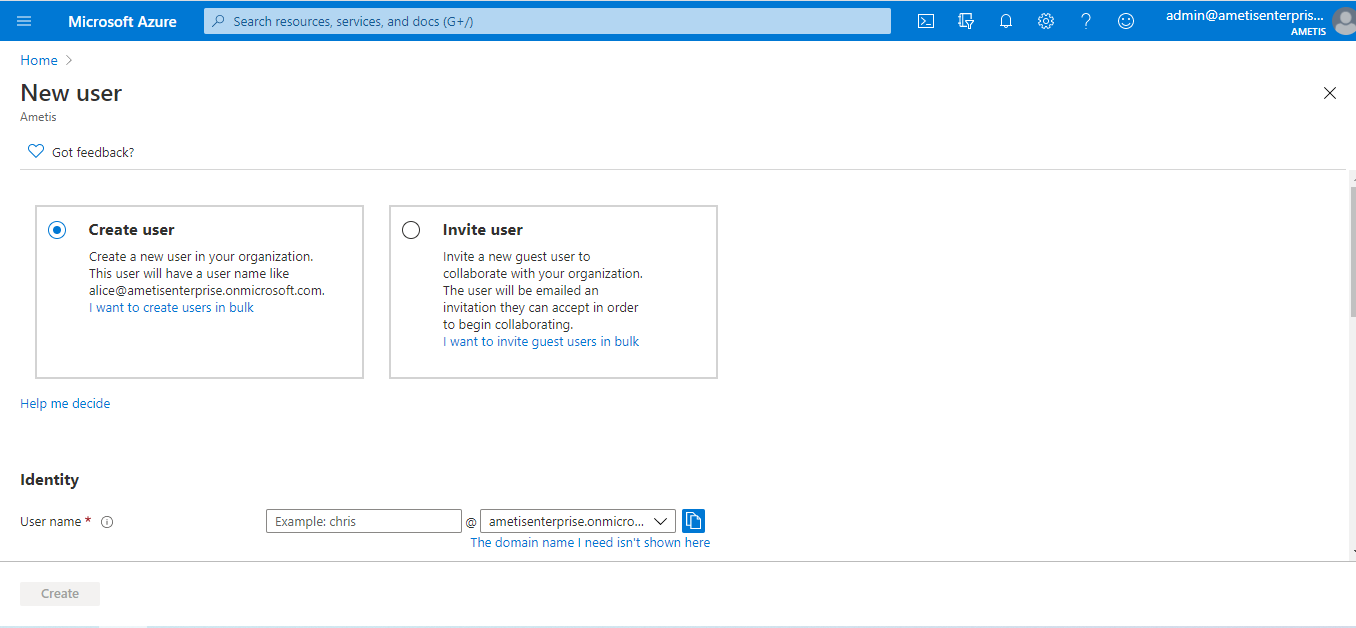




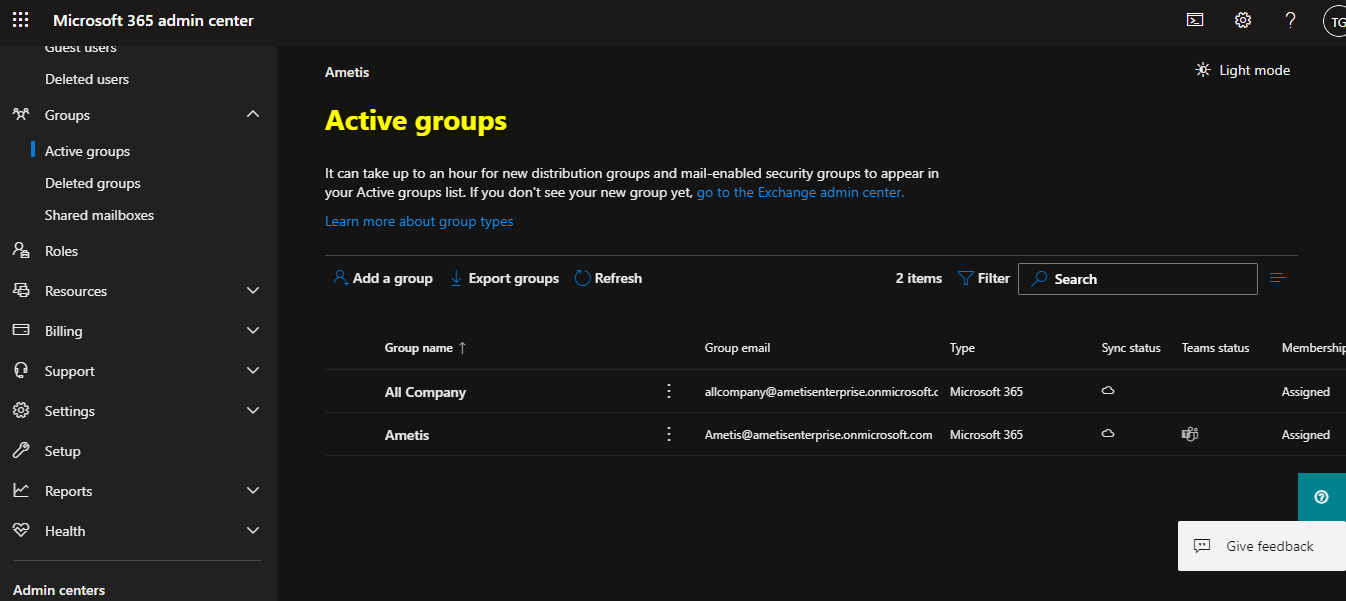


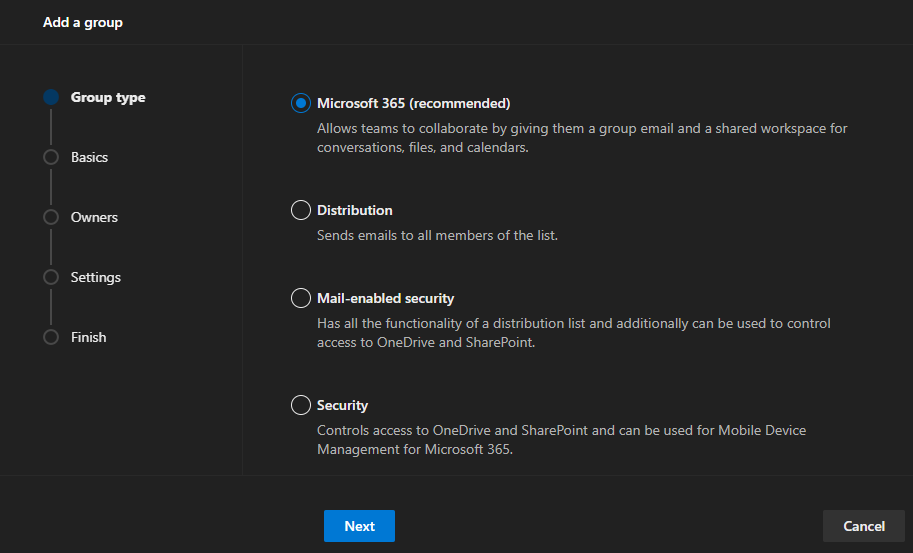
**Adding guest users:**

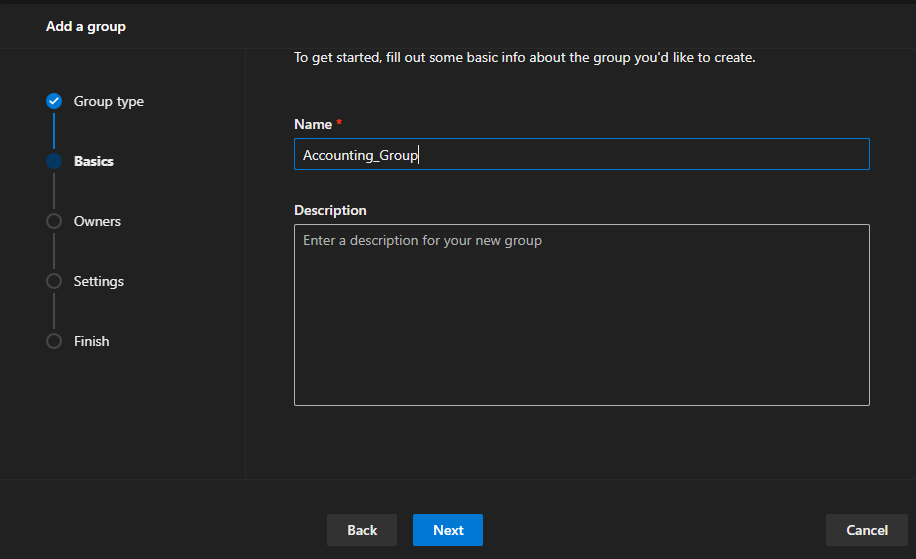


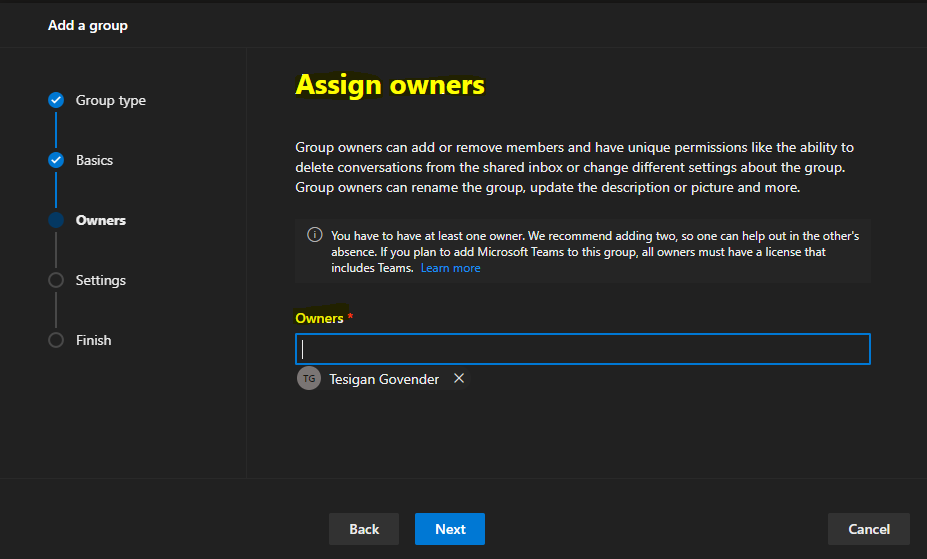


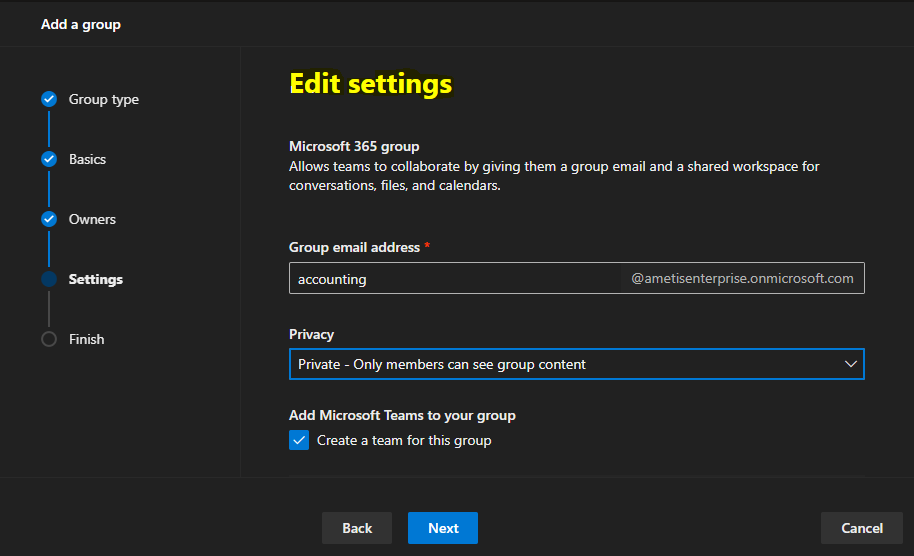
**Adding Groups:**

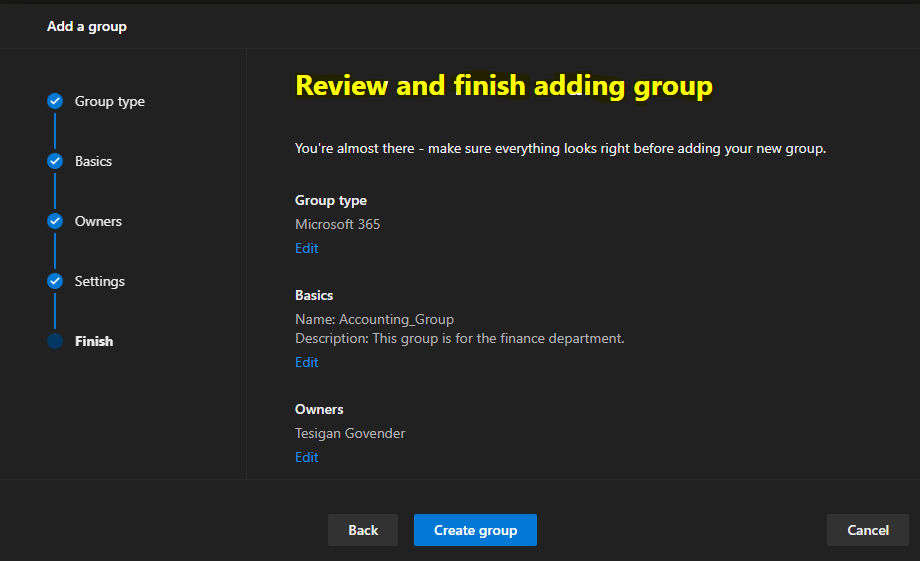


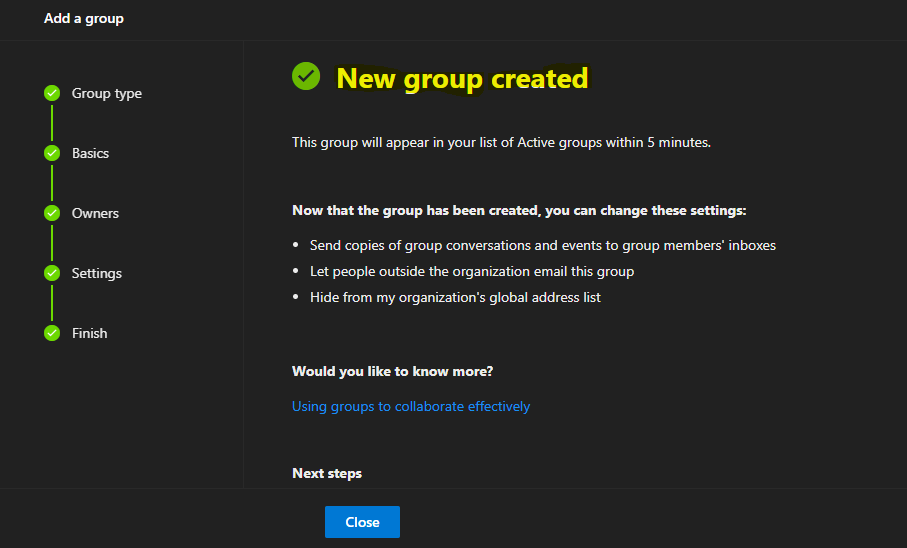




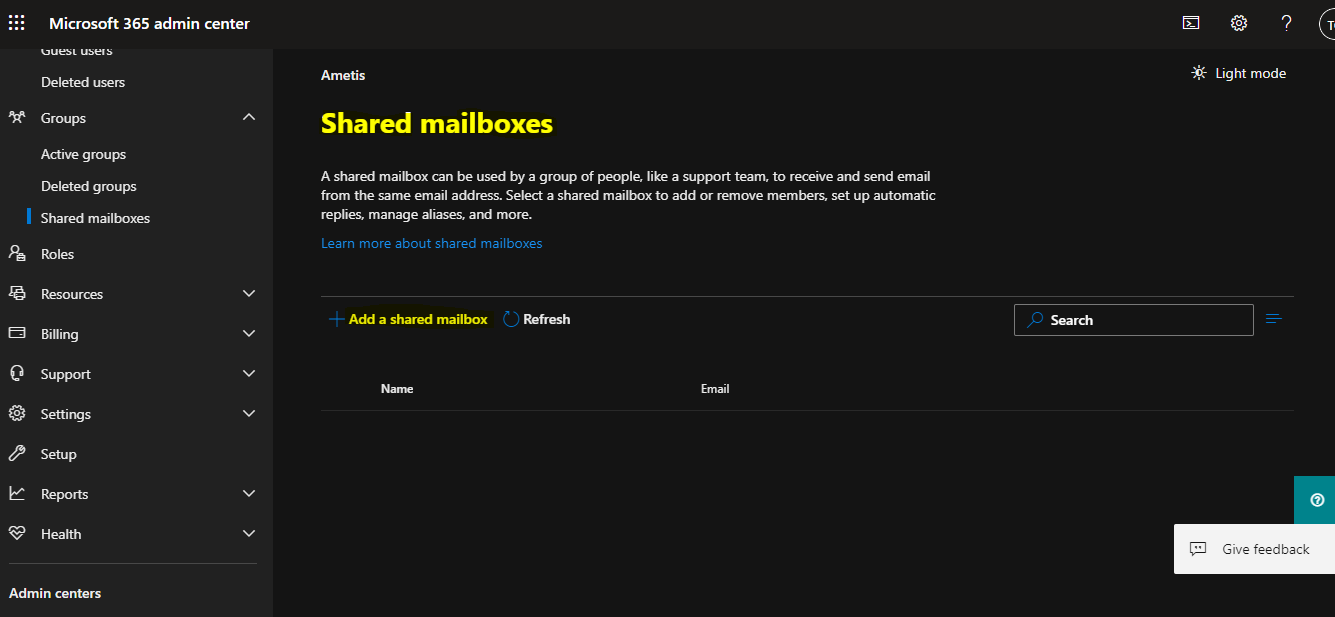








**Creating a shared mailbox for users to use:**



**Add a shared mailbox:**

