

Process for purchasing and setting up a Microsoft 365 Subscription to use for internal email:

The Microsoft 365 F3 plan is recommended because it allows for unlimited users. The other enterprise grade plans are capped at 300 users.

Step one: go to <https://www.microsoft.com/en-us/microsoft-365/enterprise/microsoft365-plans-and-pricing>

Step 2

The image displays three vertical panels comparing Microsoft 365 plans: E3 (no Teams), E5 (no Teams), and F3. Each panel lists the price per user per month (paid yearly), a 'Contact Sales' button, and a 'Learn more' link. The F3 plan is highlighted as the recommended option for unlimited users.

Plan	Price (user/month, paid yearly)	Annual Commitment	Key Features
Microsoft 365 E3 (no Teams)	\$33.75	Annual commitment	Microsoft 365 apps for desktop and mobile, Windows for Enterprise, 1 TB of cloud storage, Core security and identity management capabilities, AI chat experience with web grounding, writing assistance, data analysis, and access to agents ² , Microsoft 365 Copilot, available as an add-on ³ .
Microsoft 365 E5 (no Teams)	\$54.75	Annual commitment	Everything in Microsoft 365 E3, plus: Advanced security and compliance capabilities, Scalable business analytics with Power BI, AI chat experience with web grounding, writing assistance, data analysis, and access to agents ² , Microsoft 365 Copilot, available as an add-on ³ .
Microsoft 365 F3	\$8.00	Annual commitment	Web and mobile versions of Microsoft 365 apps, Standard security capabilities, Centralized hub for collaboration and productivity, Custom apps to automate tasks and processes, AI chat experience with web grounding, writing assistance, data analysis, and access to agents ² , Microsoft 365 Copilot, available as an add-on ³ .

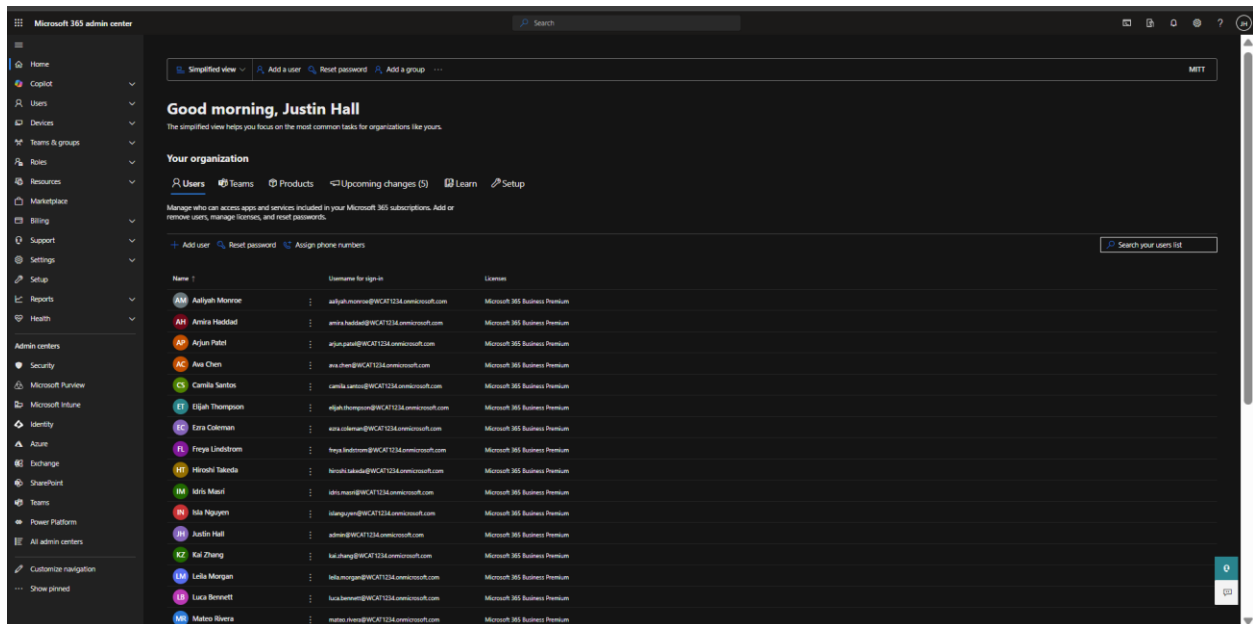
Apps and services included: Word, Excel, PowerPoint, Windows 11 Enterprise, Outlook, Edge, Teams, OneDrive.

Select contact sales for the desired plan.

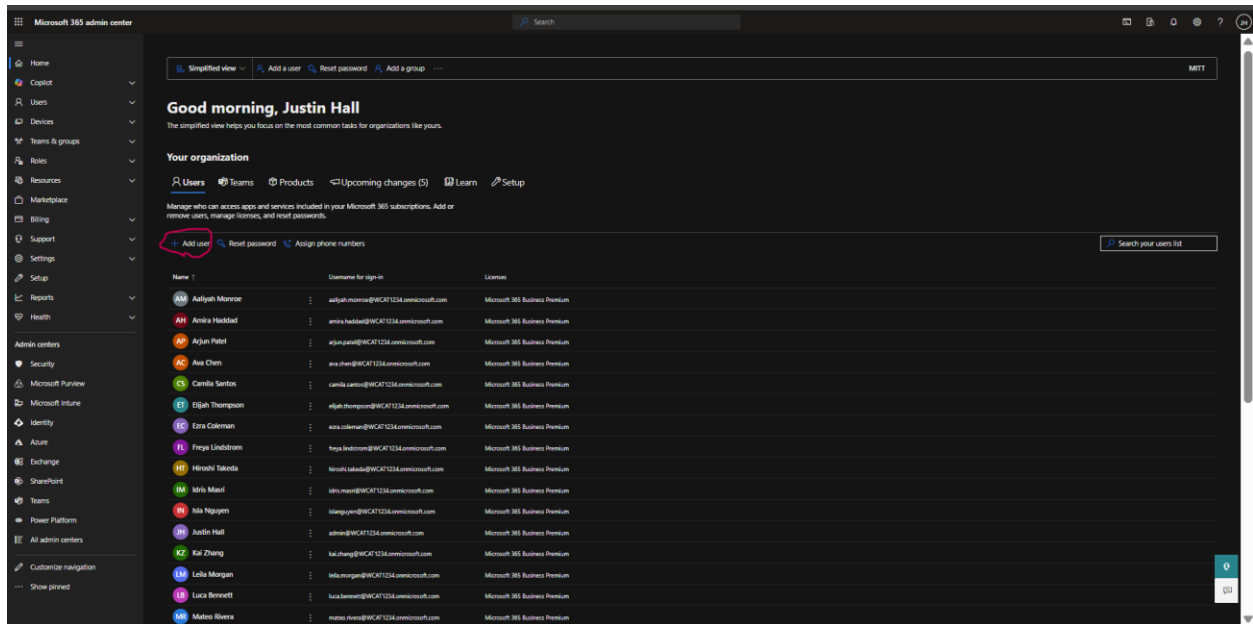
Step 3: Microsoft will walk the customer through the next steps for purchasing.

Step 4: Follow the steps for account set up including adding personal contact, login, and payment information.

Step 5: login to your Microsoft 365 Admin center.



Step 6: Under the users tab, select add user.



Step 7: Enter the user's name and configure the password settings.

Add a user

Basics Product licenses Optional settings Finish

Set up the basics

To get started, fill out some basic information about who you're adding as a user.

First name: William Last name: Morphy

Display name: William Morphy

Username: william.morphy Domains: WCAT1234.onmicrosoft.com

☒ Automatically create a password

☒ Require this user to change their password when they first sign in

Next Cancel

Step 8: Assign the user an MS365 license to use the MS365 services.

Add a user

- Basics
- Product licenses**
- Optional settings
- Finish

Assign product licenses

Assign the licenses you'd like this user to have.

Select location *

Canada

Licenses (0) *

☒ Assign user a product license

☐ Microsoft 365 Business Premium
You're out of licenses and we can't automatically buy it for you. Go to subscriptions to buy one.

☐ Create user without product license (not recommended)
They may have limited or no access to Microsoft 365 until you assign a product license.

Apps (0)

Back Next Cancel

Step 9 (Optional but recommended): Under the teams and groups tab, select active teams and groups then add a security group.

Microsoft 365 admin center

Home > Active teams & groups

Active teams and groups

About Groups Using Teams And SharePoint Where to store files

Teams & Microsoft 365 groups Distribution list **Security groups**

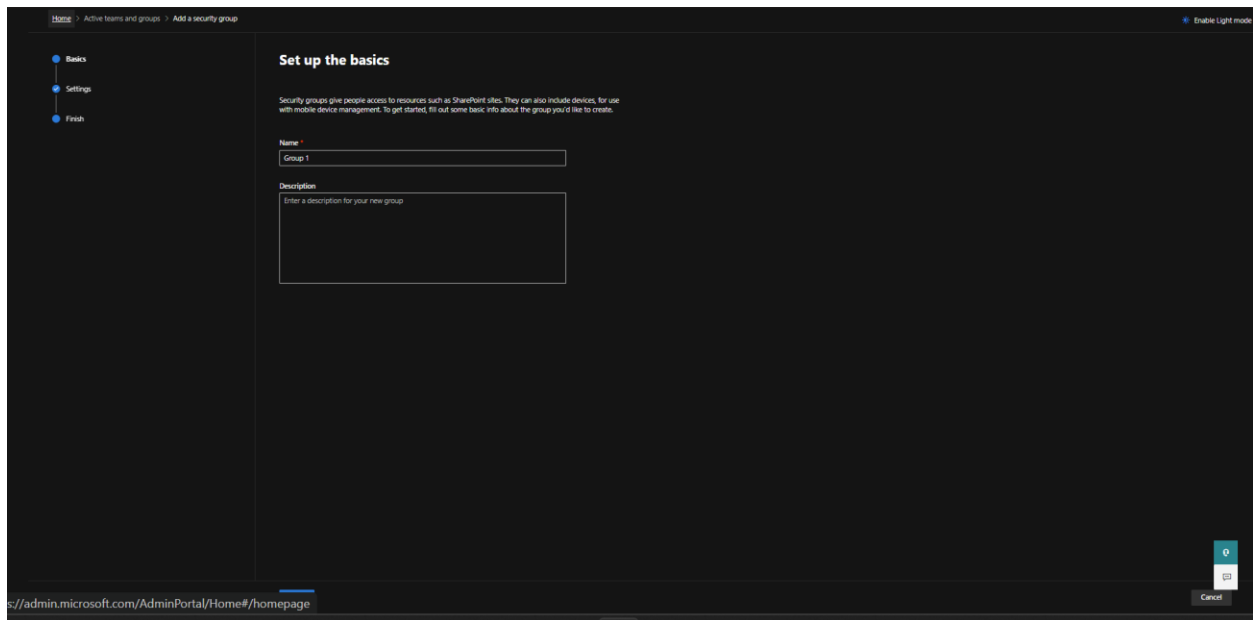
[+ Add a security group](#) [+ Add a mail-enabled security group](#) [Export](#) [Refresh](#)

Search all teams and groups

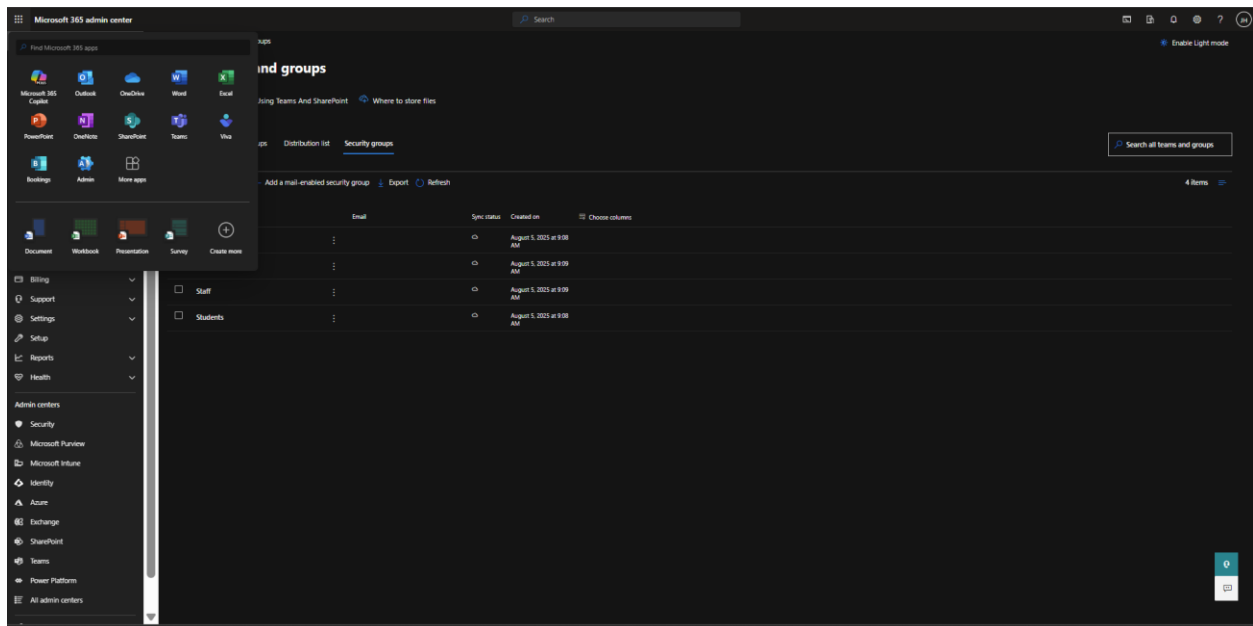
4 items

Name	Email	Sys. status	Created on	Choose columns
<input type="checkbox"/> Instructors			August 1, 2025 at 9:08 AM	
<input type="checkbox"/> IT			August 1, 2025 at 9:09 AM	
<input type="checkbox"/> Staff			August 1, 2025 at 9:09 AM	
<input type="checkbox"/> Students			August 1, 2025 at 9:08 AM	

Step 10: Assign a name to the group, then configure group settings before adding the group.



Step 11: Select the app menu in the top left corner of the screen.



Step 12: Select Outlook to access the email service.

