

[CMMC] Add an Enclave User in Microsoft Admin Center



1

Navigate to https://admin.microsoft.com/?login_hint=andrew%40initconsulting.net&source=applauncher#/homepage

2

Click "Active users"

The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation pane is open, and the 'Users' section is expanded, with 'Active users' highlighted. The main content area displays the 'Service health and usage' section, which provides a summary of the health status of various Microsoft 365 services and their usage data for the last 30 days. The table below lists the services, their health status, the number of unique active users, and the product usage percentage.

Apps and services	Health	Unique active users	Product usage
Exchange Online	1 advisory	5	83%
OneDrive	Healthy	4	67%
Microsoft Teams	2 advisories	4	67%
SharePoint	Healthy	3	50%
Microsoft Forms	Healthy	1	
Viva Engage	Healthy	Not available	Not available

At the bottom of the table, there is a link to 'View all in service health'. On the right side of the interface, there is a 'Help & support' button and a 'Give Feedback' button.

3 Click "Add a user"

Microsoft 365 admin center

INIT Consulting

Enable Dark mode

Active users

Add a user (Shift+A+U)

Add a user User templates Add multiple users

Search active users list

<input type="checkbox"/>	Display name ↑		Username	Licenses
<input type="checkbox"/>	Accounting	:	accounting@initconsulting.net	Unlicensed
<input type="checkbox"/>	admin	:	admin@initconsultingnet.onmicrosoft.com	Unlicensed
<input type="checkbox"/>	Alerts	:	alerts@initconsulting.net	Unlicensed
<input type="checkbox"/>	Andrew Dennison	:	dennison@initconsulting.net	Microsoft 365 Business Standard , Automate Free
<input type="checkbox"/>	Andrew Greene	:	andrew@initconsulting.net	Microsoft Intune Endpoint Privilege Microsoft Power Apps Plan 2 Trial , for Makers , Microsoft 365 Copilot Studio Viral Trial , Power Automate Teams Premium , Dynamics 365 Enterprise vTrial , Teams Phone Wi
<input type="checkbox"/>	Andrew Greene's Calendar	:	AndrewGreenesCalendar@initconsulting.net	Unlicensed

Help & support

Give Feedback

4 Click the "First name" field.

Microsoft 365 admin center

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 Last name

Display name *

Username * Domains

Automatically create a password

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

Next Cancel

5 Type "John **tab** Smith **tab tab** jsmith"

6 Enter address that adheres to companies standard naming conventions.

7 Click "Next"

The screenshot shows the Microsoft 365 admin center interface. The top navigation bar includes the Microsoft 365 logo, a search bar, and various icons. The left sidebar contains navigation links for 'Add a user', 'Product licenses', 'Optional settings', and 'Finish'. The main content area is titled 'Add a user' and 'Set up the basics'. It contains the following fields and options:

- First name:** John
- Last name:** Smith
- Display name:** John Smith
- Username:** john
- Domains:** @initconsulting.net
- ☒ Automatically create a password
- ☒ Require this user to change their password when they first sign in

The 'Next' button is highlighted with an orange circle, and the 'Cancel' button is visible at the bottom right.

8 Assign Microsoft 365 E3 License

Microsoft 365 admin center

Search

Add a user

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

Select location *

United States

Licenses (0) *

☒ Assign user a product license

- ☐ Dynamics 365 Business Central for IWs
9998 of 10000 licenses available
- ☐ Dynamics 365 Customer Service Enterprise vTrial
9998 of 10000 licenses available
- ☒ Microsoft 365 Business Premium
2 of 7 licenses available
- ☐ Microsoft 365 Business Standard
You don't have any licenses available. To purchase additional licenses, please contact your partner.
support@pax8.com · 85-588-472-98 · [View partner information](#)
- ☐ Microsoft 365 Copilot
You don't have any licenses available. To purchase additional licenses, please contact your partner.
support@pax8.com · 85-588-472-98 · [View partner information](#)
- ☐ Microsoft Copilot Studio Viral Trial
9999 of 10000 licenses available

Back Next Cancel

Select M365 E3 License instead

9 Assign Intune Endpoint Privilege Management license

Microsoft 365 admin center

Search

Add a user

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

Licenses (0) *

☒ Assign user a product license

- ☐ Dynamics 365 Customer Service Enterprise vTrial
9998 of 10000 licenses available
- ☒ Microsoft 365 Business Premium
1 of 7 licenses available
- ☐ Microsoft 365 Business Standard
You don't have any licenses available. To purchase additional licenses, please contact your partner.
support@pax8.com · 85-588-472-98 · [View partner information](#)
- ☐ Microsoft 365 Copilot
You don't have any licenses available. To purchase additional licenses, please contact your partner.
support@pax8.com · 85-588-472-98 · [View partner information](#)
- ☐ Microsoft Copilot Studio Viral Trial
9999 of 10000 licenses available
- ☐ Microsoft Fabric (Free)
Unlimited licenses available
- ☐ Microsoft Intune Endpoint Privilege Management
You don't have any licenses available. To purchase additional licenses, please contact your partner.
support@pax8.com · 85-588-472-98 · [View partner information](#)
- ☐ Microsoft Power Apps Plan 2 Trial
9999 of 10000 licenses available

Back Next Cancel

10 Click "Next"

Microsoft 365 admin center

Search

Add a user

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

Optional settings

You can choose what role you'd like to assign for this user, and fill in additional profile information.

Roles (User: no administration access) ▼

Profile info ▼

Back **Next** Cancel

11 Click "Next"

Microsoft 365 admin center

Search

Add a user

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

Review and finish

Assigned Settings
Review all the info and settings for this user before you finish adding them.

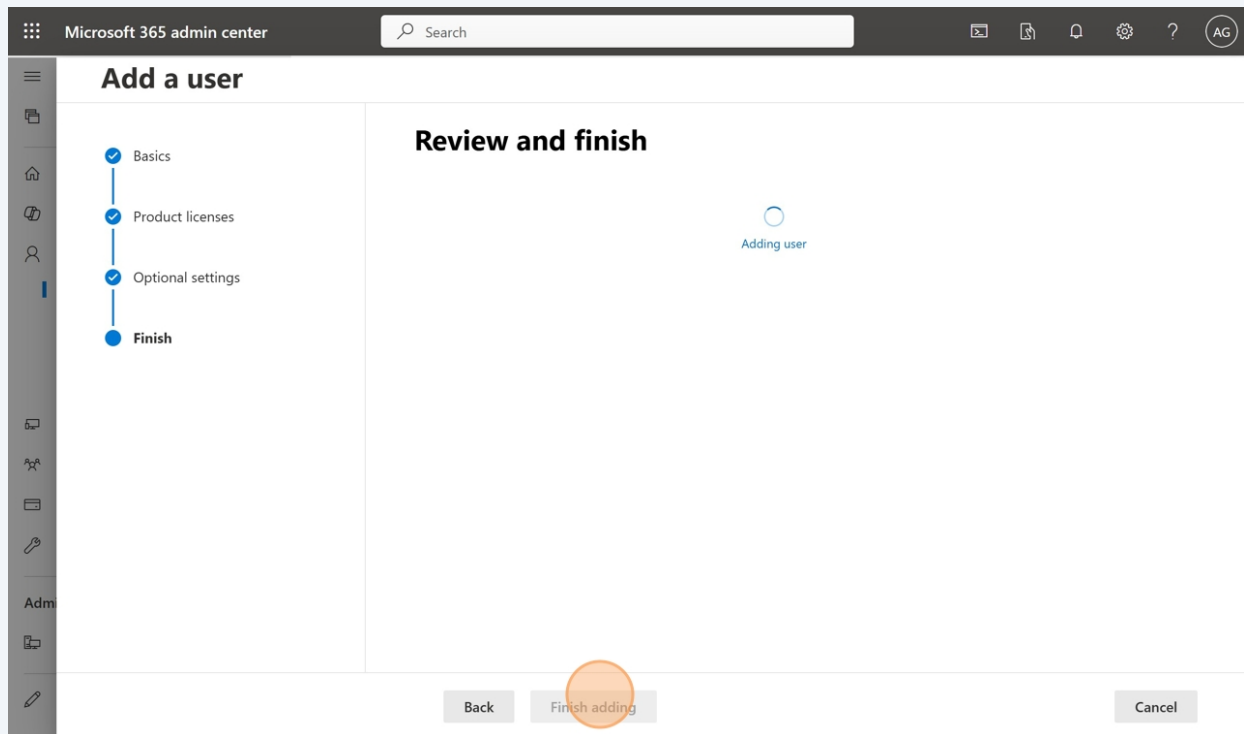
Display and username
John Smith
john@initconsulting.net
[Edit](#)

Password
Type: Auto-generated
[Edit](#)

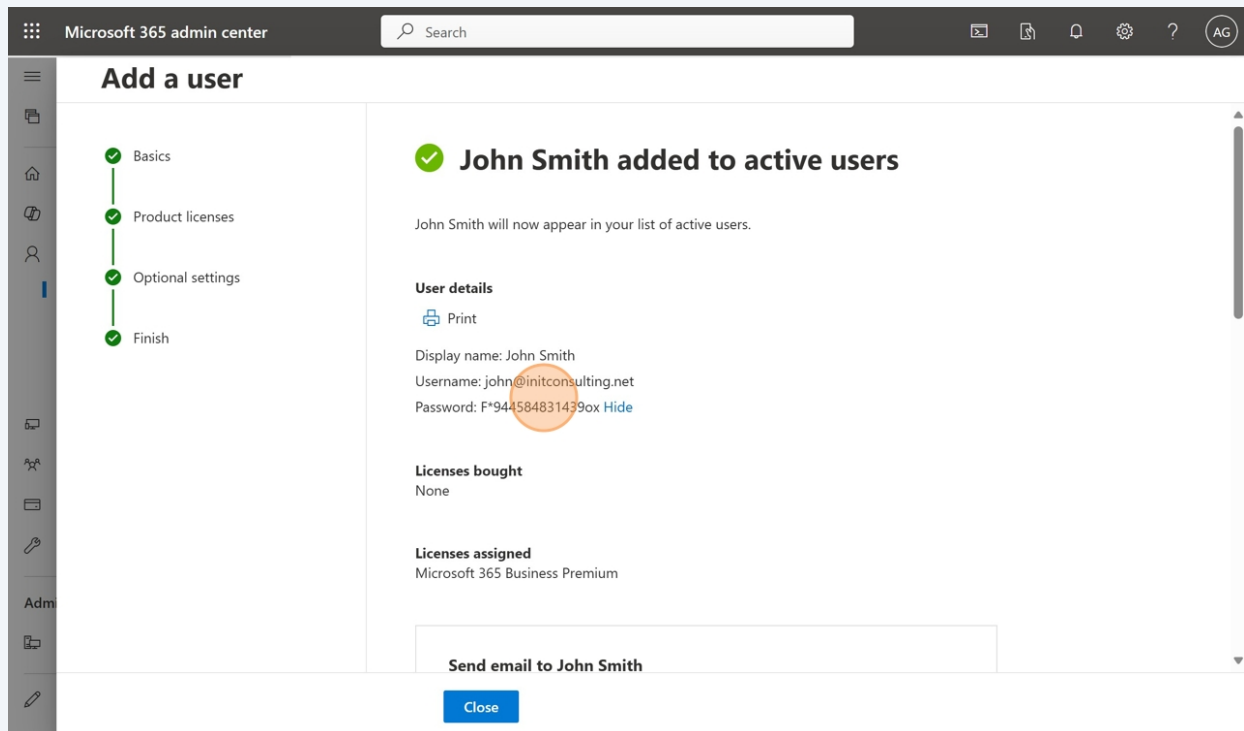
Product licenses
Location: United States
Licenses: Microsoft 365 Business Premium
Apps: Places Core, Graph Connectors Search with Index, Immersive spaces for Teams, 53 more
[Edit](#)

Back **Finish adding** Cancel

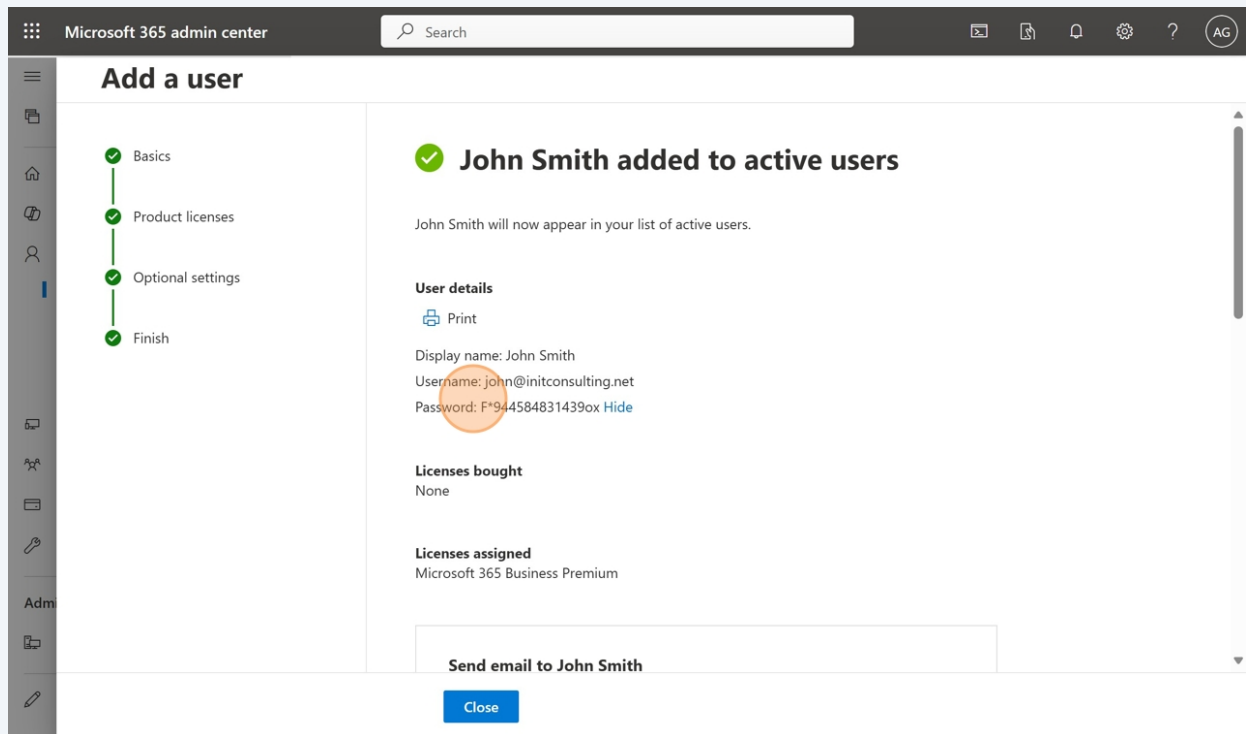
12 Click "Finish adding"



13 Click "Show"



14 Copy the Temporary Password



15 [Instructions](#) Send secure password link from Keeper.