



Your next steps for your Microsoft 365 Business Basic - Trial

1. Go to the Microsoft 365 admin centre and bookmark the web address: admin.microsoft.com.
2. Sign in to the admin centre with the username below. This is the same username you created when you signed up for Microsoft 365 Business Basic - Trial.

Your username

GraceJian@GraceJian03.onmicrosoft.com

3. Manage your subscription in the admin centre. Things you can do there include:
 - Install Word, Excel, PowerPoint, and more.
 - Invite your team to use Microsoft 365 Business Basic - Trial.
 - Manage your subscription and payment and billing details.