



# Microsoft Online Services 14

## VISION 2.0

By Quentin Little, John Shriver Blake, Casey McKinnon, Lisa Lane, Julie Jensen, Mary LaLomia, Ann Bensley, Jason Giles, Kyle Krum, Mike Wilenzick, Leonard Mabasa, Joydeep Tripathy, Barbara McGuire, Victoria Mbabazi, & Jeannine Frazier

# Agenda

- Problem Statement
- Experience Goals
- Issues Resolved Since Last Review
- Walk-through
- Next Steps

# Problem Statement - BOS Experience

## **Disjointed Experiences:**

- Many websites, no common threads: Marketing, Commerce and Admin & Workloads
- Future implementations of more interaction points (APIs, Portals, etc.) will compound the problem
- The gaps between the sites are large, and are impacting usability & customer satisfaction

## **Customer On-boarding Experience is too complex**

- Too many questions & clicks to get a trial started
- Multiple identities are confusing and difficult to manage
- No variation in guidance given to tire-kickers and companies ready to fully-onboard

## **No Viable & Shared Navigation scheme**

- Top-level navigation is different everywhere in the experience
- Current implementation of page types (wizards, grids, property sheets) is limiting for layout & localization, and don't work for all cases
- Code is not shared between teams, and experiences between sites are inconsistent

## **Guidelines for Services ready to Onboard are incomplete**

- How to create their branded marketing sites?
- The relation of those sites to microsoft.com/online?
- Their ability to brand components of the experience?

## **Limited articulation of the experience we will provide vs. workloads**

- What UX elements we will build (not just visual, also programmatic)
- What the common interaction points should be across the major components of the users experience (marketing, commerce, admin).

# Experience Goals – BOS Experience

## A Cohesive end-to-end Experience

- Combine MOCP & MOAC Experiences into a unified portal
- Users are driven from marketing sites to our unified portal in a consistent way
- One login, one identity across all experiences (support for EASI ID, Managed & Federated IDs)
- Consistent UX guidelines for navigation the experience, including marketing & workload applications

## Getting started is easy

- Sign-up process is three steps, an email address, and a password
- Customer are not required to have a Live ID to sign-up & setup, creating a business EASI ID instead
- Customers set their own initial password for their trial
- Customers are prescribed setup tasks based on answers to a “setup needs assessment”

## Optimized Navigation

- Shared information architecture/navigation between MOCP & MOAC
- Try/Buy widgets from external sites drive users towards the consolidated, consistent experience
- Flatter navigation scheme (2 levels instead of 3)
- Improved page types:
  - New Grid design with toolbars & filtering
  - Full-content area wizards & property sheets for simpler layouts & localization options
- Transitions between administrative and IW interfaces are easy & graceful
- Terminology is clear and meaningful for all user types

## Extensible, consistent workload experiences

- New workloads are discoverable via the Service Catalog, with external links to marketing content
- Consistent deep-link pages for managing each service, organized in a common way
- A link is available in every workload UI to link back to the unified portal

# Issues Resolved Since Last Review

- The role of pre-sales marketing sites, and guidance around common UX elements for marketing
  - Marketing pre-sales sites are autonomous & stand-alone with a primary purpose of driving customers towards the unified, authenticated experience
  - Standardized widgets placed on each site drive customers to the unified portal in a consistent, branded, recognizable way
  - Standardized pre-sales content & links out to more information are available from within the authenticated Service Catalog experience
- The placement of MOCP within the unified experience
  - MOAC and MOCP are merged into a unified portal experience
  - Discovery of new services is done in the *Service Catalog*, which is found in the “Services” top-level tab in the unified portal
  - “Billing” is now a top-level tab in the unified portal
- Sign-up experience & credentials
  - Live ID login to enable sign-up & sign-in to unified portal
  - Activation of subscriptions are immediate
- The transition between Admin, IW, and Workload experiences
  - Separate top-level navigation for Admins, IW, and workloads with common elements to gracefully transition between each experience
  - Toggling mechanism in the header between Admin & IW
  - Pop-up workloads, with a link back to Admin site
- Scenario is not as BPOS centric, focused on an individual service (SharePoint)

# Current State of the Experience

## Design Status:

### Visual design is not representative

- Focus is on end-to-end UX flow, navigation, and interaction
- We will align the visual design with results from the forthcoming branding exercise

Continuing to work on integration of partners, community, evangelism, cross/up-sell, help & support

## Usability / User Research Status:

### Information Architecture Card Sort Studies

- **GOAL:** Drive organization of tasks/information based on users mental model
- **IMPACT:** Reflected as the organization of current information architecture

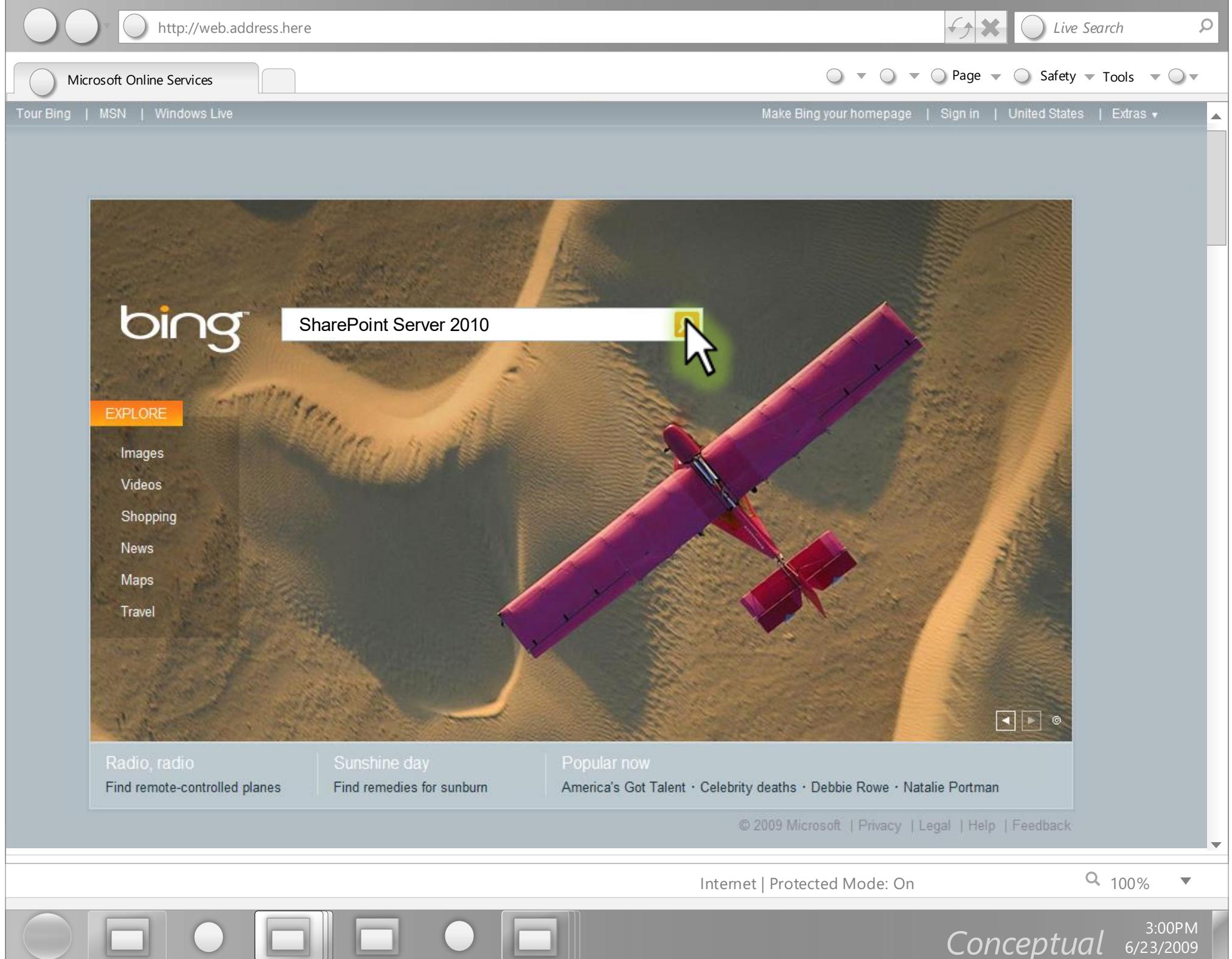
### UX Vision Usability Iterative Evaluations (May/June)

- **GOAL:** Validate user experience of information architecture/terminology/discoverability and flow of 15 BPOS tasks with users (IT Pros, Business Decision Makers, Technical Decision Makers)
- **IMPACT:** 60 bugs filed and addressed. Current experience (based on interaction w/demo) meets users expectations for where to find information, number of steps/flow to complete tasks, and terminology based on 15 tasks.

### UX Vision Usability Evaluation (Planned July 27)

- **GOAL:** Validate extensibility of user experience based on user initiating experience from SharePoint (rather than BPOS) and determine user expectations for up sell marketing opportunities (where would users find it valuable/useful to have up sell opportunities, and community).
- **IMPACT:** TBD

# VISION DEMONSTRATION



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**bing**

SharePoint Server 2010

ALL RESULTS

ALL RESULTS 1-10 of 1,880,000 results · Advanced

**Microsoft Office SharePoint Server**  
Learn more about Microsoft Office SharePoint Server 2010, Microsoft Office SharePoint Designer 2010, and Microsoft Windows SharePoint Services 3.0.  
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Microsoft Office SharePoint Server 2010; Microsoft Office Project Server 2010; Microsoft Search Server 2008; Microsoft Search Server 2008 Express  
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**Microsoft Office SharePoint Server - Connecting People, Process, and ...**  
What is SharePoint? Microsoft Office SharePoint Server 2010 is an integrated suite of server

Bing feedback

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[www.microsoft.com/downloads/details.aspx?familyid=2e6e5a9c-ebf6-4f7f-8467-f4de6bd6b831&...](http://www.microsoft.com/downloads/details.aspx?familyid=2e6e5a9c-ebf6-4f7f-8467-f4de6bd6b831&...) · [Cached page](#) · [Mark as spam](#)

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**Microsoft SharePoint 2010**

**Microsoft Office SharePoint Server 2010**

See Microsoft Office SharePoint Server 2010 in action. Find out how this integrated suite of server capabilities can help your organization by providing comprehensive content management and enterprise search, accelerating shared business processes, and facilitating information-sharing across boundaries for better business insight.

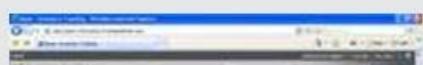
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**Sales and Inventory Tracking Application Comparison Demo**







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**Featured Demo**

**Sales and Inventory Tracking Application Comparison Demo** 





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Microsoft Online Services

Microsoft Online Services

Sign In

Business Productivity Online Suite - FREE 30-Day Trial

1. Create Username

2. Create Password

Registration Complete

1. Select your preference of trial services:

Choose One:

As Standalone Only      ...Or...       As part of an integrated suite (recommended)

 **SharePoint Online**

 Business Productivity Online Suite [Details](#)

 **SharePoint Online, plus:**

 Exchange Online

 Office Communications Online

**Create your Microsoft Online Services Username**

Please enter your e-mail address you would like to use as your Microsoft Online Services username.

Username:

Example: (example123@hotmail.com)

**Next →** **Cancel**

Why do I need a Username?  
Your Username is used to Sign In to your Microsoft Online Services Account.

Microsoft Online Services Account allows you to:

- Try new hosted services.
- Buy services for your company
- Manage security and administration.
- Launch E-mail, company sites, and more...

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Next →      Cancel

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Microsoft Online Services

Microsoft Online Services

Sign In

Business Productivity Online Suite - FREE 30-Day Trial

1. Create Username

2. Create Password

Registration Complete

2. Create your Password

Create your password to log into Microsoft Online Services

Enter Password:  \*\*\*\*

Password (again):

  
Characters:

Type the 8 characters you see above

Next →

III  
Password Strength: **Weak**

A strong password is required.

- 7 Characters minimum
- Must contain upper & lower case letters
- One or more numbers

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Sign In

Business Productivity Online Suite - FREE 30-Day Trial

1. Create Username

2. Create Password

Registration Complete

2. Create your Password

Create your password to log into Microsoft Online Services

Enter Password: \*\*\*\*\*

Password (again): \*\*\*\*\*

Characters: JR3RERDJ

Type the 8 characters you see above

Next →

JR3RERDJ

Password Strength: **Strong**

A strong password is required.

- 7 Characters minimum
- Must contain upper & lower case letters
- One or more numbers

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Welcome, Sanjay Jacob Sign Out

Overview Users & Groups Services Billing Support Use my services

## Lucerne Publishing Administration Overview

### Setup Accelerator

**1 Create your SharePoint Online Setup Plan**  
Customize your organization's default SharePoint Extranet Site  
SharePoint Online Estimated Time: 1 Minutes

**Start**

### Notifications & Activities

**Today**

ACTIVITY	ACTIONS	DATE/TIME
Sanjay Jacob created a Microsoft Online Services Account	Add More Services	10:10 AM
Sanjay Jacob started a SharePoint Online Trial	Convert to Paid Subscription	10:15 AM

[Older Notifications ▾](#)

### Quick Tasks

You currently have no quick tasks set up.

**Create a quick task**

### Status Reports

**SharePoint Online** Healthy

Uptime:	100%
Bandwidth Used:	0
Files Uploaded:	0
Accounts created:	0

### Community

Internet | Protected Mode: On

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Microsoft Online Services

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Lucerne Publishing Administration Overview

Setup Accelerator

1 Create your SharePoint Online Setup Plan

Customize your organization's default SharePoint Environment

SharePoint Online Estimated Time: 1 Minute

Overview –

After setting up your services, here you will find a customizable dashboard of all your service and service details, such as:

- set up plans
- steps to get the service deployed properly
- downtime uptime status
- quick launch tasks
- and notifications.

Welcome, Sanjay Jacob Sign Out

Use my services

Tasks

currently have no quick tasks set up.

Create a quick task

Notifications & Activities

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Status Reports

SharePoint Online ✓ Healthy

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Community

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Overview Users & Groups

Lucerne Publishing Administration Overview

Setup Accelerator

1 Create your SharePoint Online Setup Plan  
Customize your organization's default SharePoint Extranet Site  
SharePoint Online Estimated Time: 1 Minutes

Users & Groups –  
Here you will find a user grid where you can:  
- Create users & user groups  
- assign services to users  
- reset passwords  
- assign services to users  
- edit company properties

Welcome, Sanjay Jacob Sign Out

Click tasks set up.

Create a quick task

Notifications & Activities

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Welcome, Sanjay Jacob Sign Out

Lucerne Publishing Administration Overview

Setup Accelerator

1 Create your SharePoint Online Setup Plan  
Customize your organization's default SharePoint Extranet Site  
SharePoint Online Estimated Time: 1 Minutes Start

Services –  
Here you can:  
- Launch external service administration  
- Buy new Services  
- Set up service trials

Notifications & Activities

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**Lucerne Publishing Administration Overview**

Setup Accelerator

**1 Create your SharePoint Online Setup Plan**  
Customize your organization's default SharePoint Extranet Site  
SharePoint Online Estimated Time: 1 Minutes Start

Billing –  
Here you can:  
- View Bills  
- Set up payment plans  
- Change contact information  
- View Legal and Financial Statuses

Create a quick task

Notifications & Activities

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**Lucerne Publishing Administration Overview**

Setup Accelerator

**1 Create your SharePoint Online Setup Plan**  
Customize your organization's default SharePoint Extranet Site  
SharePoint Online Estimated Time: 1 Minutes

Start

Support –  
Here you can:  
- Get more help about using Microsoft Online  
- File support tickets  
- Request support from MOS

Quick Task

You currently have no quick tasks.

Create a quick task

Notifications & Activities

Today

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Use my services

Use/Manage Services Toggle  
There are two modes:

Manage Services: Current mode  
This is where you do administrative tasks Company wide, moderate permissions and control Resources, Services, Subscriptions, and Billing.

Use Services:  
This what your company sees. This is a main launch for the front end of the services.

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### Setup Accelerator

**1 Create your SharePoint Online Setup Plan**  
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SharePoint Online Estimated Time: 1 Minutes

**Start**

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**Create a quick task**

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### Community

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Live Search

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# Create your Company Set Up Plan

1. Determine Setup Plan

**How are you planning on using the following products?**

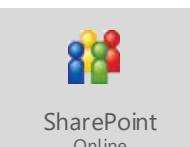
What steps we recommend to help you get set up depends on how you intend to use our services.

No plan currently in place

**Explore the service only**  
I want to see how it works but not commit company resources to decide if this is the right company choice

**Try a pilot services with my Company Data**  
A risk-free way of setting up your company, but the ability to not fully migrate if you decide not to choose MOS as a permanent option.

**Fully deploy my Company Microsoft Online Services**  
Use this option if you already know you want to use MOS as your company solution.

 SharePoint Online



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Live Search

Microsoft Online Services

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# Create your Company Set Up Plan

1. Determine Setup Plan

**How are you planning on using the following products?**

What steps we recommend to help you get set up depends on how you intend to use our services.

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# Create your Company Set Up Plan

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# Create your Company Set Up Plan

1. Determine Setup Plan 2. Setup Plan Complete

**Set Up Plan Created!**

Based on your decisions, we have built the perfect plan for getting the most out of Microsoft Online Services.

Finish

Here are the recommended setup steps generated based on your answers:

- 1 **Invite Users and Assign Licenses:** Assign the additional licenses to give employees access to explore SharePoint Online
- 2 **Create:** Customize your organization's default SharePoint Site

Internet | Protected Mode: On

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Microsoft Online Services

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## Lucerne Publishing Administration Overview

### Setup Accelerator

**1 Customize your SharePoint Website**  
Customize your organization's default SharePoint Portal  
SharePoint Online: Explore Estimated Time: 1 Minutes **Start**

**2 Invite users to your company services**  
Give out 4 additional licenses to give employees access to explore your trial.  
SharePoint Online: Explore Estimated Time: 1 Minutes **Start**

### Notifications & Activities

**Today**

ACTIVITY	ACTIONS	DATE/TIME
Sanjay Jacob created a set up plan for SharePoint Online	<a href="#">View Site</a>	10:10 AM
Sanjay Jacob created a Microsoft Online Services Account	<a href="#">Add More Services</a>	10:10 AM
Sanjay Jacob started a SharePoint Online Trial	<a href="#">Convert to Paid Subscription</a>	10:15 AM

[Older Notifications ▾](#)

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Accounts created:	0

Internet | Protected Mode: On

100% 3:00PM 6/23/2009 Conceptual 29

http://web.address.here

Microsoft Online Services

Microsoft Online Services Sites Support

Welcome, Sanjay Jacob Sign Out

Manage Services

You have changed to:  
Use Services Mode:

This what the rest of your company sees. This is a main launch for the front end of the services.

Turn off these tooltips

Edit web page

View reports

Home

Team Site Pages

Public Site Pages

Documents

All Site Content

Recycle Bin

Lucerne Publishing: Web Site Pages

Type page description here

Home

Welcome to your SharePoint

Type your site description and mission statement here

Getting Started

- Design your web site
- Add your logo
- Join the community

Team Documents

NEW! M1 Image Editing.docx

+ Add a document

Team Announcements

Post

Team Calendar

+ Add a calendar item

Internet | Protected Mode: On

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3:00PM 6/23/2009

Conceptual

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Internet | Protected Mode: On

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Conceptual

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Microsoft Online Services

Microsoft Online Services Sites Support Welcome, Sanjay Jacob Sign Out Manage Services

Site Actions Edit

## Lucerne Publishing: Web Site Pages

Type page description here

Home

- Team Site Pages
- Public Site Pages
- Documents

All Site Content

Recycle Bin

# Welcome to your SharePoint site

Type your site description and mission statement here.



## Getting Started

- Design your web site
- Add your logo
- Join the community

## Team Announcements

Post

## Quick Links

- Add a document
- Edit web page
- View reports

## Team Documents

**NEW!** M1 Image Editing.docx

+ Add a document

## Team Calendar

+ Add a calendar item

Internet | Protected Mode: On

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Conceptual

http://web.address.here

Microsoft Online Services

Microsoft Online Services Sites Support Welcome, Sanjay Jacob Sign Out Manage Services

Site Actions Edit

## Lucerne Publishing: Web Site Pages

Your publishing needs big or small. |

Home

Team Site Pages

Public Site Pages

Documents

All Site Content

Recycle Bin

Home Search

Welcome to your SharePoint site

Type your site description and mission statement here.

Getting Started

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Team Announcements

Post

Quick Links

Add a document

Edit web page

View reports

Team Documents

**NEW!** M1 Image Editing.docx

+ Add a document

Team Calendar

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Internet | Protected Mode: On

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Conceptual

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Microsoft Online Services

Microsoft Online Services Sites Support Welcome, Sanjay Jacob Sign Out Manage Services

Site Actions Edit

**Lucerne Publishing: Web Site Pages**  
Your publishing needs big or small.

Home

Team Site Pages  
Public Site Pages  
Documents

All Site Content  
Recycle Bin

Home

Search

Welcome to your SharePoint site  
Type your site description and mission statement here.

Getting Started

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Team Announcements

Post

Quick Links

Add a document  
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Documents

All Site Content  
Recycle Bin

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I

Post

Quick Links

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Edit web page  
View reports

Team Documents

**NEW!** M1 Image Editing.docx  
+ Add a document

Team Calendar

+ Add a calendar item

Internet | Protected Mode: On

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3:00PM 6/23/2009

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http://web.address.here

Microsoft Online Services

Microsoft Online Services Sites Support Welcome, Sanjay Jacob Sign Out Manage Services

Site Actions Edit

**Lucerne Publishing:** Web Site Pages  
Your publishing needs big or small.

Home Team Site Pages Public Site Pages Documents All Site Content Recycle Bin

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Getting Started

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- Add your logo
- Join the community

Team Announcements

Lucerne Publishing has a company portal now! All employees should put items of importance here. |

Post

Quick Links Add a document Edit web page View reports

Team Documents NEW! M1 Image Editing.docx + Add a document

Team Calendar + Add a calendar item

Internet | Protected Mode: On 100% 3:00PM 6/23/2009 Conceptual

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Microsoft Online Services

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Site Actions Edit

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Your publishing needs big or small.

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Posted by [Sanjay Jacob](#) - July 13<sup>th</sup>, 2009, 7:30 PST

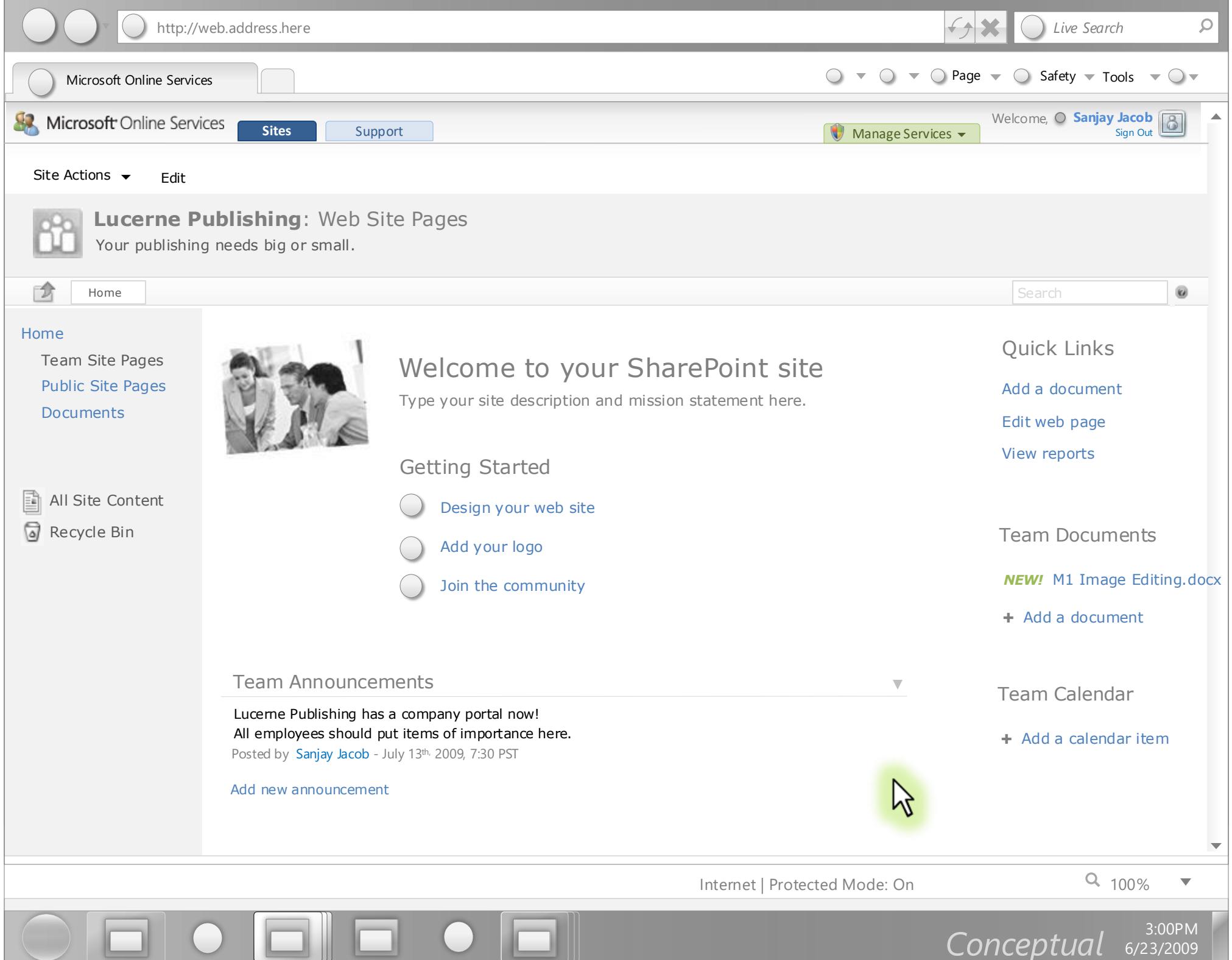
Add new announcement

Quick Links Add a document Edit web page View reports

Team Documents **NEW!** M1 Image Editing.docx + Add a document

Team Calendar + Add a calendar item

Internet | Protected Mode: On 100% 3:00PM 6/23/2009 Conceptual



http://web.address.here

Microsoft Online Services

Microsoft Online Services Sites Support Welcome, Sanjay Jacob Sign Out Manage Services

Site Actions Edit

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Your publishing needs big or small.

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Quick Links Add a document Edit web page View reports

Team Documents **NEW!** M1 Image Editing.docx + Add a document

Team Calendar + Add a calendar item

Internet | Protected Mode: On 100% 3:00PM 6/23/2009 Conceptual

http://web.address.here

Microsoft Online Services

Microsoft Online Services Sites Support

Welcome, Sanjay Jacob Sign Out

Manage Services Overview Users & Groups Services Billing Support

Site Actions Edit

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Your publishing needs big or small.

Home Team Site Pages Public Site Pages Documents

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Quick Links

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- View reports

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**NEW!** M1 Image Editing.docx

+ Add a document

Team Calendar

+ Add a calendar item

Internet | Protected Mode: On

100%

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Overview Users & Groups Services Billing Support Use my services

Lucerne Publishing Administration Overview

Setup Accelerator

1 Invite users to your company services Give out 4 additional licenses to give employees access to explore your trial. SharePoint Online: Explore Estimated Time: 1 Minutes Start

If you need to revisit the task you just completed, you can find it here. Turn off these tooltips

Create a quick task

Notifications & Activities

Today

ACTIVITY	ACTIONS	DATE/TIME
Invited 4 users to SharePoint Online Trial	View user status	10:15 AM
Sanjay Jacob created a Microsoft Online Services Account	Add More Services	10:10 AM
Sanjay Jacob activated a SharePoint Online Trial	Invite Users	10:10 AM

Older Notifications ▾

Status Reports

SharePoint Online ✓ Healthy

Uptime:	100%
Bandwidth Used:	0
Files Uploaded:	0
Accounts created:	0

Internet | Protected Mode: On

100%

Conceptual 6/23/2009 3:00PM 41

http://web.address.here

Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Overview Users & Groups Services Billing Support

Use my services

## Lucerne Publishing Administration Overview

### Setup Accelerator

**1 Invite users to your company services**  
Give out 4 additional licenses to give employees access to explore your trial.  
SharePoint Online: Explore      Estimated Time: 1 Minutes

**Start**

### Notifications & Activities

**Today**

ACTIVITY	ACTIONS	DATE/TIME
Invited 4 users to SharePoint Online Trial	<a href="#">View user status</a>	10:15 AM
Sanjay Jacob created a Microsoft Online Services Account	<a href="#">Add More Services</a>	10:10 AM
Sanjay Jacob activated a SharePoint Online Trial	<a href="#">Invite Users</a>	10:10 AM

[Older Notifications](#)

### Quick Tasks

You currently have no quick tasks set up.

**Create a quick task**

### Status Reports

**SharePoint Online** Healthy

Uptime:	100%
Bandwidth Used:	0
Files Uploaded:	0
Accounts created:	0

Internet | Protected Mode: On

100%

3:00PM 6/23/2009

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http://web.address.here

Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

All Enabled Users: Lucerne Publishing

New Edit Delete Reset Password Import/Export More ▾

Search users ABC

Vie All Enabled Users ▾ New | Edit

To add a new user, click **New**.

	Username/Domain	Status
<input type="checkbox"/> Sanjay	Jacob	adrianne@lucernepublishing.com Healthy

1 of 1

Internet | Protected Mode: On

100%

3:00PM 6/23/2009 Conceptual

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Manage Users

Manage Groups

Manage Contacts

Manage Domains

All Enabled Users: Lucerne Publishing

New Edit Delete Reset Password Import/Export More ▾

Search users ABC

View: All Enabled Users ▾ New | Edit

1 of 1

	First Name ▾	Last Name	Username/Domain	Status
<input type="checkbox"/>	Sanjay	Jacob	adrianne@lucernepublishing.com	Healthy

Internet | Protected Mode: On

100%

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Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out Use my services

## Add New User

Please answer fill out the information about the new user:

First Name: Kim

Last Name: Ralls

Display Name: Kim Ralls

Username: kimralls@lucernepublishing.com

OPTIONAL INFORMATION

Work Phone: [ ] Job Title: [ ]

Country: [ ] Department: [ ]

Address: [ ] + Line

City: [ ] Office Number: [ ]

State/Province: [ ] Office Phone: [ ]

Zip: [ ] Mobile Phone: [ ]

Fax Phone: [ ]

← Previous Cancel Next →

Internet | Protected Mode: On

100%

3:00PM 6/23/2009 Conceptual

http://web.address.here

Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

## Add New User

Please answer fill out the information about the new user:

User's Usage Location: United States [Why is this important?](#)

Do you want this user to have service administrator permissions?  
Caution: Users have permissions to access and change user services and more...

Do you want to enable this user account?

← Previous Cancel Next →

Internet | Protected Mode: On

100%

3:00PM 6/23/2009 Conceptual

The screenshot shows a web browser window for Microsoft Online Services. The address bar contains 'http://web.address.here'. The top navigation bar includes links for Microsoft Online Services, Page, Safety, Tools, and a search icon. The main header features the Microsoft Online Services logo, a 'Welcome' message for 'Sanjay Jacob', and sign-in/out options. Below the header, a breadcrumb trail indicates the process: 'Add New User' -> '1. Add User' -> '2. Specify permissions' -> '3. Assign Subscriptions' -> 'Setup Plan Complete'. The current step, '2. Specify permissions', is highlighted with a green background. A sub-header says 'Please answer fill out the information about the new user:'. A dropdown menu for 'User's Usage Location' is set to 'United States', with a link 'Why is this important?' below it. Two radio buttons are shown for 'Service Administrator Permissions': 'Yes' (unchecked) and 'No' (unchecked). A cautionary note states: 'Do you want this user to have service administrator permissions? Caution: Users have permissions to access and change user services and more...'. Another question asks 'Do you want to enable this user account?' with two radio buttons: 'Enable' (checked) and 'Disable'. At the bottom are buttons for '← Previous', 'Cancel', and 'Next →', with the 'Next →' button being the target of a mouse cursor. The status bar at the bottom right shows 'Internet | Protected Mode: On' and the date/time '3:00PM 6/23/2009 Conceptual'.

http://web.address.here

Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

## Add New User

Choose the bulk services available to be associated with list of users.

Select from available services license, free up from your existing pool by [managing current licenses](#) or [purchase additional licenses](#)

SharePoint Online (4/5 Subscriptions Available)

← Previous Cancel Next →

Internet | Protected Mode: On

100%

3:00PM 6/23/2009 Conceptual

http://web.address.here

Live Search

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Microsoft Online Services Overview Users & Groups Services Billing Support Use my services

Add New User

1. Add User → 2. Specify permissions → 3. Assign Subscriptions → Setup Plan Complete

 Users Created!  
Review User List and Assigned Subscriptions

Finish

Internet | Protected Mode: On

100%

3:00PM 6/23/2009 Conceptual

http://web.address.here

Live Search

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Overview Users & Groups Services Billing Support

Use my services

All Enabled Users: Lucerne Publishing

New Edit Delete Reset Password Import/Export More ▾

Search users ABC

View: All Enabled Users ▾ New | Edit

First Name ▾ Last Name Username/Domain Status

First Name ▾	Last Name	Username/Domain	Status
Kim	Ralls	kimralls@lucernepublishing.com	Healthy
Sanjay	Jacob	adrianne@lucernepublishing.com	Healthy

Internet | Protected Mode: On

100%

3:00PM 6/23/2009

Conceptual

# IW View – Kim Ralls





Please activate your SharePoint Online account for Microsoft Online Services

From: Sanjay Jacobs and the Microsoft Online Services Team (do-not-reply@mos.com)  
To: Kim Ralls  
Subject: Please activate your SharePoint Online account for Microsoft Online Services

Sent XX-XX-XXXX

Please activate your account for SharePoint Online at **Microsoft Online Services**

Hello Kim Ralls  
Welcome to Microsoft Online Services!

You are receiving this e-mail message because your service administrator has created your Microsoft Online Services user account or you have reset your Microsoft Online Services password.:.



For either a new account or a reset password, [Click here to Sign In](#) and use the information below to sign in to your account. The first time you sign in, you will be required to change your password. If you are unable to sign in with your temporary password, please contact your service administrator immediately to report this issue.

User name: **Kimralls@lucernepublishing.com**

Temporary password: **ardc722**

After you have signed in to My Company Portal, go to the Downloads tab and download the Microsoft Online Services Sign In application. The Sign In application automatically sets up your services and allows you to access them seamlessly.

Sincerely,  
Your service administrator

If you have received this message in error, please reply to this mail, contact your service administrator, or click [here](#) for other options.





Please activate your SharePoint Online account for Microsoft Online Services

From: Sanjay Jacobs and the Microsoft Online Services Team (do-not-reply@mos.com)  
To: Kim Ralls  
Subject: Please activate your SharePoint Online account for Microsoft Online Services

Sent XX-XX-XXXX

Please activate your account for SharePoint Online at **Microsoft Online Services**

Hello Kim Ralls

Welcome to Microsoft Online Services!

You are receiving this e-mail message because your service administrator has created your Microsoft Online Services user account or you have reset your Microsoft Online Services password.:.

For either a new account or a reset password, [Click here to Sign In](#) and use the information below to sign in to your account. The first time you sign in, you will be required to change your password. If you are unable to sign in with your temporary password, please contact your service administrator immediately to report this issue.

User name: **Kimralls@lucernepublishing.com**

Temporary password: **ardc722**

After you have signed in to My Company Portal, go to the Downloads tab and download the Microsoft Online Services Sign In application. The Sign In application automatically sets up your services and allows you to access them seamlessly.

Sincerely,  
Your service administrator

If you have received this message in error, please reply to this mail, contact your service administrator, or click [here](#) for other options.



http://web.address.here

Microsoft Online Services

Microsoft Online Services

Sign In

Welcome to Microsoft® Online Services

Please sign in to your account

Username: Kimralls@lucernpublishing.com

Password: \*\*\*\*

Forgot your [username](#) or [password](#)? [Forget Me](#)

Remember me on this computer

Remember my Password

[Use enhanced security](#)

[Sign In](#)

Internet | Protected Mode: On

3:00PM 6/23/2009

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http://web.address.here

Microsoft Online Services

Microsoft Online Services

Sign In

# Welcome to Microsoft® Online Services

Please change your temporary password

Username: Kimralls@lucernpublishing.com

Old Password:

New Password:

New Password (again):

Sign In

>Password Strength:

A strong password is required.

- 7 Characters minimum
- Must contain upper & lower case letters
- One or more numbers

Internet | Protected Mode: On

3:00PM 6/23/2009

Conceptual 54



http://web.address.here

Microsoft Online Services

Microsoft Online Services

Sign In

# Welcome to Microsoft® Online Services

Please change your temporary password

Username: Kimralls@lucernpublishing.com

Old Password: \*\*\*\*

New Password: \*\*\*\*\*

New Password (again):

Sign In

>Password Strength: **Weak**

A strong password is required.

- 7 Characters minimum
- Must contain upper & lower case letters
- One or more numbers

Internet | Protected Mode: On

3:00PM 6/23/2009

Conceptual 55



http://web.address.here

Microsoft Online Services

Microsoft Online Services

Sign In

# Welcome to Microsoft® Online Services

Please change your temporary password

Username: Kimralls@lucernpublishing.com

Old Password: \*\*\*\*

New Password: \*\*\*\*\*

New Password (again): \*\*\*\*\*

Sign In

>Password Strength: **Strong**

A strong password is required.

- 7 Characters minimum
- Must contain upper & lower case letters
- One or more numbers

Internet | Protected Mode: On

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http://web.address.here

Microsoft Online Services

Microsoft Online Services

Sites Support

Welcome, Kim Ralls Sign Out

Quick Links

E-Mail Inbox Team Calendar

VoiceMail Documents

Downloads

Microsoft Communicator 2010

Microsoft Outlook 2010

Community

Microsoft Online Community

Quickly find answers, ask questions, and read wikis and blogs. Such as:

- How I use Outlook and Microsoft Online Services together
- Become a Community Champion!

Support

Search product support

Email Support

Online Self-Help

Internet | Protected Mode: On

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http://web.address.here

Live Search

Microsoft Online Services

Welcome, **Kim Ralls** Sign Out

**Microsoft Online Services** Sites Support

Site Actions Edit

**Lucerne Publishing: Web Site Pages**  
Your publishing needs big or small.

Home

Team Site Pages  
Public Site Pages  
Documents

Recycle Bin

**Welcome to your SharePoint site**  
Type your site description and mission statement here.

**Getting Started**

- Customize this page
- Design your web site
- Add your logo

**Team Announcements**

Welcome to the new team site! Start backing up your documents here.  
Sanjay Jacob, 6/2/2009 12:49 PM

**Quick Links**

Add a document  
Edit web page  
View reports

**Team Documents**

**NEW!** M1 Image Editing.docx  
+ Add a document

**Team Calendar**

+ Add a calendar item

Internet | Protected Mode: On

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Back to Sanjay Jacobs (IT)

http://web.address.here

Microsoft Online Services

**Microsoft Online Services**

- Overview**
- Users & Groups
- Services
- Billing
- Support

Welcome, Sanjay Jacob Sign Out

## Lucerne Publishing Administration Overview

**SharePoint Online Trial will Expire in 1 Day**

Employees have been using this: **VERY OFTEN** [View Full Usage Report](#)

[Convert Trial to Subscription](#) ×

You have no setup items remaining. [Add new service](#) 2

### Notifications & Activities

ACTIVITY	ACTIONS	DATE/TIME
★ Support ticket: "I can't log in" is assigned to you	<a href="#">Schedule Upgrade</a>	10:17 AM
★ Support ticket: "I can't log in" is assigned to you	<a href="#">Provide Feedback</a>	10:17 AM
Quentin Little has requested a password reset	<a href="#">Reset Password</a>	10:16 AM
Joe Ralls imported 57 users for Luceme Publishing	<a href="#">Edit User-Defined Notifications</a>	10:15 AM
★ Azure has been released .	<a href="#">Activate Free 30 Day Trial</a>	10:11 AM
★ Your SharePoint Online Trial is 1 Days from expiration.	<a href="#">Convert to subscription</a>	10:10 AM
★ Support ticket: "I can't log in" is assigned to you	<a href="#">Schedule Upgrade</a>	10:17 AM

[Yesterday](#)

[Last Month](#)

[Older Notifications](#)

### Quick Tasks

- [New User](#)
- [New Group](#)
- [Assign Licensing](#)
- [New quick task](#)

### Status Reports

SharePoint Online
✓ Healthy

Uptime:	100%
Bandwidth Used:	10003KB/Day
Files Uploaded:	107KB/Day
Accounts created:	5 132330 MB 37

SITES CREATED

USAGE DATA (as of 10-09-10 10:40 AM)

Internet | Protected Mode: On

100% ▼

3:00PM 6/23/2009

Conceptual 60

http://web.address.here

Microsoft Online Services

**Microsoft Online Services**

Welcome, Sanjay Jacob Sign Out

Overview Users & Groups Services Billing Support Use my services

## Lucerne Publishing Administration Overview

**SharePoint Online Trial will Expire in 1 Day**  
Employees have been using this: **VERY OFTEN** ▶ View Full Usage Report

Convert Trial to Subscription ×

You have no setup items remaining. [Add new service](#) 2

### Notifications & Activities

Today

ACTIVITY	ACTIONS	DATE/TIME
Support ticket: "I can't log in" is assigned to you	Schedule Upgrade	10:17 AM
Support ticket: "I can't log in" is assigned to you	Provide Feedback	10:17 AM
Quentin Little has requested a password reset	Reset Password	10:16 AM
Joe Ralls imported 57 users for Luceme Publishing	Edit User-Defined Notifications	10:15 AM
Azure has been released .	Activate Free 30 Day Trial	10:11 AM
Your SharePoint Online Trial is 1 Days from expiration.	Convert to subscription	10:10 AM
Support ticket: "I can't log in" is assigned to you	Schedule Upgrade	10:17 AM

Yesterday

Last Month

[Older Notifications](#)

### Quick Tasks

New User    New Group    Assign Licensing    New quick task

### Status Reports

**SharePoint Online** Healthy

Uptime: 100%  
 Bandwidth Used: 10003KB/Day  
 Files Uploaded: 107KB/Day  
 Accounts created: 5  
 132330 MB  
 37

**Sites Created**

USAGE DATA (as of 10-09-10 10:40 AM)

Internet | Protected Mode: On

100%

3:00PM 6/23/2009

Conceptual 61

http://web.address.here

Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Page Safety Tools

My Services

Overview SharePoint Online

+ Add New Services

My Services

This is where you can launch external control panels for administering services.

SharePoint Online

A highly secure, central location where employees can efficiently collaborate with team members, find organizational resources, manage content and workflow, and gain the business insight to make better-informed decisions. Employees can create and manage custom team- and project-focused intranet sites for collaboration and document sharing.

Sites Created

Date	Sites Created
10-09-10	~10
Present	~35

Current Quota

Total Used: 1.20 GB / 1.25 GB

View reports Launch Control Panel →

Try more services

Internet | Protected Mode: On

100%

3:00PM 6/23/2009

Conceptual

http://web.address.here

Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

My Services

Overview

SharePoint Online

Add New Services

Recommendations

By Org Size

By Name

By Category

Service Usage

Others Like You

Top Picks

## Recommendations

Here are some products we suggest based on several factors:

**SharePoint Online (Paid Subscription)**  
Lucerne Publishing Employees seem to be really taking advantage of this service! You have 3 days left to subscribe to it before it ends!

[Convert to Paid Subscription](#)

[Learn More](#)

**Business Productivity Online Suite**  
Includes Exchange Online, SharePoint Online, Office Live Meeting, and Office Communications Online.

[Try FREE for 30 Days](#)

[Learn More](#)

**Dynamics CRM Online**  
People who have Dynamics CRM and Office 2007 Add in also have this which adds so much functionality, its insane

[Try FREE for 30 Days](#)

[Learn More](#)

Internet | Protected Mode: On

100%

3:00PM 6/23/2009

Conceptual

http://web.address.here

Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob

My Services

Overview

SharePoint Online

Add New Services

Recommendations

By Org Size

By Category

By Name

- Azure
- Business Productivity Online Suite
- Exchange Online
- Dynamics AX Online
- Dynamics CRM Online
- Dynamics NAV Online
- Office Communications Online
- SharePoint Online

SharePoint Online Trial will Expire in 1 Day

Employees have been using this: VERY OFTEN

View Full Usage Report

Convert Trial to Subscription

Email Print

Starting from \$7.50 user/month (5 users min)

Convert Trial to Subscription

Calculate Estimated Cost

Need help? Chat with us

Or try SharePoint Online as part of the Business Productivity Online Suite.

Quick Links

Specifications

Requirements

Recommendations

More Buying Options

Why SharePoint Online?

Product Overview

Highly Secure Central Location

Manage content and workflow

Custom team-and-project focused sites

Help and How To with SharePoint Online

Learn what people like you are using SharePoint for

Featured Video Demos

SharePoint Online Overview (3:45)

More videos

- Software + Services Overview (1:45)
- Getting your business online (12:45)
- Tips & Tricks: Suite Integration (5:45)
- Tips & Tricks: Building an intranet (5:34)
- Workflow Management (5:34)

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob

My Services

Overview

SharePoint Online

Add New Services

Recommendations

By Org Size

By Category

By Name

- Azure
- Business Productivity Online Suite
- Exchange Online
- Dynamics AX Online
- Dynamics CRM Online
- Dynamics NAV Online
- Office Communications Online
- SharePoint Online

SharePoint Online Trial will Expire in 1 Day

Employees have been using this: VERY OFTEN

View Full Usage Report

Convert Trial to Subscription

Email Print

Starting from \$7.50 user/month (5 users min)

Convert Trial to Subscription

Calculate Estimated Cost

Need help? Chat with us

Or try SharePoint Online as part of the Business Productivity Online Suite.

Quick Links

Specifications

Requirements

Recommendations

More Buying Options

Why SharePoint Online?

Product Overview

Highly Secure Central Location

Manage content and workflow

Custom team-and-project focused sites

Help and How To with SharePoint Online

Learn what people like you are using SharePoint for

Featured Video Demos

SharePoint Online Overview (3:45)

More videos

- Software + Services Overview (1:45)
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**Microsoft Online Services**

- Overview
- Users & Groups
- Services**
- Billing
- Support

Welcome, Sanjay Jacob

My Services

Overview

SharePoint Online

**Add New Services**

- Recommendations
- By Org Size
- By Category
- By Name**
  - Azure
  - Business Productivity Online Suite
  - Exchange Online
  - Dynamics AX Online
  - Dynamics CRM Online
  - Dynamics NAV Online
  - Office Communications Online
  - SharePoint Online**

**SharePoint Online Trial will Expire in 1 Day**

Employees have been using this: **VERY OFTEN** [View Full Usage Report](#)

Lucerne Publishing employees have been using this: **VERY OFTEN**

USAGE DATA (as of 10-09-10 10:40 AM)

Uptime:	100%	Sites Created
Bandwidth Used:	10003KB/Day	37
Files Uploaded:	107KB/Day	0
Accounts created:	5	10-09-10
Collaboration Usage:	132330 MB	Present
Sites created:	37	

- Simplified IT management  
- Comprehensive security

Quick Links | Specifications | Requirements | Recommendations | More Buying Options

Why SharePoint Online?

- Product Overview
- Highly Secure Central Location
- Manage content and workflow
- Custom team-and-project focused sites
- Help and How To with SharePoint Online
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Featured Video Demos

More videos

- Software + Services Overview (1:45)
- Getting your business online (12:45)
- Tips & Tricks: Suite Integration (5:45)
- Tips & Tricks: Building an intranet (5:34)
- Workflow Management (5:34)
- All SharePoint Online Videos

SharePoint Online Overview (3:45)

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Welcome, Sanjay Jacob

My Services

Overview

SharePoint Online

Add New Services

Recommendations

By Org Size

By Category

By Name

- Azure
- Business Productivity Online Suite
- Exchange Online
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- Dynamics CRM Online
- Dynamics NAV Online
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Welcome, Sanjay Jacob Sign Out

**CHECKOUT**

1. Configure Add-ons
2. Enter Service Address
3. Enter Payment Info
4. Sign Agreement
5. Order Complete

**SharePoint Online**

Please choose the type of user licenses and the storage per user. (Minimum: 5 Licenses; 250MB per User)

User Licenses	Licenses	Price	Details
<b>Standard</b>	+ 100	\$36.25/mo	<a href="#">Details</a>
<b>Enterprise</b>	+ 0	\$56.25/mo	<a href="#">Details</a>

**Storage**

Storage	Qty	Price	Employee Usage
No Additional Storage		Included	<b>Current Quota</b>  Total Used: <b>1.20 GB / 1.25 GB</b> User Average: <b>240 MB / 250 MB</b>
<b>Extra Storage</b> (+ Pack of 250 MB / User)		<b>\$7.50 per mo.</b>	

[← Previous](#) [Cancel](#) [Next →](#)

**Order Summary**

[edit order](#)

 SharePoint Online	\$XX.XX / Mo
Base Subscription:	
100 Users; 250 MB/user	
Subtotal	\$XX.XX / Mo
Discount	\$XX.XX / Mo
Tax	\$XX.XX / Mo
Total	<b>\$XX.XX / Mo</b>

[E-mail this configuration](#)

**Optional Information**

Enter Promo Code

Enter Partner ID [Select from list](#)

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Overview Users & Groups Services Billing Support

Welcome, Sanjay Jacob Sign Out

**CHECKOUT**

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**Storage**

Qty    Price    Employee Usage

No Additional Storage    Included

Current Quota

Total Used: **1.20 GB / 1.25 GB**  
User Average: **240 MB / 250 MB**

**Extra Storage**  
(+ Pack of 250 MB / User)    **\$7.50 per mo.**

 [← Previous](#)    [Cancel](#)    [Next →](#)

**Order Summary**

 SharePoint Online    \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo  
Total **\$XX.XX / Mo**

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Optional Information

Enter Promo Code

Enter Partner ID    Select from list

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Welcome, Sanjay Jacob Sign Out

**CHECKOUT**

1. Configure Add-ons
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## 1. Configure Add-ons for your selected services

**SharePoint Online**

Please choose the type of user licenses and the storage per user. (Minimum: 5 Licenses; 250MB per User)

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**Storage**

Storage	Qty	Price	Employee Usage
No Additional Storage		Included	
<b>Extra Storage</b> (+ Pack of 250 MB / User)	1	<b>\$7.50 per mo.</b>	Current Quota  Total Used: <b>1.20 GB</b> / 1.25 GB User Average: <b>240 MB</b> / 250 MB  New Employee Quota  Total Used: <b>1.20 GB</b> / 20 GB User Average: <b>240 MB</b> / 1.25 GB

**Order Summary**

 SharePoint Online \$XX.XX / Mo  
 Base Subscription:  
 100 Users; 250 MB/user

Subtotal \$XX.XX / Mo  
 Discount \$XX.XX / Mo  
 Tax \$XX.XX / Mo  
**Total \$XX.XX / Mo**

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Optional Information

Enter Promo Code

Enter Partner ID Select from list

← Previous Cancel Next →

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Welcome, Sanjay Jacob Sign Out

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<b>Enterprise</b>	+ 0	\$56.25/mo	<a href="#">Details</a>

**Storage**

No Additional Storage      Included

Extra Storage (+ Pack of 250 MB / User)      1 |  \$7.50 per mo.

**Employee Usage**

**Current Quota**

Total Used: **1.20 GB** / 1.25 GB  
User Average: **240 MB** / 250 MB

**New Employee Quota**

Total Used: **1.20 GB** / 20 GB  
User Average: **240 MB** / 1.25 GB

**Order Summary**

**SharePoint Online** \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo  
**Total \$XX.XX / Mo**

[Edit Order](#)

[E-mail this configuration](#)

Optional Information

Enter Promo Code

Enter Partner ID Select from list

← Previous      Cancel      Next →

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Overview Users & Groups Services Billing Support

Welcome, Sanjay Jacob Sign Out

**CHECKOUT**

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<b>Enterprise</b>	+ 0	\$56.25/mo	<a href="#">Details</a>

**Storage**

No Additional Storage    Included

**Extra Storage** (+ Pack of 250 MB / User)    5 |     \$7.50 per mo.

**Employee Usage**

Current Quota

Total Used: **1.20 GB** / 1.25 GB  
User Average: **240 MB** / 250 MB

New Employee Quota

Total Used: **1.20 GB** / 1.5 GB  
User Average: **240 MB** / 1.25 GB

**Order Summary**

**SharePoint Online** \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo

**Total** \$XX.XX / Mo

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Optional Information

Enter Promo Code

Enter Partner ID Select from list

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Please choose the type of user licenses and the storage per user. (Minimum: 5 Licenses; 250MB per User)

User Licenses	Licenses	Price	Details
<b>Standard</b>	+ 100	\$36.25/mo	<a href="#">Details</a>
<b>Enterprise</b>	+ 0	\$56.25/mo	<a href="#">Details</a>

**Storage**

No Additional Storage      Included

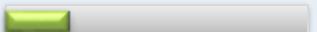
Extra Storage (+ Pack of 250 MB / User)      **\$7.50 per mo.**

5 

**Employee Usage**

**Current Quota**

! Total Used: **1.20 GB / 1.25 GB**  
User Average: **240 MB / 250 MB**

New Employee Quota  


Total Used: **1.25 GB / 120 GB**  
User Average: **240 MB / 1.25 GB**

**Order Summary**

 SharePoint Online \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo  
Total **\$XX.XX / Mo**

[Edit Order](#)

[E-mail this configuration](#)

Optional Information

Enter Promo Code

Enter Partner ID Select from list

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Welcome, **Sanjay Jacob** Sign Out

**CHECKOUT**

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2. Enter Service Address
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4. Sign Agreement
5. Order Complete

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User Licenses	Licenses	Price	Details
<b>Standard</b>	+ 100	\$36.25/mo	<a href="#">Details</a>
<b>Enterprise</b>	+ 0	\$56.25/mo	<a href="#">Details</a>

**Storage**

No Additional Storage      Included

**Extra Storage** (+ Pack of 250 MB / User)      5      **\$7.50 per mo.**

**Employee Usage**

**Current Quota**

Total Used: **1.20 GB / 1.25 GB**  
User Average: **240 MB / 250 MB**

**New Employee Quota**

Total Used: **1.25 GB / 120 GB**  
User Average: **240 MB / 1.25 GB**

[← Previous](#)      [Cancel](#)      [Next →](#)

**Order Summary**

**SharePoint Online** \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo  
**Total \$XX.XX / Mo**

[E-mail this configuration](#)

**Optional Information**

Enter Promo Code  
Enter Partner ID Select from list

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Microsoft Online Services

**Microsoft Online Services**

Welcome, Sanjay Jacob Sign Out

**CHECKOUT**

1. Configure Add-ons    2. Enter Service Address    3. Enter Payment Info    4. Sign Agreement    5. Order Complete

**2. Enter Service Address**

Please review and fill completely the address where your company will use these services:

First Name: Sanjay

Last Name: Jacob

Company: Lucerne Publishing

E-mail: sanjay@Lucerne Publishing.com

Work Phone:

Country: United States

Address: + Line

City:

State/Province:

Zip: 98118

← Previous    Cancel    Next →

**Order Summary**

**SharePoint Online** \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user

**Add-on:** \$XX.XX / Mo  
5 x 250MB Extra Storage

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo

Total \$XX.XX / Mo

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Optional Information

Enter Promo Code

Enter Partner ID Select from list

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Welcome, Sanjay Jacob Sign Out

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**2. Enter Service Address**

Please review and fill completely the address where your company will use these services:

First Name: Sanjay

Last Name: Jacob

Company: Lucerne Publishing

E-mail: sanjay@Lucerne Publishing.com

Work Phone: 

Country: United States

Address: [+ Line](#)

City:

State/Province:

Zip: 98118

[← Previous](#) [Cancel](#) [Next →](#)

**Order Summary** [edit order](#)

- SharePoint Online \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user
- + Add-on: 5 x 250MB Extra Storage \$XX.XX / Mo

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo  
**Total \$XX.XX / Mo**

[E-mail this configuration](#)

**Optional Information**

Enter Promo Code

Enter Partner ID [Select from list](#)

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Overview Users & Groups Services Billing Support

Welcome, Sanjay Jacob Sign Out

**CHECKOUT** 1. Configure Add-ons 2. Enter Service Address 3. Enter Payment Info 4. Sign Agreement 5. Order Complete

**2. Enter Service Address** ?

Please review and fill completely the address where your company will use these services:

First Name: Sanjay

Last Name: Jacob

Company: Lucerne Publishing

E-mail: sanjay@Lucerne Publishing.com

Work Phone: 555-123-4567

Country: United States

Address: 12345 One Microsoft Way + Line

City: Redmond

State/Province: WA

Zip: 98118

Order Summary

edit order

**SharePoint Online** \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user

+ **Add-on:** 5 x 250MB Extra Storage \$X.XX / Mo

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo

Total \$XX.XX / Mo

E-mail this configuration

Optional Information

Enter Promo Code

Enter Partner ID Select from list

← Previous Cancel Next →

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Microsoft Online Services

**Microsoft Online Services**

Welcome, Sanjay Jacob Sign Out

CHECKOUT      1. Configure Add-ons      2. Enter Service Address      3. Enter Payment Info      4. Sign Agreement      5. Order Complete

2. Enter Service Address [?](#)

Please review and fill completely the address where your company will use these services:

First Name: Sanjay

Last Name: Jacob

Company: Lucerne Publishing

E-mail: sanjay@Lucerne Publishing.com

Work Phone: 555-123-4567

Country: United States

Address: 12345 One Microsoft Way [+ Line](#)

City: Redmond

State/Province: WA

Zip: 98118

[← Previous](#) [Cancel](#) [Next →](#)

Order Summary

**SharePoint Online** \$XX.XX / Mo  
Base Subscription:  
100 Users; 250 MB/user

**Add-on:** \$XX.XX / Mo  
5 x 250MB Extra Storage

Subtotal \$XX.XX / Mo  
Discount \$XX.XX / Mo  
Tax \$XX.XX / Mo  
**Total \$XX.XX / Mo**

[E-mail this configuration](#)

Optional Information

Enter Promo Code

Enter Partner ID [Select from list](#)

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Overview Users & Groups Services Billing Support

Welcome, Sanjay Jacob Sign Out

**CHECKOUT** 1. Configure Add-ons 2. Enter Service Address 3. Enter Payment Info 4. Sign Agreement 5. Order Complete

Please enter the billing address to incorporate with your payment plan

Billing Address:  Use the same address above  
 Add a different address

Payment Method:  Pay by Credit Card

Visa  MC  AMEX  Diner's Club

Credit Card Holder's Full Name: Sanjay Jacob  
Credit Card No.: 103470714071047071  
Exp.: 10 / 2029 CID: 123

Send me a bill  
 Purchase Order  
 Forward this to an authorized purchaser

[← Previous](#) Cancel [Next →](#)

**Order Summary**

edit order

	SharePoint Online	\$XX.XX / Mo
Base Subscription: 100 Users; 250 MB/user		
	Add-on: 5 x 250MB Extra Storage	\$X.XX / Mo
Subtotal \$XX.XX / Mo		
Discount \$XX.XX / Mo		
Tax \$XX.XX / Mo		
Total \$XX.XX / Mo		

[E-mail this configuration](#)

Optional Information

Enter Promo Code  
Enter Partner ID Select from list

Internet | Protected Mode: On

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**Microsoft Online Services**

Overview Users & Groups Services Billing Support

Welcome, Sanjay Jacob Sign Out

**CHECKOUT** 1. Configure Add-ons 2. Enter Service Address 3. Enter Payment Info 4. Sign Agreement 5. Order Complete

## 4. Read and Sign the End Users License Agreement

**END-USER LICENSE AGREEMENT FOR MICROSOFT ONLINE SERVICES**

**IMPORTANT—READ CAREFULLY:** This Microsoft End-User License Agreement (“EULA”) is a legal agreement between you (either an individual or a single entity) and Microsoft Corporation for the Microsoft services product identified above, which includes computer services and may include associated media and printed materials, and may include “online” or electronic documentation (“Services”). By installing, copying, or otherwise using the Services, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install, copy or use it.

**SERVICES PRODUCT LICENSE**  
The Services is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. **The Services is licensed, not sold.**

**GRANT OF LICENSE.** This EULA grants you the following limited, non-exclusive rights provided that you comply with all the terms and conditions of this EULA:  
**Services.** You may install and use the enclosed Services on an unlimited number of computers to design, develop, and test services application products or customizations, so long as you are the only individual using the Services.

**Sample Code.** Solely with respect to the sample source code contained in the Services (“MS Samples”), Microsoft grants you a limited, nonexclusive, royalty free license to: (a) use and modify the source code version of those portions of the MS Samples for the sole purposes of designing, developing, and testing your services product(s), and to reproduce and distribute the MS Samples, along with any modifications thereof, in object or

### Order Summary

SharePoint Online	\$XX.XX / Mo
Base Subscription: 100 Users; 250 MB/user	
Add-on: 5 x 250MB Extra Storage	\$X.XX / Mo
Subtotal	\$XX.XX / Mo
Discount	\$XX.XX / Mo
Tax	\$XX.XX / Mo
Total	\$XX.XX / Mo

By Clicking **I accept, Complete my Order** you are agreeing you have read and understand the terms and conditions  
[Forward this agreement to my Legal Contact](#)

[← Previous](#) [Cancel](#) [I accept, Complete my Order](#)

E-mail this configuration

Optional Information

Enter Promo Code

Enter Partner ID Select from list

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Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

CHECKOUT

1. Configure Add-ons   2. Enter Service Address   3. Enter Payment Info   4. Sign Agreement   5. Order Complete

Order Complete for SharePoint Online!

Your Order #**2438-128884-1-2** has been processed for payment. Please retain this for your records.

Finish

Want more for your money?  
Add a free trial of **Business Productivity Online Suite!**

It will add:  
- 5 additional trial licenses to SharePoint Online

**PLUS!**

- 5 trial licenses to Exchange Online  
- 5 trial licenses to Office Communications Online.

FREE TRIAL  
hosted at Microsoft Online Services

Learn more

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Order Complete for SharePoint Online!

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Finish

Want more for your money?  
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It will add:  
- 5 additional trial licenses to SharePoint Online

*PLUS!*

- 5 trial licenses to Exchange Online  
- 5 trial licenses to Office Communications Online.

FREE TRIAL  
hosted at Microsoft Online Services

Learn more

Internet | Protected Mode: On

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

CHECKOUT

1. Configure Add-ons   2. Enter Service Address   3. Enter Payment Info   4. Sign Agreement   5. Order Complete

Trial activated for Business Productivity Online Suite!

Your Free Trial #**2438-128884-1-3** has been processed. Please retain this for your records.

Finish

Internet | Protected Mode: On

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Microsoft Online Services

**Microsoft Online Services**

- [Overview](#)
- [Users & Groups](#)
- [Services](#)
- [Billing](#)
- [Support](#)

Welcome, **Sanjay Jacob** [Sign Out](#)

## Lucerne Publishing Administration Overview

### Setup Accelerator

You have added services that need a set up plan.

[Manage set up plans](#)

### Notifications & Activities

**Today**

ACTIVITY	ACTIONS	DATE/TIME
Sanjay subscribed to SharePoint Online (Paid). Thank you!	Schedule Upgrade	10:17 AM
Support ticket: "I can't log in" is assigned to you	Provide Feedback	10:17 AM
Quentin Little has requested a password reset	Reset Password	10:16 AM
Joe Ralls imported 57 users for Luceme Publishing	Edit User-Defined Notifications	10:15 AM
Quentin Little has requested a password reset	Edit User-Defined Notifications	10:15 AM

**Yesterday**

### Quick Tasks

- [New User](#)
- [New Group](#)
- [Assign Licensing](#)
- [New quick task](#)

### Status Reports

**SharePoint Online** Healthy

Uptime: 100%  
 Bandwidth Used: 10003KB/Day  
 Files Uploaded: 107KB/Day  
 Accounts created: 5  
 Storage Quota Used: 132330 MB  
 Sites Created: 37

**Sites Created**

**USAGE DATA (as of 10-09-10 10:40 AM)**

**Exchange Online** Healthy

**Office Communications Online** Healthy

Internet | Protected Mode: On

100%

3:00PM 6/23/2009

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Live Search

Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

# Create your Company Set Up Plan

1. Determine Setup Plan

**How are you planning on using the following products?**

What steps we recommend to help you get set up depends on how you intend to use our services.

No plan currently in place

**Explore the service only**  
I want to see how it works but not commit company resources to decide if this is the right company choice

**Try a pilot services with my Company Data**  
A risk-free way of setting up your company, but the ability to not fully migrate if you decide not to choose MOS as a permanent option.

**Fully deploy my Company Microsoft Online Services**  
Use this option if you already know you want to use MOS as your company solution.

	SharePoint Online	Exchange Online	Office Communications Online
No plan currently in place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explore the service only	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Try a pilot services with my Company Data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fully deploy my Company Microsoft Online Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Microsoft Online Services

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# Create your Company Set Up Plan

1. Determine Setup Plan

**How are you planning on using the following products?**

What steps we recommend to help you get set up depends on how you intend to use our services.

No plan currently in place

**Explore the service only**  
I want to see how it works but not commit company resources to decide if this is the right company choice

**Try a pilot services with my Company Data**  
A risk-free way of setting up your company, but the ability to not fully migrate if you decide not to choose MOS as a permanent option.

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No plan currently in place	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Explore the service only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Try a pilot services with my Company Data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fully deploy my Company Microsoft Online Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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# Create your Company Set Up Plan

1. Determine Setup Plan

**How are you planning on using the following products?**

What steps we recommend to help you get set up depends on how you intend to use our services.

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SharePoint Online	Exchange Online	Office Communications Online
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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# Create your Company Set Up Plan

1. Determine Setup Plan

**How are you planning on using the following products?**

What steps we recommend to help you get set up depends on how you intend to use our services.

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	SharePoint Online	Exchange Online	Office Communications Online
No plan currently in place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Explore the service only</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<b>Try a pilot services with my Company Data</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Fully deploy my Company Microsoft Online Services</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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# Create your Company Set Up Plan

1. Determine Setup Plan

**How are you planning on using the following products?**

What steps we recommend to help you get set up depends on how you intend to use our services.

No plan currently in place

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	SharePoint Online	Exchange Online	Office Communications Online
No plan currently in place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explore the service only	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Try a pilot services with my Company Data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fully deploy my Company Microsoft Online Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## Create your Company Set Up Plan

1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

Please answer these questions to the best ability your organization's identity preferences of **Exchange Online**: (4 Questions)

After answering these questions, we will generate the best setup plan for your services.

Do you want to use your organization's domain name?  
Get tighter control of your user accounts.

More Info

	Undecided	Yes	No
Do you want to use your organization's domain name?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

2. Do you have an Active Directory in your Organization?  
Lorem explanation of this if Active Directory needs to be explained.

More Info

	Undecided	Yes	No
2. Do you have an Active Directory in your Organization?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Do you want users to use their on-premise credentials to access Microsoft Online Services?  
Explanation of on- premise credentials.

More Info

	Undecided	Yes	No
3. Do you want users to use their on-premise credentials to access Microsoft Online Services?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Will you deploy the Microsoft Online Services Connector in your organization?  
Microsoft Online Services Connector explanation

More Info

	Undecided	Yes	No
4. Will you deploy the Microsoft Online Services Connector in your organization?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Here are the recommended setup steps generated based on your answers:

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## Create your Company Set Up Plan

1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

Please answer these questions to the best ability your organization's identity preferences of **Exchange Online**: (4 Questions)

After answering these questions, we will generate the best setup plan for your services.

	Undecided	Yes	No
Get tighter control of your user accounts.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Active Directory in your Organization?	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
3. Do you want users to use their on-premise credentials to access Microsoft Online Services?	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
4. Will you deploy the Microsoft Online Services Connector in your organization?	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>

Here are the recommended setup steps generated based on your answers:

- 1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control

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Please answer these questions to the best ability your organization's identity preferences of **Exchange Online**: (4 Questions)

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	Undecided	Yes	No
Do you want to use your organization's domain name? Get tighter control of your user accounts.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
2. Do you have an Active Directory in your Organization? Lorem explanation of this if Active Directory needs to be explained.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
3. Do you want users to use their on-premise credentials to access Microsoft Online Services? Explanation of on- premise credentials.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
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Here are the recommended setup steps generated based on your answers:

1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control

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	Undecided	Yes	No
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Here are the recommended setup steps generated based on your answers:

1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control

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1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control

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Do you want to use your organization's domain name? Get tighter control of your user accounts.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
2. Do you have an Active Directory in your Organization? Lorem explanation of this if Active Directory needs to be explained.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
3. Do you want users to use their on-premise credentials to access Microsoft Online Services? Explanation of on- premise credentials.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
4. Will you deploy the Microsoft Online Services Connector in your organization? Microsoft Online Services Connector explanation	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>

Here are the recommended setup steps generated based on your answers:

1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control

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## Create your Company Set Up Plan

1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

Please answer these questions to the best ability your organization's identity preferences of **Exchange Online**: (4 Questions)

After answering these questions, we will generate the best setup plan for your services.

	Undecided	Yes	No
Do you want to use your organization's domain name? Get tighter control of your user accounts.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
2. Do you have an Active Directory in your Organization? Lorem explanation of this if Active Directory needs to be explained.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
3. Do you want users to use their on-premise credentials to access Microsoft Online Services? Explanation of on-premise credentials.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
4. Will you deploy the Microsoft Online Services Connector in your organization? Microsoft Online Services Connector explanation	<a href="#">More Info</a>	<input type="radio"/>	<input checked="" type="radio"/>

Here are the recommended setup steps generated based on your answers:

- 1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control
- 2 **Invite:** Invite other users to participate in the Business Productivity Online Suite trial

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## Create your Company Set Up Plan

1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

Please answer these questions to the best ability your organization's identity preferences of **Exchange Online**: (4 Questions)

After answering these questions, we will generate the best setup plan for your services.

	Undecided	Yes	No
Do you want to use your organization's domain name? Get tighter control of your user accounts.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
2. Do you have an Active Directory in your Organization? Lorem explanation of this if Active Directory needs to be explained.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
3. Do you want users to use their on-premise credentials to access Microsoft Online Services? Explanation of on- premise credentials.	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
4. Will you deploy the Microsoft Online Services Connector in your organization? Microsoft Online Services Connector explanation	<a href="#">More Info</a>	<input type="radio"/>	<input checked="" type="radio"/>

Here are the recommended setup steps generated based on your answers:

- 1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control
- 2 **Invite:** Invite other users to participate in the Trial

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## Create your Company Set Up Plan

1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

Please answer these questions to the best ability your organization's migration preference of **SharePoint Online**: (2 Questions)

After answering these questions, we will generate the best setup plan for your services.

	Undecided	Yes	No
1. Do you want to migrate existing SharePoint sites?	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
2. Do you want to set up coexistence with an on-premise SharePoint Server?	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>
3. Do you want to deploy a secure password-protected extranet for your organization, available to employees?	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>

Here are the recommended setup steps generated based on your answers:

- 1 Verify:** Verify your domain with Microsoft Online allowing tighter identity control
- 2 Invite:** Invite other users to participate in the Trial

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## Create your Company Set Up Plan

1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

Please answer these questions to the best ability your organization's migration preference of **SharePoint Online**: (2 Questions)

After answering these questions, we will generate the best setup plan for your services.

	Undecided	Yes	No	
1. Do you want to migrate existing SharePoint sites?	<a href="#">More Info</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Do you want to set up coexistence with an on-premise SharePoint Server?	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Here are the recommended setup steps generated based on your answers:

- 1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control
- 2 **Invite:** Invite other users to participate in the Trial

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Microsoft Online Services

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1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

Please answer these questions to the best ability your organization's migration preference of **SharePoint Online**: (2 Questions)

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	Undecided	Yes	No	
1. Do you want to migrate existing SharePoint sites?	<a href="#">More Info</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Do you want to set up coexistence with an on-premise SharePoint Server?	<a href="#">More Info</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Do you want to deploy a secure password-protected extranet for your organization, available to employees?	<a href="#">More Info</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Here are the recommended setup steps generated based on your answers:

- 1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control
- 2 **Invite:** Invite other users to participate in the Trial

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Microsoft Online Services

**Microsoft Online Services**

Welcome, **Sanjay Jacob** Sign Out

Overview Users & Groups Services Billing Support Use my services

## Create your Company Set Up Plan

1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

Please answer these questions to the best ability your organization's migration preference of **SharePoint Online**: (2 Questions)

After answering these questions, we will generate the best setup plan for your services.

	Undecided	Yes	No	
1. Do you want to migrate existing SharePoint sites?	<a href="#">More Info</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Do you want to set up coexistence with an on-premise SharePoint Server?	<a href="#">More Info</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Do you want to deploy a secure password-protected extranet for your organization, available to employees?	<a href="#">More Info</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Here are the recommended setup steps generated based on your answers:

- 1 Verify:** Verify your domain with Microsoft Online allowing tighter identity control
- 2 Invite:** Invite other users to participate in the Trial
- 3 Create:** Create an Extranet portal

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# Create your Company Set Up Plan

1. Determine Setup Plan 2. Identity 3. Migrate Setup Plan Complete

 Set Up Plan Created!

Based on your decisions, we have built the perfect plan for getting the most out of Microsoft Online Services.

Finish

Here are the recommended setup steps generated based on your answers:

- 1 **Verify:** Verify your domain with Microsoft Online allowing tighter identity control
- 2 **Invite:** Invite other users to participate in the Trial
- 3 **Create:** Create an Extranet portal

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Microsoft Online Services

**Microsoft Online Services**

- Overview**
- Users & Groups
- Services
- Billing
- Support

Welcome, Sanjay Jacob Sign Out

## Lucerne Publishing Administration Overview

### Setup Accelerator

- 1 Verify your domain**  
Verify your domain with Microsoft Online allowing tighter identity control  
All Products: Explore      Estimated Time: 1 Minutes      Start
- 2 Invite more users**  
Invite other users to participate in the Trials and services you have added  
All Products: Explore      Estimated Time: 1 Minutes      Start
- 3 Create an Extranet portal**  
Deploy a secure password-protected extranet for your organization, available to employees  
SharePoint Online: Deploy      Estimated Time: 1 Minutes      Start

### Notifications & Activities

**Today**

ACTIVITY	ACTIONS	DATE/TIME
Sanjay subscribed to SharePoint Online (Paid). Thank you!	Schedule Upgrade	10:17 AM
Support ticket: "I can't log in" is assigned to you	Provide Feedback	10:17 AM
Quentin Little has requested a password reset	Reset Password	10:16 AM
Joe Ralls imported 57 users for Luceme Publishing	Edit User-Defined Notifications	10:15 AM

### Quick Tasks

- New User
- New Group
- Assign Licensing
- New quick task

### Status Reports

**SharePoint Online** Healthy

Uptime: 100%      Bandwidth Used: 10003KB/Day      Files Uploaded: 107KB/Day      Accounts created: 5      Storage Quota Used: 132330 MB      Sites Created: 37

**SITES CREATED**

USAGE DATA (as of 10-09-10 10:40 AM)

**Exchange Online** Healthy

**Office Communications Online** Healthy

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Add a domain association

Add a domain to ensure services function properly.

Please enter the domain name to associate with Microsoft Online Services:

Domain Name:  .com ▾

Set as default domain for new users

← Previous

Cancel

Next →

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Add a domain association

Add a domain to ensure services function properly.

Please enter the domain name to associate with Microsoft Online Services:

Domain Name: Lucernepublishing .com ▾

Set as default domain for new users

← Previous Cancel Next →

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Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

## Add a domain association

1. Enter Domain 2. Current Host 3. Configuration 4. Confirm Process Complete

Add a domain to ensure services function properly.

### Who is your current DNS hosted with?

Current DNS Host: Select One...

Choose the domain registrar that currently manages your DNS records. If you are not familiar with DNS records, click the link below to learn more.

[Help with Domain and DNS Management](#)

← Previous Cancel Next →

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Microsoft Online Services

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## Add a domain association

1. Enter Domain 2. Current Host 3. Configuration 4. Confirm Process Complete

Add a domain to ensure services function properly.

### Who is your current DNS hosted with?

Current DNS Host: GoDaddy

Choose the domain registrar that currently manages your DNS records. If you are not familiar with DNS records, click the link below to learn more.

[Help with Domain and DNS Management](#)

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Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

## Add a domain association

1. Enter Domain 2. Current Host 3. Configuration 4. Confirm Process Complete

Add a domain to ensure services function properly.

### How would you like to configure this domain?

GoDaddy supports automatic configuration of DNS.

Automatic Configuration  
Requires no manual configuration at all, we'll take care of it. (You can confirm that the info is correct on the next page before we do anything.)

Manual Configuration  
Requires knowledge of your current DNS system, including how to create new DNS records with your domain registrar.

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Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

## Add a domain association

Add a domain to ensure services function properly.

### Confirm Automatic Configuration of DNS Records for lucernepublishing.com

 Provide your **GoDaddy Credentials** and Microsoft Online will automatically configure your DNS records.

Username:

Password:

Is this secure? The credentials you provide are not stored on any server for any duration. We establish an HTTPS connection with the domain providers and communicate via secure digest authentication.

[View a report of pending changes](#)

← Previous Cancel Configure →

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Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

## Add a domain association

Add a domain to ensure services function properly.

### Confirm Automatic Configuration of DNS Records for lucernepublishing.com

 Provide your **GoDaddy Credentials** and Microsoft Online will automatically configure your DNS records.

Username: Sanjayj@live.com

Password: \*\*\*\*\*

← Previous Cancel Configure →

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1. Enter Domain 2. Current Host 3. Configuration 4. Confirm Process Complete

Is this secure? The credentials you provide are not stored on any server for any duration. We establish an HTTPS connection with the domain providers and communicate via secure digest authentication.

[View a report of pending changes](#)

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Microsoft Online Services

Microsoft Online Services Overview Users & Groups Services Billing Support Welcome, Sanjay Jacob Sign Out

## Add a domain association

1. Enter Domain Status 2. Enter Domain Info 3. Verify Domain Process Complete

 The domain has been successfully registered

The following user accounts are now under your control, permitting you to reset their passwords.

[View a report of the changes made](#)

[Finish](#)

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Microsoft Online Services

**Microsoft Online Services**

Welcome, Sanjay Jacob Sign Out

Overview Users & Groups Services Billing Support

Use my services

## Lucerne Publishing Administration Overview

### Setup Accelerator

**1 Import Users**  
Invite other users to participate in the Trials and services you have added  
All Products: Explore Estimated Time: 1 Minutes **Start**

**2 Create an Extranet portal**  
Deploy a secure password-protected extranet for your organization, available to employees  
SharePoint Online: Deploy Estimated Time: 1 Minutes **Start**

### Notifications & Activities

**Today**

ACTIVITY	ACTIONS	DATE/TIME
★ A new release of CRM Online is available	Schedule Upgrade	10:18 AM
✉ Support ticket: "I can't log in" is assigned to you	Provide Feedback	10:17 AM
✉ Quentin Little has requested a password reset.	Reset Password ✓	10:16 AM
✉ Joe Ralls imported 57 users for Lucerne Publishing.	Edit User-Defined Notifications	10:15 AM
★ Azure has been released.	Activate Free 30 Day Trial	10:11 AM
⚠ Your System Center Online Trial is 2 Days from expiration.	Convert to subscription	10:10 AM

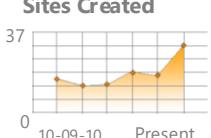
### Quick Tasks

New User New Group Assign Licensing **New quick task**

### Status Reports

**SharePoint Online** Healthy

Uptime: 100% Bandwidth Used: 10003KB/Day Files Uploaded: 107KB/Day Accounts created: 5 Storage Quota Used: 132330 MB Sites Created: 37

**SITES CREATED** 

USAGE DATA (as of 10-09-10 10:40 AM)

**Exchange Online** Healthy

**Office Communications Online** Healthy

Internet | Protected Mode: On

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Import Users

1. Select Users Source

2. Associate Services

Process Complete

Use a pre-existing source or a web service to save time and enter a large amount of users.

Import from file – Upload a supported file and we'll optimize to make it as seamless as possible.

Select import file: C:/MyCompany.txt

Supported files: CSV (.txt), XML, Excel, Access, item, item, item.  
[See a user information example.](#)

Synchronize your Directory – Deploy Directory Sync to replicate your directory to Online Services.

From Web Address Book – Use Windows Live, G-Mail, Yahoo, or other POP web apps

← Previous

Cancel

Next →

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Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

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← Previous

Cancel

Next →

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Import Users

1. Select Users Source    2. Associate Services    Process Complete

✓ List import successful: 98 Users imported [Review User List](#)

Choose the bulk services available to be associated with list of users.

Select from available services license, free up from your existing pool by [managing current licenses](#) or [purchase additional licenses](#)

 SharePoint Online (98/100 Subscriptions Available)

 Business Productivity Online Suite (4/5 Trials Available)

← Previous      Cancel      Next →

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Import Users

1. Select Users Source   2. Associate Services   Process Complete

98 Users Created!

Users Assigned subscriptions: 98

Review User List and Assigned Subscriptions

Finish, and go to User List

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

Manage Users

Manage Groups

Manage Contacts

Manage Domains

Overview Users & Groups Services Billing Support

Use my services

All Enabled Users: Lucerne Publishing

New Edit Delete Reset Password Import/Export More ▾

Search users ABC

View: All Enabled Users New | Edit

First Name ▾ Last Name Username/Domain Status

First Name ▾	Last Name	Username/Domain	Status
Al	Haines	al@lucernepublishing.com	Healthy
Alexus	Bould	alexus@lucernepublishing.com	Healthy
Alvena	Kava	alvena@lucernepublishing.com	Healthy
Amalia	Clark	amalia@lucernepublishing.com	Healthy
Adrina	Yorkie	Adrina@lucernepublishing.com	Healthy
Antonette	Kemerer	Antonette@lucernepublishing.com	Healthy
April	Jardine	april@lucernepublishing.com	Healthy
Aria	Easter	aria@lucernepublishing.com	Healthy
Arleen	Countryman	arleen@lucernepublishing.com	Healthy
Arlene	Northev	adrianne@lucernepublishing.com	Healthy
Arn	Ullman	arn@lucernepublishing.com	Healthy
Arnold	Cressman	arnold@lucernepublishing.com	Healthy
Arleen	Countryman	arleen@lucernepublishing.com	Healthy
Arleen	Aro	arleena@lucernepublishing.com	Healthy
Az	Int	azngw@lucernepublishing.com	Healthy

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Microsoft Online Services

**Microsoft Online Services**

- [Overview](#)
- [Users & Groups](#)
- [Services](#)
- [Billing](#)
- [Support](#)

Welcome, **Sanjay Jacob** [Sign Out](#)

## Lucerne Publishing Administration Overview

### Setup Accelerator

**1 Create an Extranet portal**  
Deploy a secure password-protected extranet for your organization, available to employees  
SharePoint Online: Deploy      Estimated Time: 1 Minutes

[Start](#)

### Quick Tasks

- [New User](#)
- [New Group](#)
- [Assign Licensing](#)
- [New quick task](#)

### Notifications & Activities

**Today**

ACTIVITY	ACTIONS	DATE/TIME
A new release of CRM Online is available	Schedule Upgrade	10:18 AM
Support ticket: "I can't log in" is assigned to you	Provide Feedback	10:17 AM
Quentin Little has requested a password reset.	Reset Password	10:16 AM
Joe Ralls imported 57 users for Lucerne Publishing.	Edit User-Defined Notifications	10:15 AM
Azure has been released.	Activate Free 30 Day Trial	10:11 AM
Your System Center Online Trial is 2 Days from expiration.	Convert to subscription	10:10 AM
Jason Giles has requested a password reset.	Reset Password	10:16 AM

**Last Week**

**Last Month**

### Status Reports

**SharePoint Online** ✓ Healthy

Uptime:	100%
Bandwidth Used:	10003KB/Day
Files Uploaded:	107KB/Day
Accounts created:	5
Storage Quota Used:	132330 MB
Sites Created:	37

**SITES CREATED**

USAGE DATA (as of 10-09-10 10:40 AM)

**Exchange Online** ✓ Healthy

**Office Communications Online** ✓ Healthy

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100%

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Live Search

Microsoft Online Services

Microsoft SharePoint Online

Return to Services Menu

Site Actions ▾

Browse

Site Collections

New Site Properties Delete Administrators Collaboration Type Quota

New Manage

Quick Launch

Search

Home

SharePoint Sites

Manage Site Collections

System Settings

Infopath Forms Service User Profiles Business Data Catalog

1000 MB Available

1000 MB Available

100% 100%

New Extranet Site

This site will be created in the Sites list.

New site name:

Lucerne Extranet

Create Cancel

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Microsoft Online Services

Page Safety Tools

## Microsoft SharePoint Online

[Return to Services Menu](#)

Site Actions

Browse

Site Collections



New Site



Properties



Delete

- Administrators
- Collaboration Type
- Quota

New

Manage



## Quick Launch

Search



1000 MB Available

	<u>URL</u>	<u>Title</u>	<u>Collaboration Type</u>	<u>Usage (MB)</u>	<u>Quota (MB)</u>
<input type="checkbox"/>	<a href="https://contoso1.sharepointonlinebeta.com">https://contoso1.sharepointonlinebeta.com</a>	Team Site	Intranet	0	500
<input type="checkbox"/>	<a href="https://marcus.contoso.sharepointonlinebeta.com">https://marcus.contoso.sharepointonlinebeta.com</a>	mfrazier's site	Extranet	250	600
<input type="checkbox"/>	<a href="https://lucerneextranet.sharepointonlinebeta.com">https://lucerneextranet.sharepointonlinebeta.com</a> NEW	Lucerne Extranet	Extranet	0	600

## System Settings

[Infopath Forms](#)[Service](#)[User Profiles](#)[Business Data](#)[Catalog](#)

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Internet | Protected Mode: On

100%

100%

# Next Steps

## Usability:

- More usability testing happening next week, as well as ongoing.
- Explore cross sell and community mental models
- International user research

## Logistics:

- Determine priority & shipping milestones for each aspect of the experience.
- Evangelize with workload teams
- Begin to sync this with the BPOS-Lite team

## Design:

- Update branding to new marketing guidelines
- Iterate based on ongoing competitive analysis and usability results
- Streamline design process through toolkits, UI patterns, and interactive prototypes.

# **APPENDIX**

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Microsoft Online Services

Microsoft Online Services

Welcome, Sanjay Jacob Sign Out

My Services

Overview

SharePoint Online

Add New Services

# Microsoft SharePoint Online

Centralized resources and workflow management

**Users and Permissions**

- People and groups
- Site permissions

**Galleries**

- Site columns
- Site content types
- Master pages

**Site Administration**

- Regional settings
- Language settings
- Site libraries and lists
- User alerts
- Site web analytics reports
- RSS
- Search and offline availability
- Sites and workspaces
- Workflow settings
- Related Links scope settings
- Term store management

**Look and Feel**

- Title, description, and appearance
- Quick launch
- Top link bar
- Tree view
- Site theme

**Site Actions**

- Manage site features
- Save site as template
- Reset to site definition
- Delete this site

**Site Collection Administration**

- Go to top level site settings

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