

Creating a Microsoft 365 Tenant



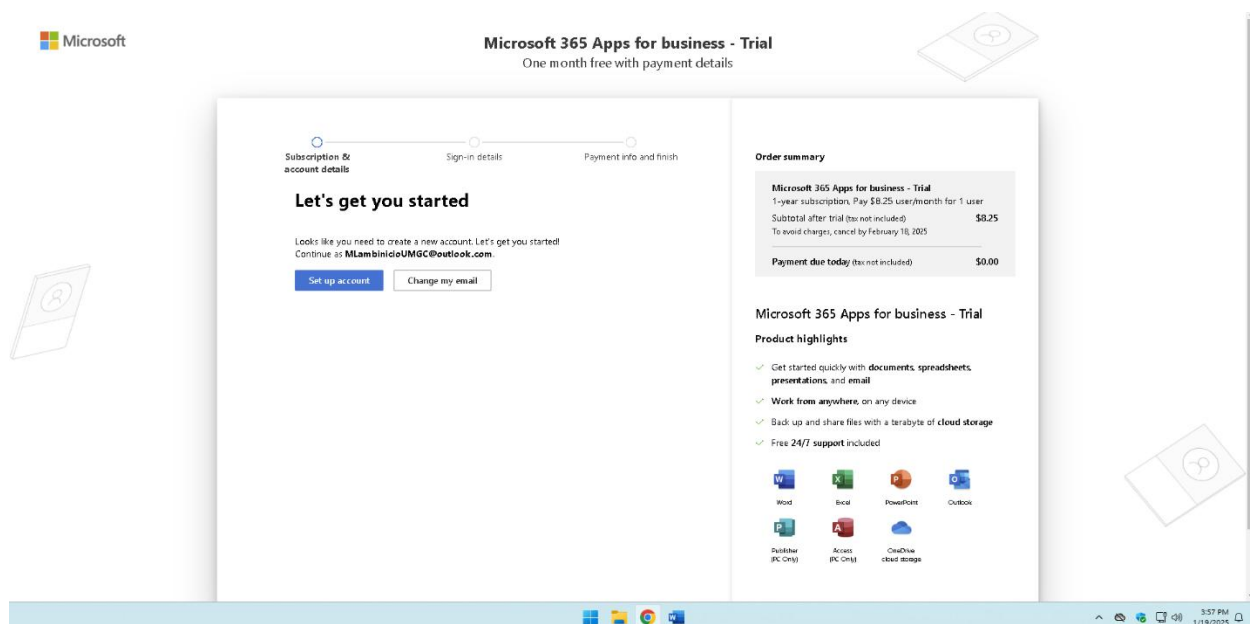
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Objective

Create a test Microsoft 365 tenant for KCoder in preparation for migrating on-premises services to Microsoft 365 and explain the benefits of using Microsoft 365 services.

Part 1: Create a Tenant

1. To create a Microsoft tenant, you must first have a Microsoft e-mail account. After an account has been created, you will visit the Microsoft business products site page and sign up for Microsoft 365 Apps for business. To get started, you would type in your Microsoft e-mail account. Then, it would verify if your account is active to create a tenant, as shown below.



2. In the next section, you will be asked to provide some information about yourself and the organization utilizing Microsoft 365 tenant, shown below:

The screenshot shows the Microsoft 365 sign-up process. The browser address bar displays the URL: `signup.microsoft.com/get-started/signup?products=d171e0fd-7edf-42bd-acd-7ba8d550cbe&products=CfQ7TTCOLH1G0002&products=CfQ7TTCOLH1G0002&culture=en-us&country=us&ali=1`. The page has a progress bar at the top with three steps: 'Subscription & account details' (active), 'Sign-in details', and 'Payment info and finish'. The main section is titled 'Tell us about yourself' and contains the following fields:

- First name *
- Middle name (Optional)
- Last name *
- Job title *
- Business phone number *
- Company name *
- Company size * (Select one from below)
- Does your company have a website? * (Select one from below)
- Country or Region * (United States)

Below these fields, there is a checkbox for 'I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).' and a 'Next' button.

On the right side, there is an 'Order summary' section showing the trial details for 'Microsoft 365 Apps for business - Trial' (1-year subscription, Pay \$8.25 user/month for 1 user). The subtotal after trial (tax not included) is \$8.25, and the payment due today (tax not included) is \$0.00. Below this, there are 'Product highlights' and icons for various Microsoft 365 apps: Word, Excel, PowerPoint, Outlook, Publisher (PC Only), Access (PC Only), and OneDrive cloud storage.

3. It will then conduct a security check and ask for a phone number to use to verify you are the one who will be using the tenant, shown below:

The screenshot shows the Microsoft 365 sign-up process at the 'Security check' step. The browser address bar displays the URL: `signup.microsoft.com/get-started/signup?products=d171e0fd-7edf-42bd-acd-7ba8d550cbe&products=CfQ7TTCOLH1G0002&products=CfQ7TTCOLH1G0002&culture=en-us&country=us&ali=1`. The page has a progress bar at the top with three steps: 'Subscription & account details', 'Sign-in details' (active), and 'Payment info and finish'. The main section is titled 'Security check' and contains the following fields:

- A text or phone call helps us make sure this is you. Enter a number that isn't VoIP or toll free.
- ☒ Text me
- ☐ Call me
- Country code: (+1) United States
- Phone number: 800888682

Below these fields, there is a checkbox for 'We don't save this phone number or use it for any other purpose.' and buttons for 'Send verification code' and 'Back'.

On the right side, there is an 'Order summary' section showing the trial details for 'Microsoft 365 Apps for business - Trial' (1-year subscription, Pay \$8.25 user/month for 1 user). The subtotal after trial (tax not included) is \$8.25, and the payment due today (tax not included) is \$0.00. Below this, there are 'Product highlights' and icons for various Microsoft 365 apps: Word, Excel, PowerPoint, Outlook, Publisher (PC Only), Access (PC Only), and OneDrive cloud storage.

4. Once the verification is complete, you will then be asked to create a username and password for your new tenant account (this is not the same info as your Microsoft e-mail account). It does have a

specific password policies so be sure to follow the policies to prevent any fraud or identity theft. Also, save this information in a secure location. Below is an example:

Microsoft 365 Apps for business - Trial
One month free with payment details

Subscription & account details | **Sign-in details** | Payment info and finish

How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.

Username * Domain name * Save

Password *

Confirm password *

Next

Order summary

Microsoft 365 Apps for business - Trial
1-year subscription. Pay \$8.25 user/month for 1 user
Subtotal after trial (tax not included) **\$0.25**
To avoid charges, cancel by February 19, 2025

Payment due today (tax not included) \$0.00

Microsoft 365 Apps for business - Trial

Product highlights

- Get started quickly with documents, spreadsheets, presentations, and email
- Work from anywhere, on any device
- Back up and share files with a terabyte of cloud storage
- Free 24/7 support included

Word Excel PowerPoint Outlook
Publisher (PC Only) Access (PC Only) OneDrive cloud storage

- After your details are complete, you will be automatically re-directed to the homepage, showing you the Admin center, shown below. If you are not re-directed, you will have to login with your new Microsoft 365 tenant account, also shown below:

Microsoft 365 admin center

Home Capilot Users Groups Roles Billing Support Settings Setup Reports Health Admin centers Security Compliance Identity All admin centers Customize navigation Show pinned

Simplified view Add a user Reset password Add a group

Good afternoon, Michael Lambinico
The simplified view helps you focus on the most common tasks for organizations like yours.

For organizations like yours [Show more](#)

Use your existing email and custom domain with Teams!
Sign into Teams and send Teams meeting invitations using your current email address

Microsoft Surface support
Get support for your Surface devices and more

Get Teams, Outlook, Word, and more
Try Microsoft 365 Business Standard free for 30 days

Your organization

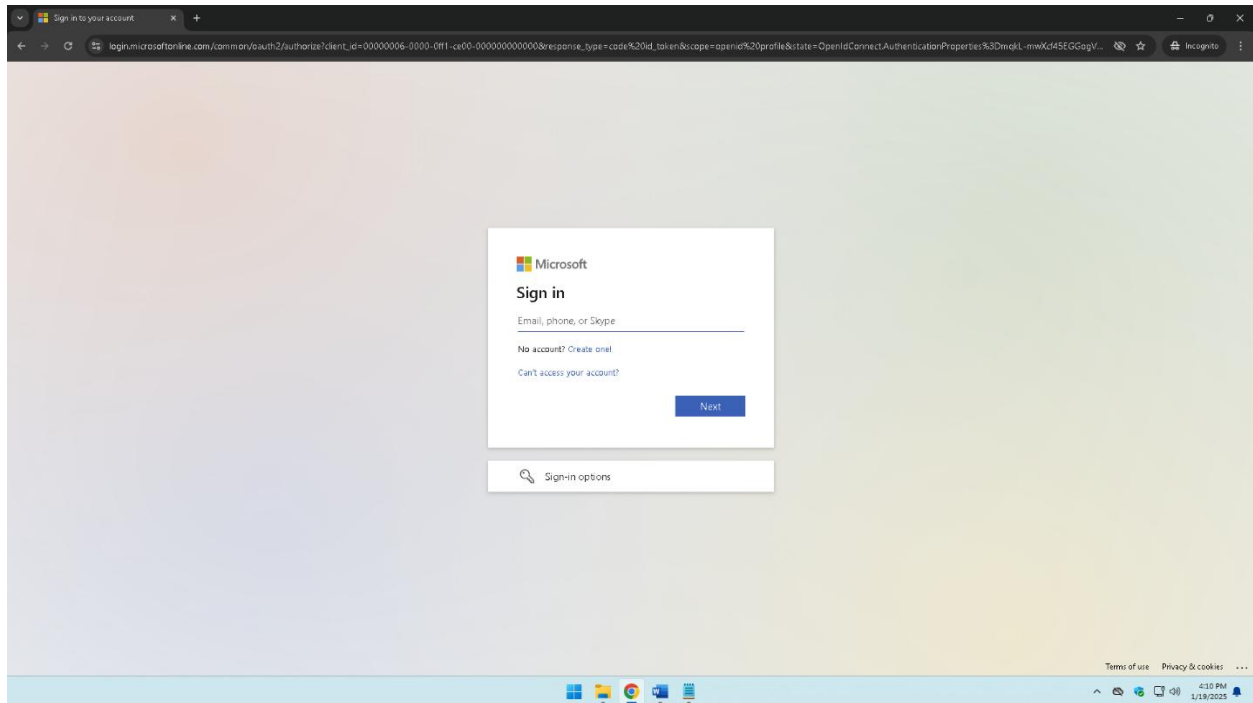
Users Subscriptions Upcoming changes Learn **Setup**

Get the most out of Microsoft 365 by taking care of these basics first.

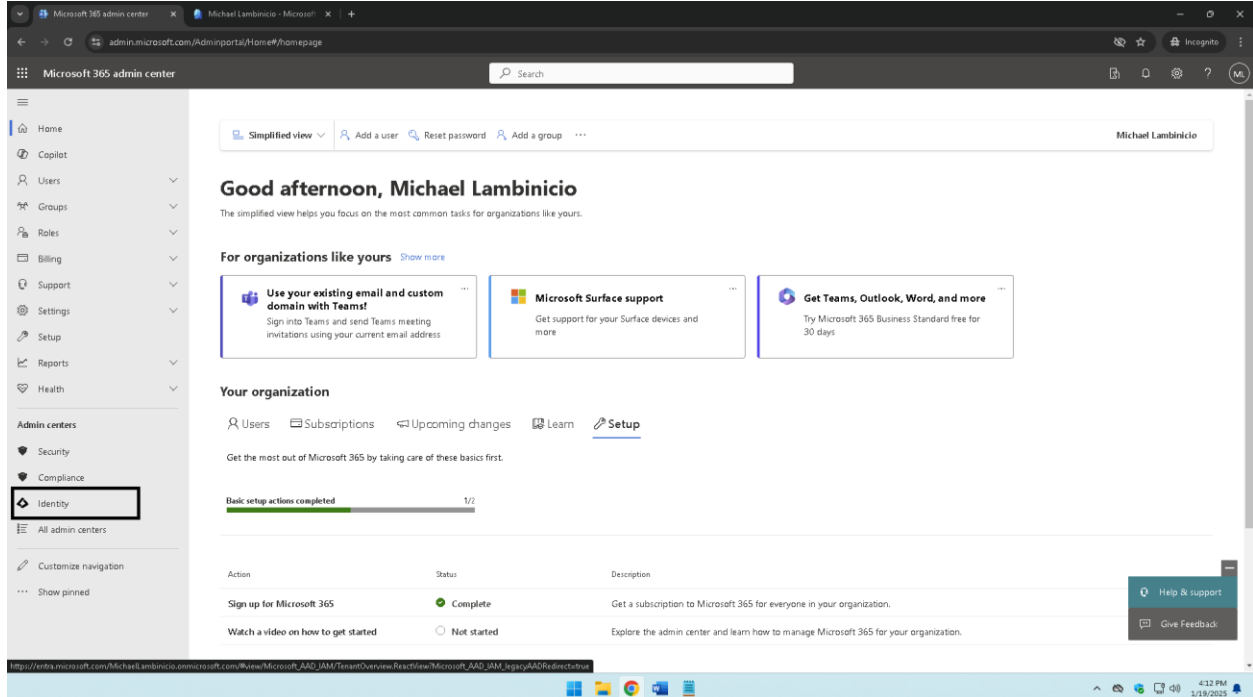
Basic setup actions completed 1/2

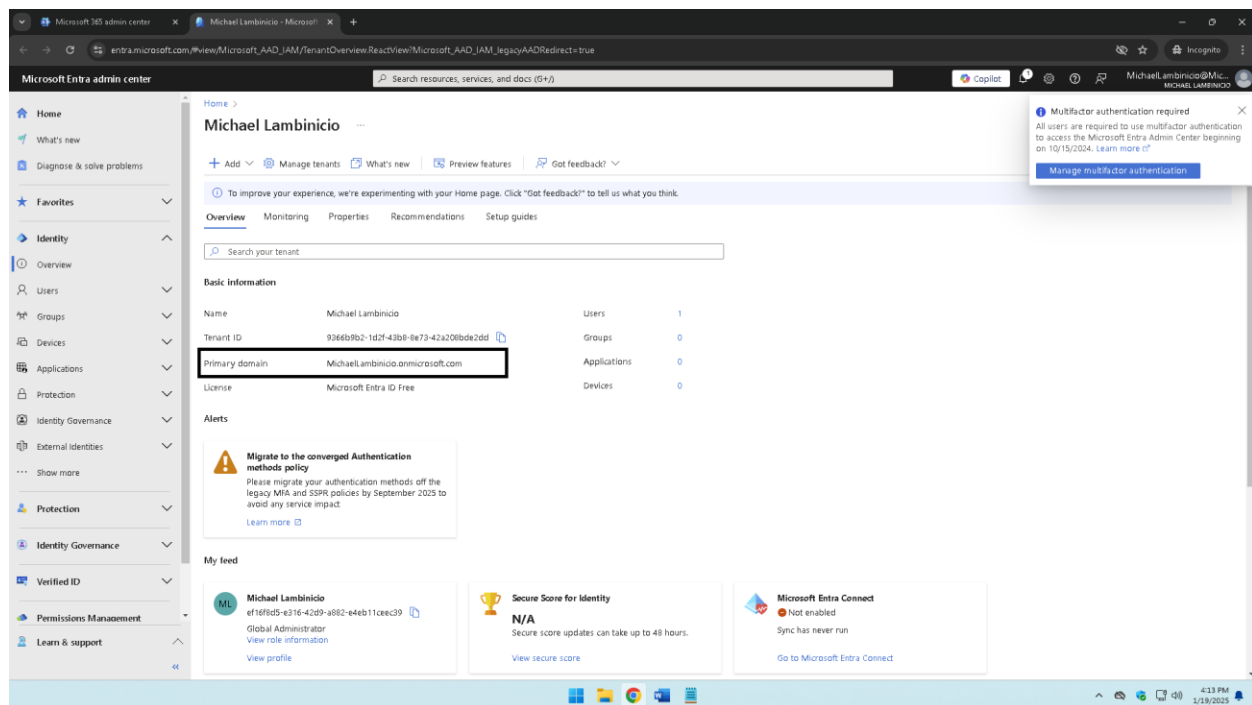
Action	Status	Description
Sign up for Microsoft 365	Complete	Get a subscription to Microsoft 365 for everyone in your organization.
Watch a video on how to get started	Not started	Explore the admin center and learn how to manage Microsoft 365 for your organization.

Help & support Give feedback



6. You can verify that you are the tenant by clicking on “identity” in the admin center section on the left pane. Once clicked, you will see that your primary domain will be the one you created when you signed up for the account, as shown below:





Part 2: Benefits of Microsoft 365

The Opportunity: Benefits of

Since the time of COVID-19, it has been shown that organizations have had to adjust and find alternatives in the way they can conduct business. Being confined at home or limiting the amount of time at a workcenter can have a major affects on the success of a business in the long run. But this has shown that opportunities as well. In order to still thrive, having the ability to work remotely or in a mobile state can actually help production and also prevent any failures. Microsoft 365 offers a great deal when they converted their traditional programs to a service. It saw that networking and collaborations are bigger than ever and being able to access documents, files, etc. at will is important, especially when you have a deadline. Below are some major ways you will benefit from them.

The post-pandemic shift to remote work has been prompted slow adopters to finally embrace the cloud [1]. First, you have an increase in productivity by the end-users. It empowers these users to have mobility, real-time collaboration, new solutions and resiliency [1]. The are able to access all of their applications from their devices remotely and have the ability to work anywhere in the world. Microsoft has embedded new tools within its cloud system to boost productivity and simplified with one system (Microsoft) and minimize the use of third party software. It also makes it easier to migrate your documents to its cloud base, or if you had Office 365 elsewhere. Migration may also be necessary if you are coming from an on-premise mail server like an exchange server into Office 365 or from a google workspace into Office 365 [2].

Another benefit is Security. Microsoft has been around for generations and has long persevered through the revolunary times of technology. They are continuously engaged in new threats that try to infiltrate their system. A benefit of getting Office 365 is having the ability to ratchet up security standards across the board [2]. One of the primary benefits of migrating to Office 365/Microsoft 365 is

patches are automatically deployed ensuring your network is primed against threat vectors as they emerge [1].

Lastly, cost. Having Microsoft 365 gives scalability and centralization for your business. You won't be restricted to just one plan at one price. Microsoft offers multiple plans based off the size of your business, the workloads and roles of the groups utilizing 365. You can also make changes within the plans instantly, whether it be from growth or downsizing. It would also give you a piece of mind knowing that Microsoft, a major name in the technological world, is a centralized center and will guarantee your data will be safe and secured.

Resources

<https://www.microsoft.com/en-us/microsoft-365/business/compare-all-microsoft-365-business-products-b>

<https://www.youtube.com/watch?v= gLDEbka-3Y>

References

[1] C. Cahill, "Key benefits of migrating to Office 365/Microsoft 365," The Quest Blog,

<https://blog.quest.com/the-benefits-of-migrating-to-office-365-microsoft-365/> (accessed Jan. 19, 2025).

[2] A. Descalso, "5 advantages of going with your managed service provider for office 365," Intelligent

Technical Solutions, <https://www.itsasap.com/blog/benefits-of-buying-office-365-through-your-provider> (accessed Jan. 19, 2025).