

Your next steps for your Microsoft 365 Business Basic

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

Your username

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3. Manage your subscription in the admin centre. Things you can do there include:
 - Add users, assign licences and more.
 - Invite your team to use Microsoft 365 Business Basic.
 - Manage payment and billing details.