After Logging in to Exchange Admin Center

Click on Servers

Databases

New Database

Create the name for the new database

Select the database server which will populate the database path

After that the database should be present in the menu

This can be verified on the database server by in the program files menu going to

Microsoft/Exchange Server/V15/Mailbox/mailbox name

Go to Active Directory/ Look for the server name

Right click on Users, Scroll to new users Then enter the user biographical information. Including the Username/logon server and password

To create a new mailbox for the User in the Exchange Admin center go on recipients/ mailboxes/ User mailbox/ enter the user information and select the Mailbox database they are to be assigned to

For a new user this profile will have to be created for them