

Office 365™ Business - Setup Instructions

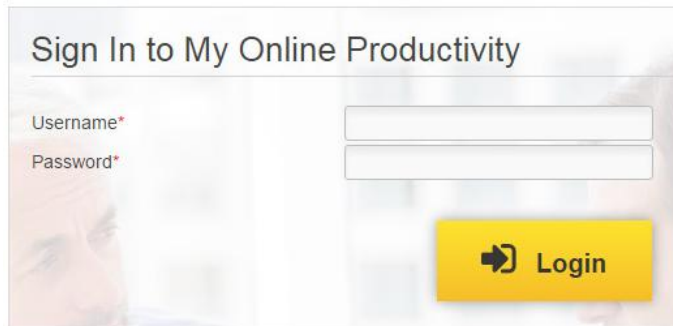
Follow the step by step instructions below to set up your Office 365™ Business, Office 365™ Business Essentials or Office 365™ Business Premium service.

How to sign in to My Online Productivity account

Go to your [My Online Productivity account](#) and then enter the username and password that you received to access your account.

Note: You have received your username by email and you have been provided with a temporary password by a customer service representative. You will be asked to change this temporary password.


If this is your first sign in, you will have to accept the terms and conditions.



Sign In to My Online Productivity

Username*

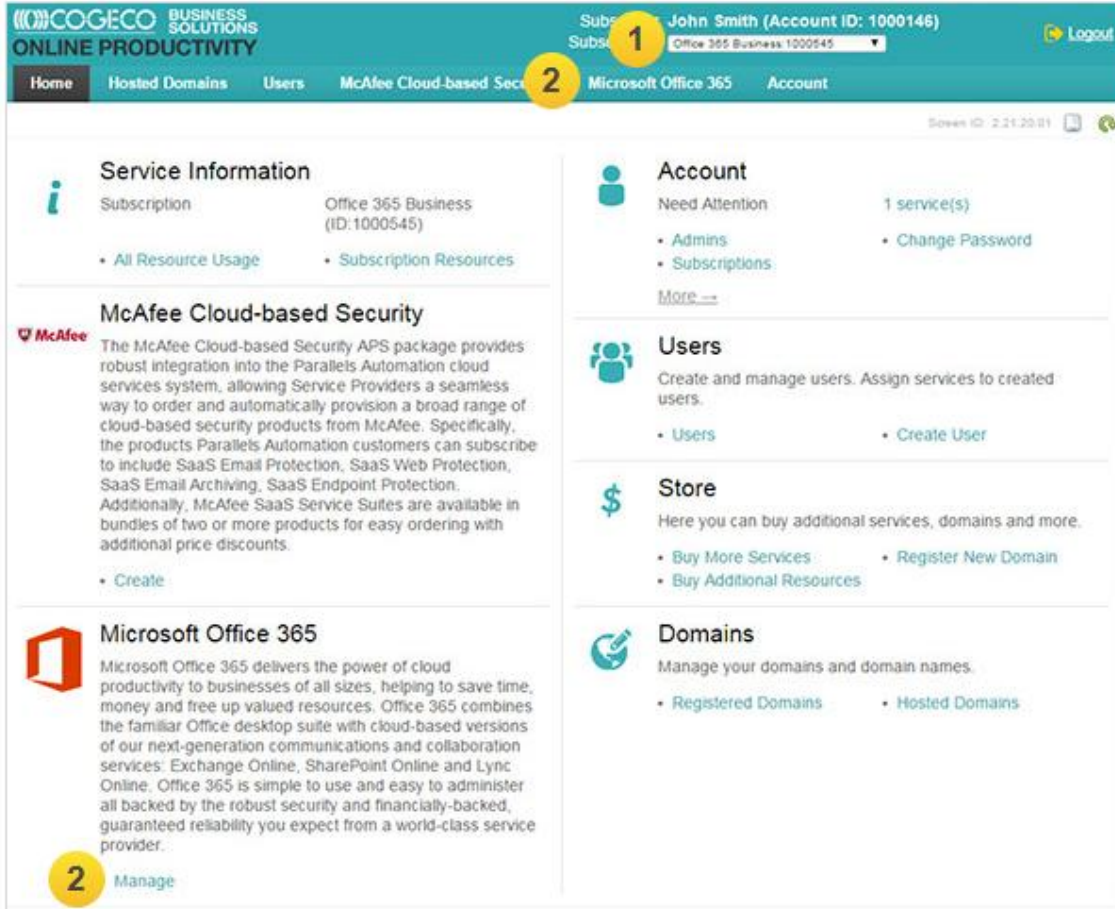
Password*

 Login

How to create your Microsoft® Online Portal credentials

You are now signed into your My Online Productivity portal.

- 1) Select your Office 365™ subscription from the drop down list.
- 2) Click on “Microsoft® Office 365™” on the top navigation or click on the “Manage” link in the page under Microsoft® Office 365™.



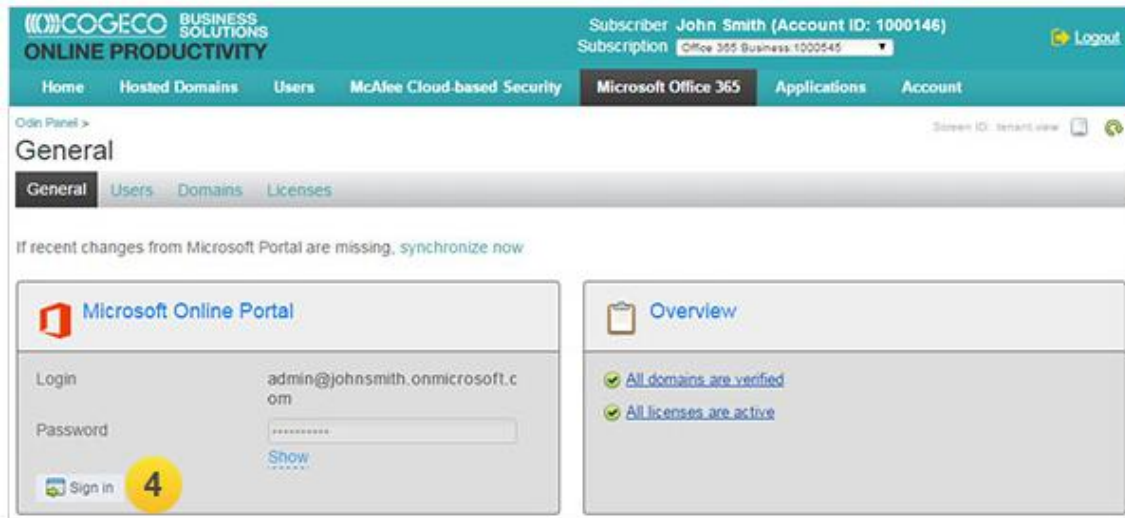
The screenshot shows the My Online Productivity portal interface. At the top, the user is logged in as John Smith (Account ID: 1000146) with a subscription to Office 365 Business (ID: 1000545). The navigation bar includes 'Home', 'Hosted Domains', 'Users', 'McAfee Cloud-based Security', 'Microsoft Office 365', and 'Account'. The 'Microsoft Office 365' section is highlighted with a yellow circle and the number '2'. Below this, there are sections for 'Service Information', 'McAfee Cloud-based Security', and 'Microsoft Office 365'. The 'Microsoft Office 365' section has a 'Manage' link highlighted with a yellow circle and the number '2'.

- 3) You are now in the Microsoft® Office 365™ section of My Online Productivity. Your Login for the Microsoft® Online Portal will be displayed.

Click on “Show” to display the auto-generated password. Take note of your username and password since you will need to copy them into the Microsoft® Online Portal login screen.

Note: You will be asked to change the password once you sign in to the Microsoft® Online Portal.

4) Click on “Sign in”. This will bring you to the Microsoft® Portal.



5) Enter the login and password that you noted and then click on “Sign in” to enter the Microsoft® Online Portal.

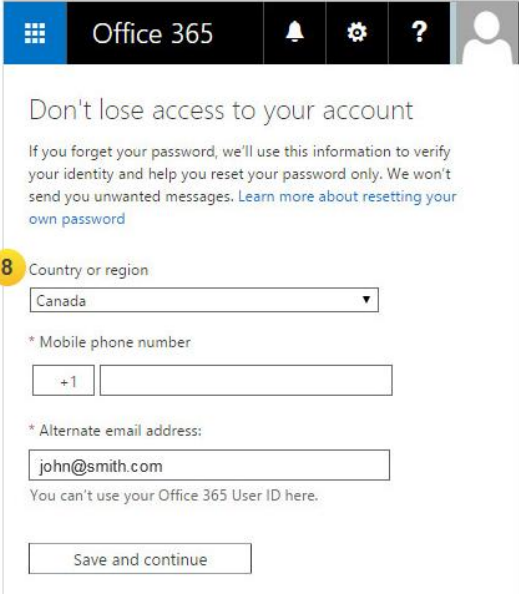


6) You will be asked to change your Microsoft® Online Portal password. Choose and type a new password.

7) Click “Send”.

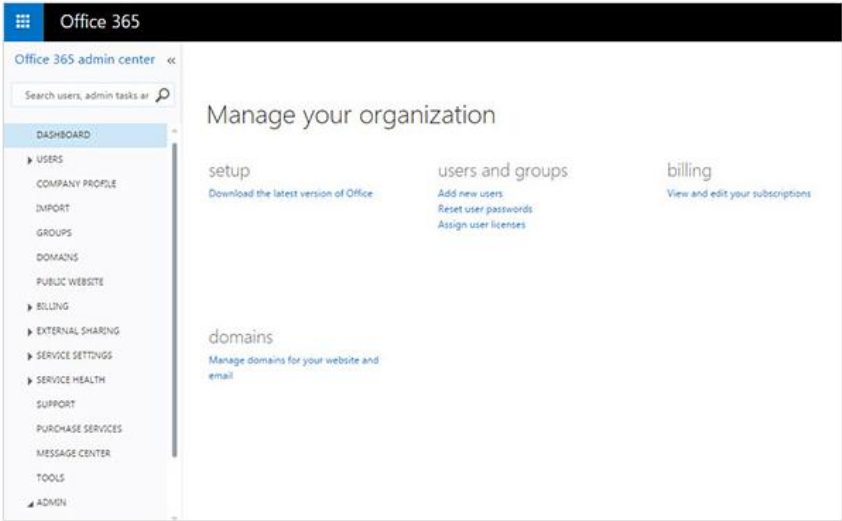
Note: Use the password recommendations given on the screen.

8) Fill in the information required and click on "Save and continue" to complete the login.



The screenshot shows the Office 365 account activation page. At the top, there is a navigation bar with the Office 365 logo, a notification bell, a settings gear, a help question mark, and a user profile icon. Below the navigation bar, the main heading is "Don't lose access to your account". A sub-heading reads: "If you forget your password, we'll use this information to verify your identity and help you reset your password only. We won't send you unwanted messages. [Learn more about resetting your own password](#)". A yellow circle with the number "8" highlights the "Country or region" dropdown menu, which is currently set to "Canada". Below this, there are three required fields: "* Mobile phone number" with a "+1" prefix and an input field; "* Alternate email address:" with an input field containing "john@smith.com"; and a note stating "You can't use your Office 365 User ID here." At the bottom of the form is a "Save and continue" button.

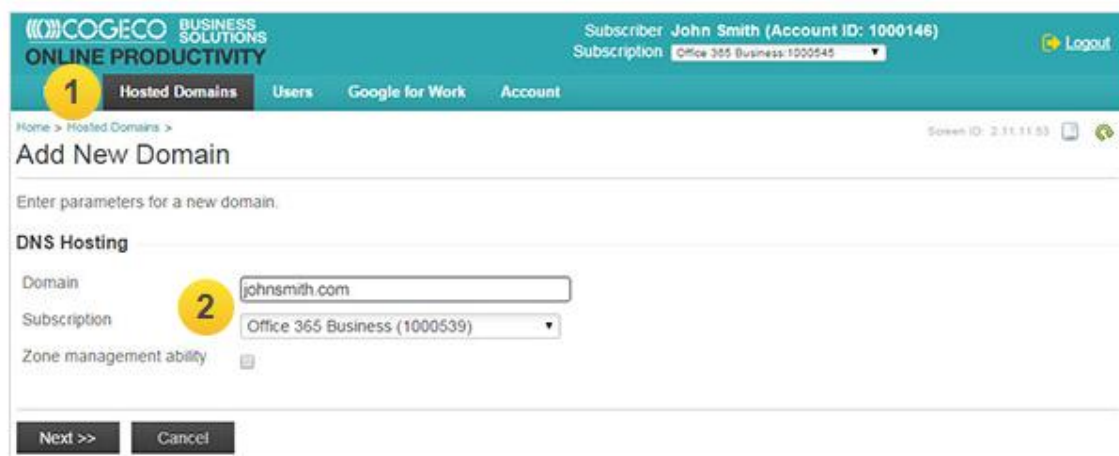
Your Microsoft® Online Portal Account is now activated and you have your username and password to access the portal. Here you can manage your Microsoft® Office 365™ service.



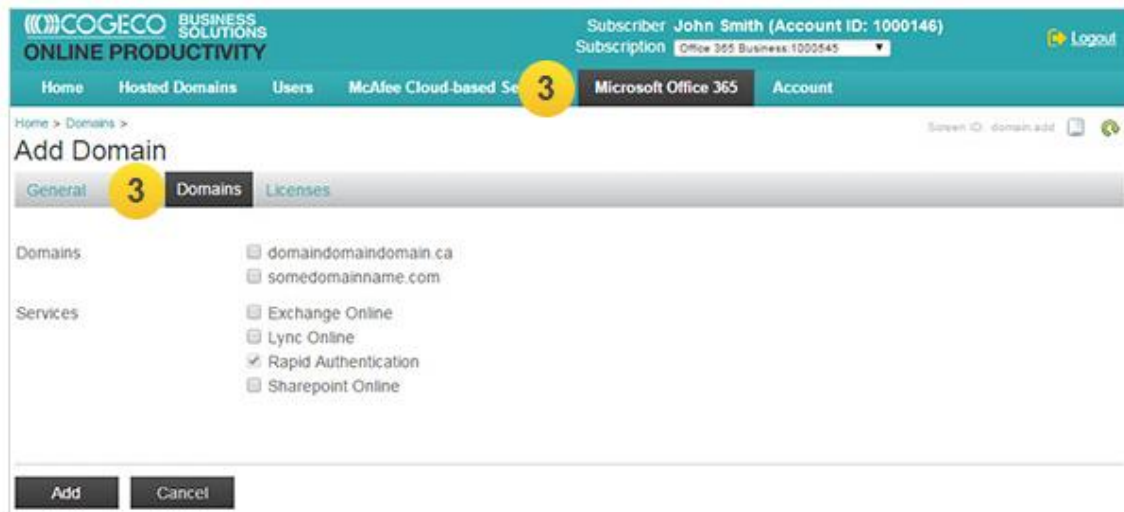
How to add and use a custom domain in Office 365™

If you would like to use a domain that you are already using instead of the one provided by Microsoft® Office 365™ (e.g. yourcompany.onmicrosoft.com), you will need to add this custom domain to My Online Productivity and in the Microsoft® Portal.

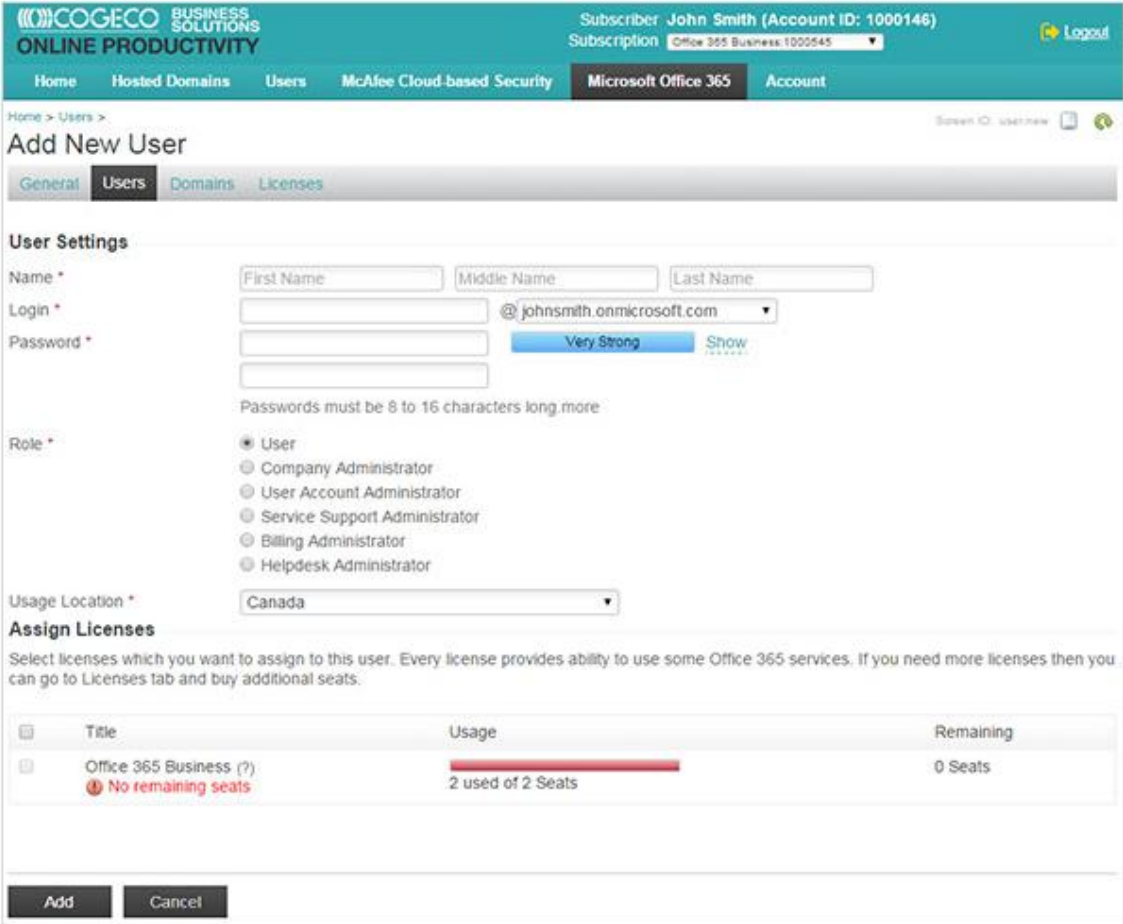
- 1) Go to the “Hosted Domains” tab and select the “Add Domain Registered Elsewhere”.
- 2) Input the requested information. Make sure you have the right “Subscription” selected. Then click “Next”, validate on the next screen and click “Finish” to complete.



- 3) Return to “Microsoft® Office 365™”, go to “Domains” and then select “Add Domains”. The newly added domain should be displayed as an option. Select the domain and then click “Add”.



4) You will now have the option to add users directly to your custom domain name when you will add new users under the Office 365™ subscription:



The screenshot shows the 'Add New User' page in the COGECO Business Solutions portal. The page is titled 'Add New User' and has tabs for 'General', 'Users', 'Domains', and 'Licenses'. The 'Users' tab is selected. The 'User Settings' section includes fields for Name (First Name, Middle Name, Last Name), Login (with a dropdown for domain selection), Password (with a strength indicator 'Very Strong' and a 'Show' button), Role (with radio buttons for User, Company Administrator, User Account Administrator, Service Support Administrator, Billing Administrator, and Helpdesk Administrator), and Usage Location (set to Canada). The 'Assign Licenses' section includes a table showing the current license usage:

Title	Usage	Remaining
Office 365 Business (?) No remaining seats	2 used of 2 Seats	0 Seats

At the bottom of the page, there are 'Add' and 'Cancel' buttons.

How to assign a Microsoft® Office 365™ license

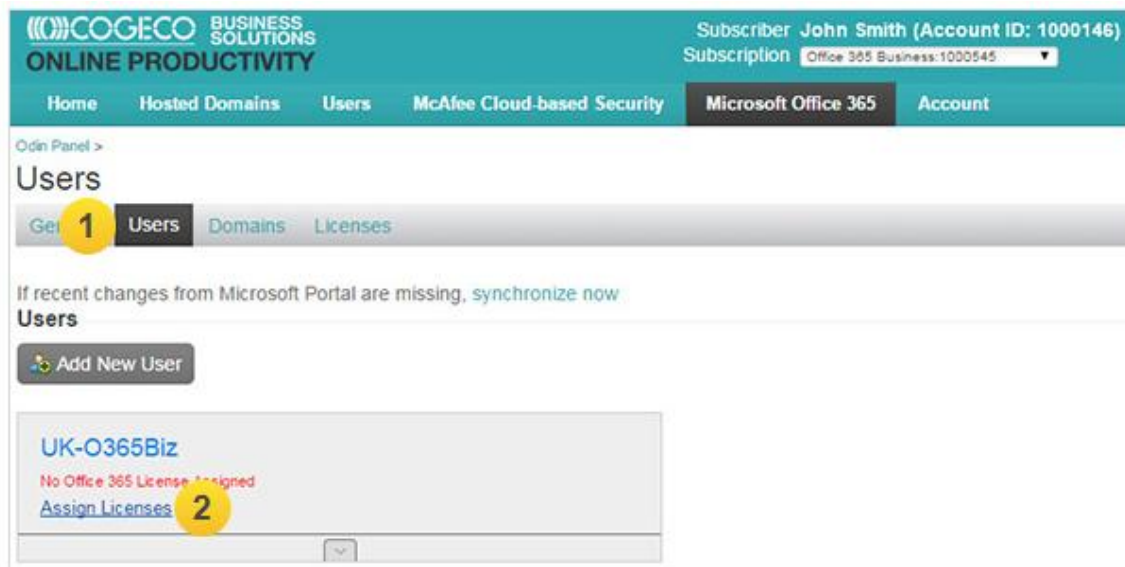
This section will guide you through the steps to assign a license in My Online Productivity.

- 1) Go back to the My Online Productivity window and click on the “Users” tab. This will display all current users.
- 2) Click on “Assign Licenses” in the grey box for the desired user.

Note: The first user for the Office 365™ subscription account will be the administrator account which is created by default.

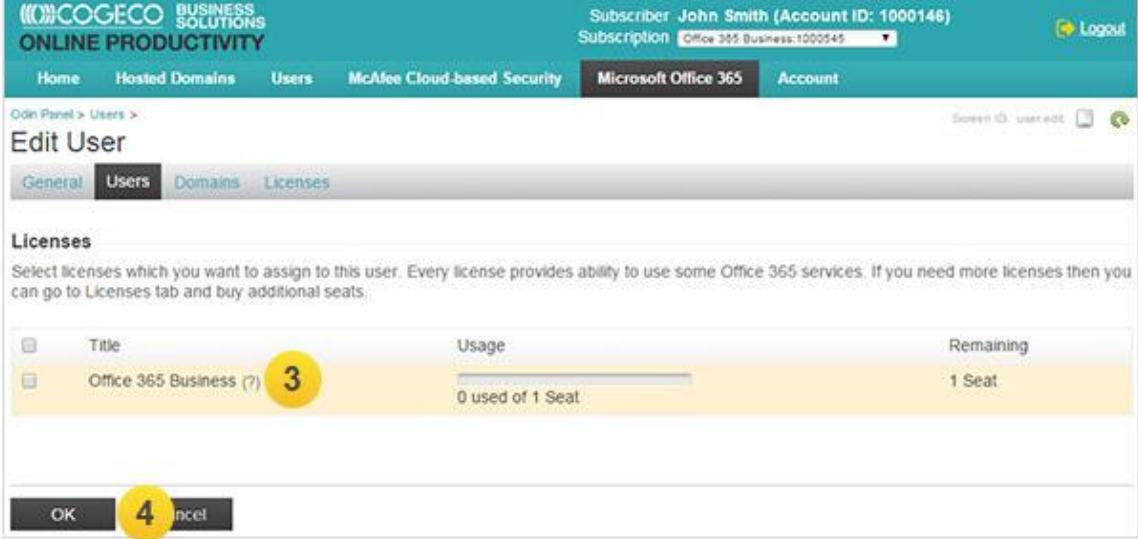
Here you will learn how to assign an Office 365™ license, using this default user as an example.

See the Create a New User section to learn how to add more users to your account.



- 3) Select the type of license you want to assign to this user by checking the box on the left.
- 4) Click “OK”.

Note: Monitor the “Usage” and “Remaining” fields. These indicate how many licenses you are currently using and how many are still available to be assigned. If you need more licenses, you can go to How to add new licenses section.



COGECO BUSINESS SOLUTIONS ONLINE PRODUCTIVITY

Subscriber John Smith (Account ID: 1000146)
Subscription Office 365 Business:1000545

Home Hosted Domains Users McAfee Cloud-based Security Microsoft Office 365 Account

Admin Panel > Users > Edit User

General Users Domains Licenses

Licenses

Select licenses which you want to assign to this user. Every license provides ability to use some Office 365 services. If you need more licenses then you can go to Licenses tab and buy additional seats.

Title	Usage	Remaining
Office 365 Business (?) 3	0 used of 1 Seat	1 Seat

OK **4** Cancel

Your license is now assigned.



UK-O365Biz

Licenses: Office 365 Business

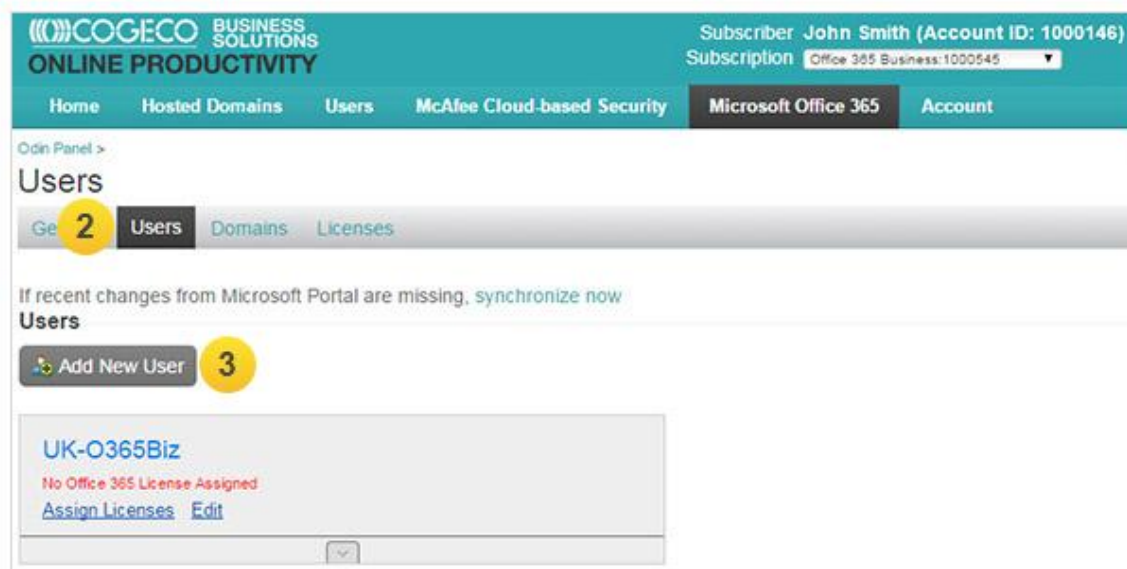
[Manage Licenses](#) [Edit](#)

Note : If you need to purchase more licenses, please go to How to add new licenses.

How to create a new user

To assign additional O365 licenses to other users, you will first need to create a new user.

- 1) If not already signed in, sign in to your My Online Productivity account.
- 2) Click on the “Users” tab on the top navigation.
- 3) This will display the Users Screen. Click on the “Add New User” button.



The screenshot shows the 'Users' management page in the COGECO Business Solutions Online Productivity portal. The top navigation bar includes 'Home', 'Hosted Domains', 'Users', 'McAfee Cloud-based Security', 'Microsoft Office 365', and 'Account'. The 'Users' tab is selected. Below the navigation, there is a 'Users' section with a 'Get' button (marked with a yellow circle '2') and tabs for 'Users', 'Domains', and 'Licenses'. A message states: 'If recent changes from Microsoft Portal are missing, synchronize now'. Below this, there is an 'Add New User' button (marked with a yellow circle '3'). A table below shows a user entry for 'UK-O365Biz' with the status 'No Office 365 License Assigned' and links for 'Assign Licenses' and 'Edit'.

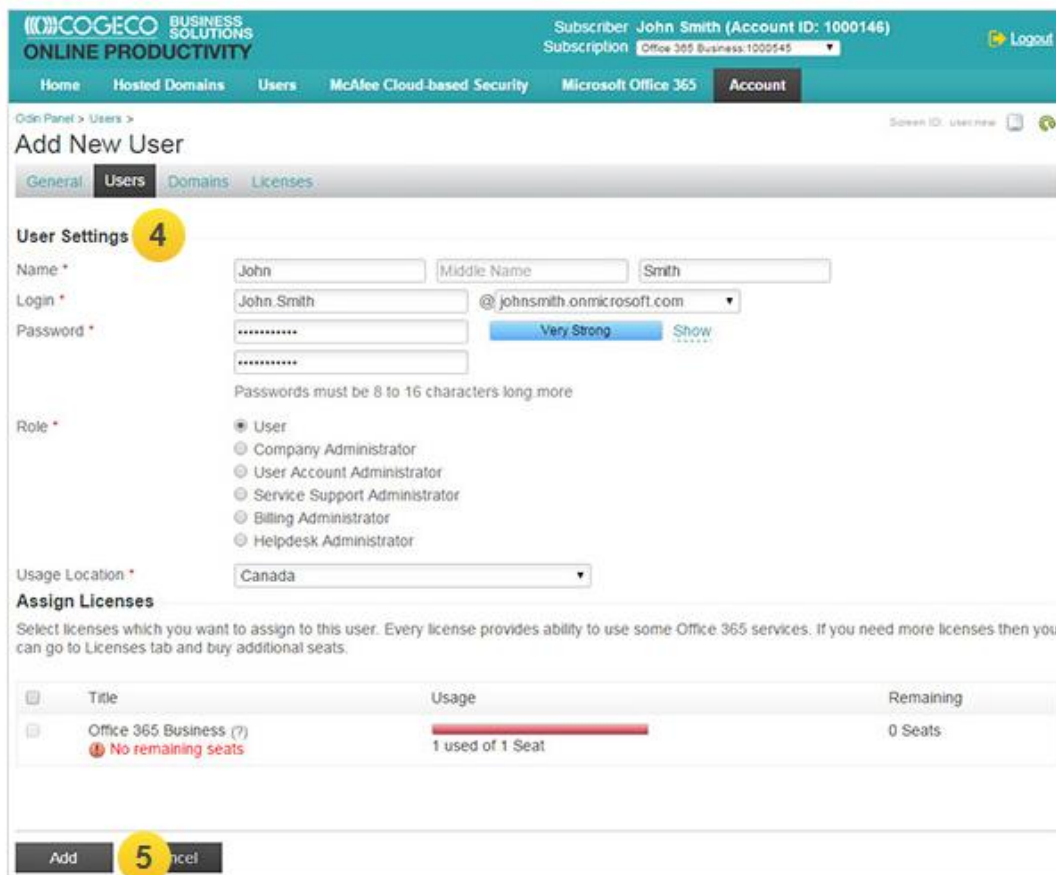
4) Fill in the User Settings.

- The login will be auto-generated, using the new user’s name.
- Make sure you assign the right “Role” for the new user.

5) Once done, click on “Add” to create the new user.

Note: The administrator has to provide the newly created Login and Password to the new user. Users are asked to change the Microsoft® Online Portal password when they connect for the first time.

Note: If you need more Office 365™ licenses for the number of users you plan to create, you can purchase them before or after the New User creation. You can only assign them once your users have been created.



COGECO BUSINESS SOLUTIONS ONLINE PRODUCTIVITY

Subscriber: John Smith (Account ID: 1000146)
Subscription: Office 365 Business:1000545

Home Hosted Domains Users McAfee Cloud-based Security Microsoft Office 365 Account

Odn Panel > Users > Add New User

General **Users** Domains Licenses

User Settings 4

Name * John Middle Name Smith

Login * John.Smith @ johnsmith.onmicrosoft.com

Password * [masked] Very Strong Show

Role * User
 Company Administrator
 User Account Administrator
 Service Support Administrator
 Billing Administrator
 Helpdesk Administrator

Usage Location * Canada

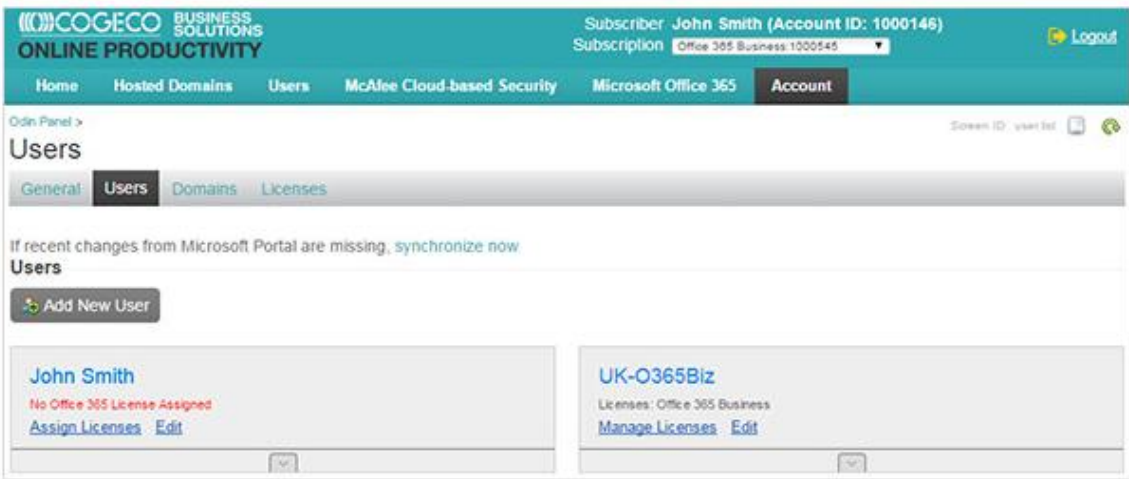
Assign Licenses

Select licenses which you want to assign to this user. Every license provides ability to use some Office 365 services. If you need more licenses then you can go to Licenses tab and buy additional seats.

Title	Usage	Remaining
Office 365 Business (7) No remaining seats	1 used of 1 Seat	0 Seats

Add 5 Cancel

Your new user has been created. Now you can assign a license to this user.



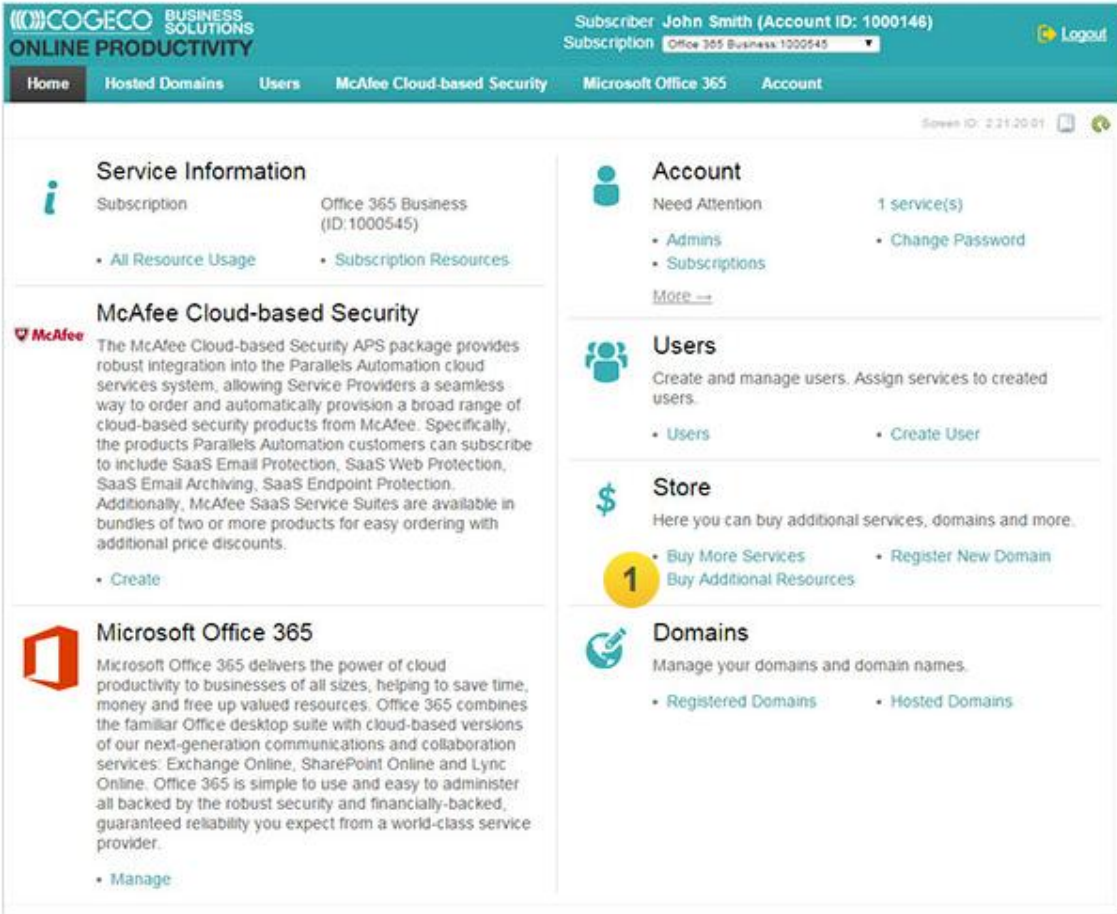
6) With their Login and Password users can now have access to the Microsoft® Online Portal and their Office 365™ applications.



How to add new licenses

This section will guide you through the steps to purchase new licenses.

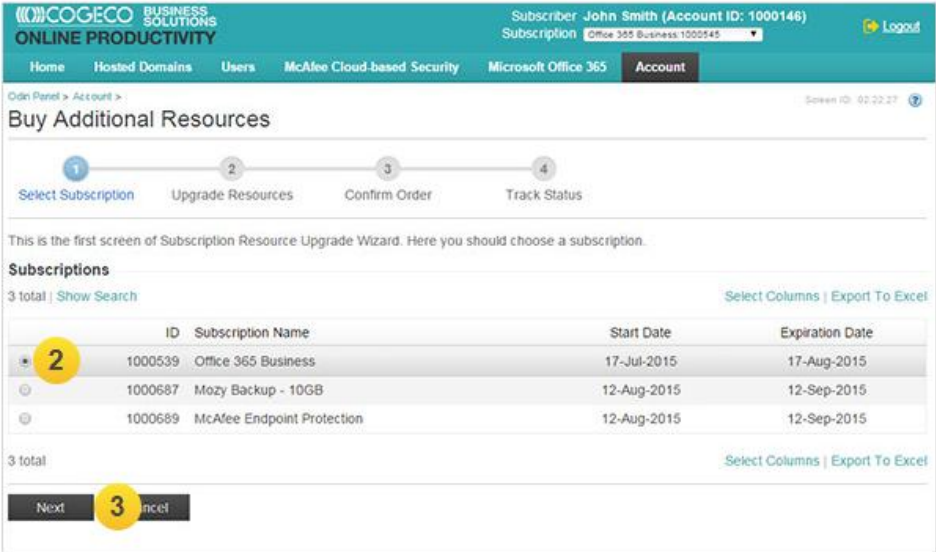
1) On the My Online Productivity homepage click “Buy Additional Resources”.



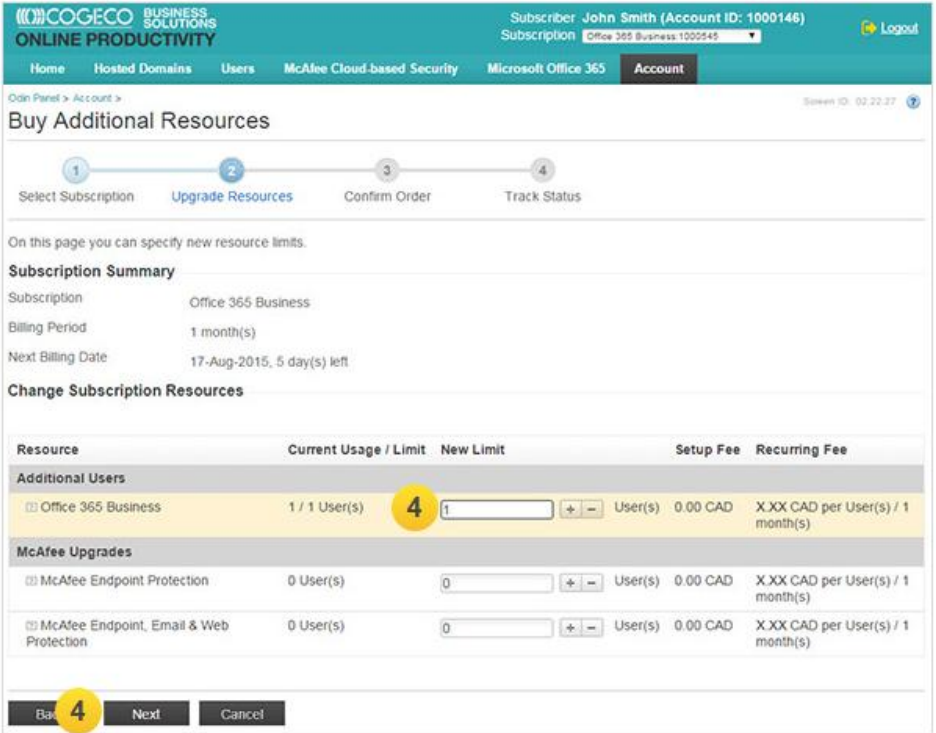
The screenshot shows the 'My Online Productivity' dashboard for a user named John Smith (Account ID: 1000146). The dashboard is organized into several sections:

- Service Information:** Shows the current subscription as 'Office 365 Business (ID: 1000545)'. It includes links for 'All Resource Usage' and 'Subscription Resources'.
- McAfee Cloud-based Security:** Provides a detailed description of the McAfee Cloud-based Security APS package, highlighting its integration with Parallels Automation cloud services. It lists various security products like SaaS Email Protection, SaaS Web Protection, SaaS Email Archiving, and SaaS Endpoint Protection. A 'Create' link is available at the bottom.
- Microsoft Office 365:** Describes the benefits of Microsoft Office 365, such as saving time and money, and lists services like Exchange Online, SharePoint Online, and Lync Online. A 'Manage' link is provided.
- Account:** Displays 'Need Attention' for 1 service(s) and offers links for 'Admins', 'Subscriptions', and 'Change Password'. A 'More' link is also present.
- Users:** Offers options to 'Create and manage users' and assign services, with a 'Create User' link.
- Store:** Promotes buying additional services, domains, and more. A yellow badge with the number '1' highlights the 'Buy Additional Resources' link. Other links include 'Buy More Services' and 'Register New Domain'.
- Domains:** Provides options to 'Manage your domains and domain names', with links for 'Registered Domains' and 'Hosted Domains'.

- 2) Select the subscription that you want to purchase more user licenses for.
- 3) Click "Next".



- 4) Add more licenses by setting a "New Limit", using the "+" button or directly inputting the number of desired licenses in the entry field. Then click "Next".



5) Follow all the next steps including a review of the Terms & Conditions and confirm your order.

Note: Once the order is processed you can assign the newly added licenses to the users. Your users are asked to change the Microsoft® Online Portal password when they connect for the first time.