Office 365 Admin Starter Guide

Contents
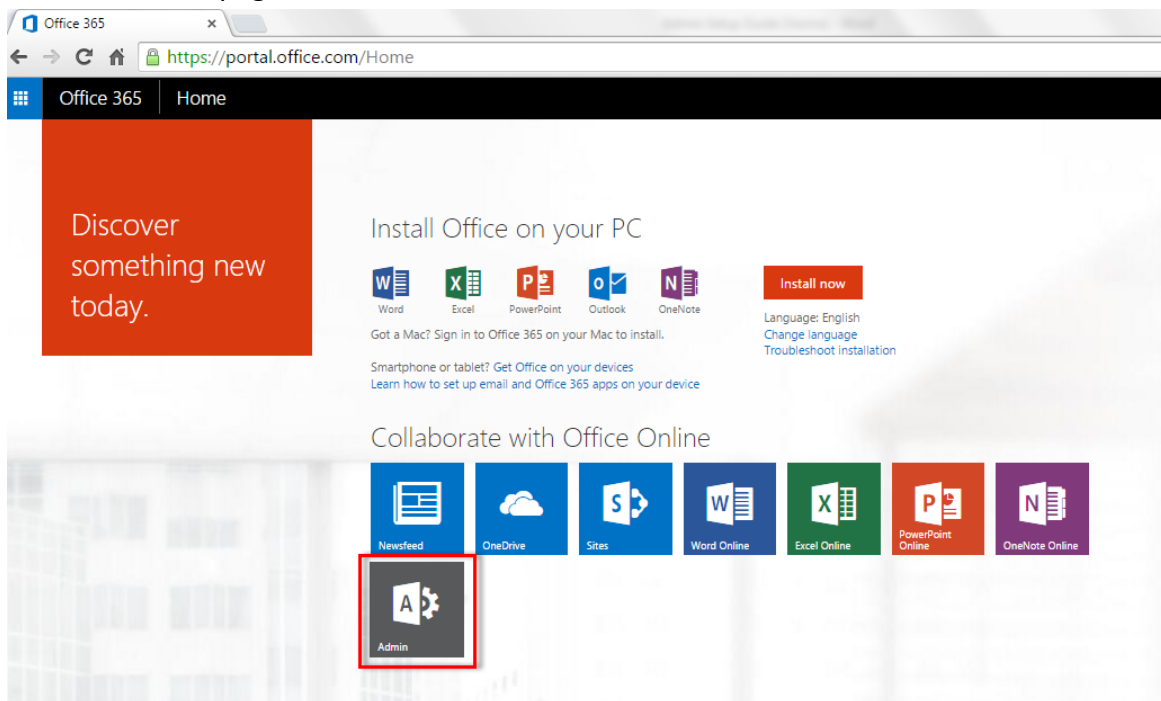
Login

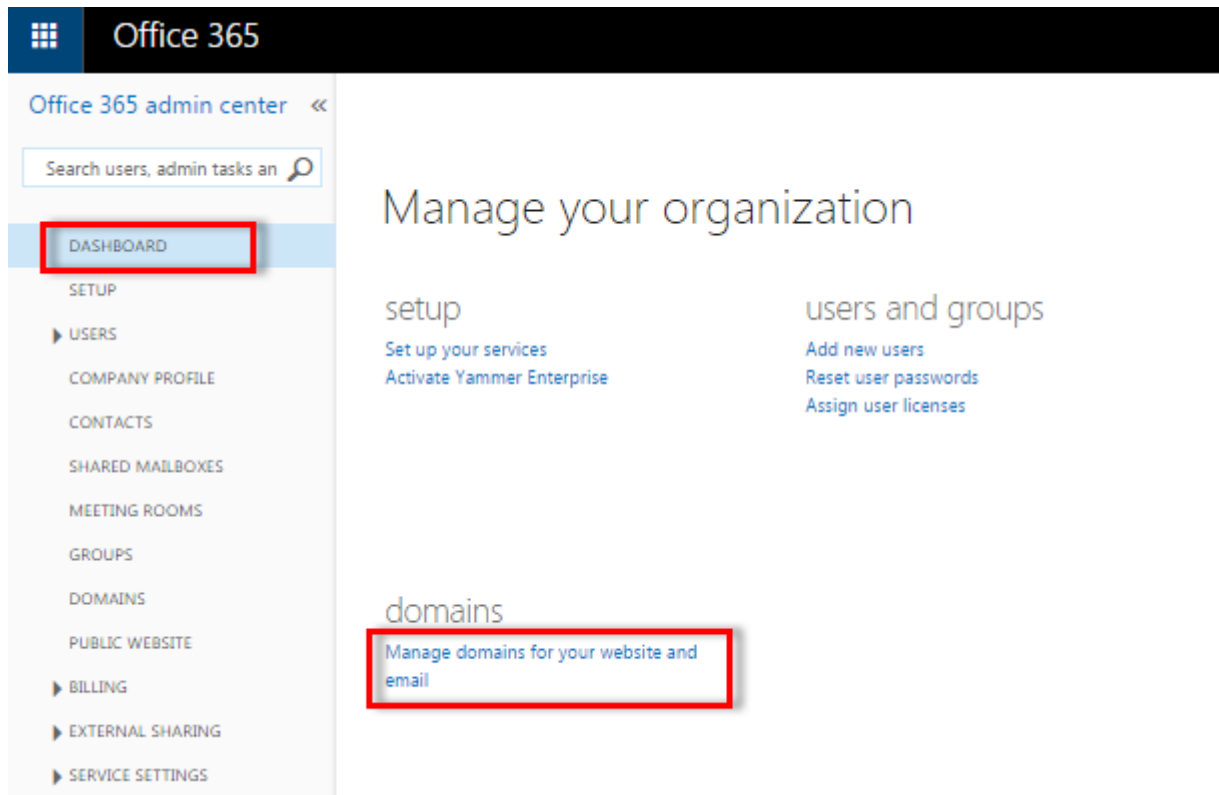1. Login from https://login.microsoftonline.com/. Enter admin login and password.
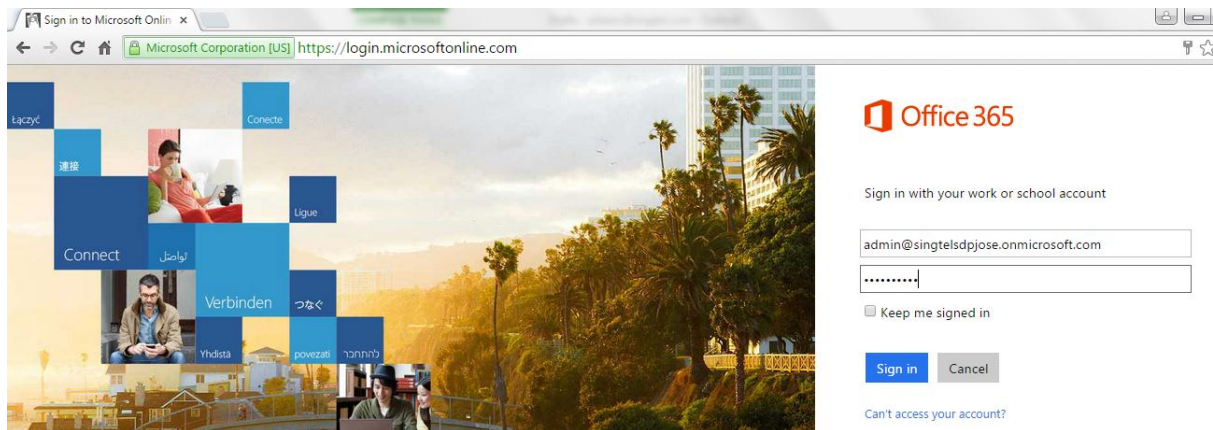
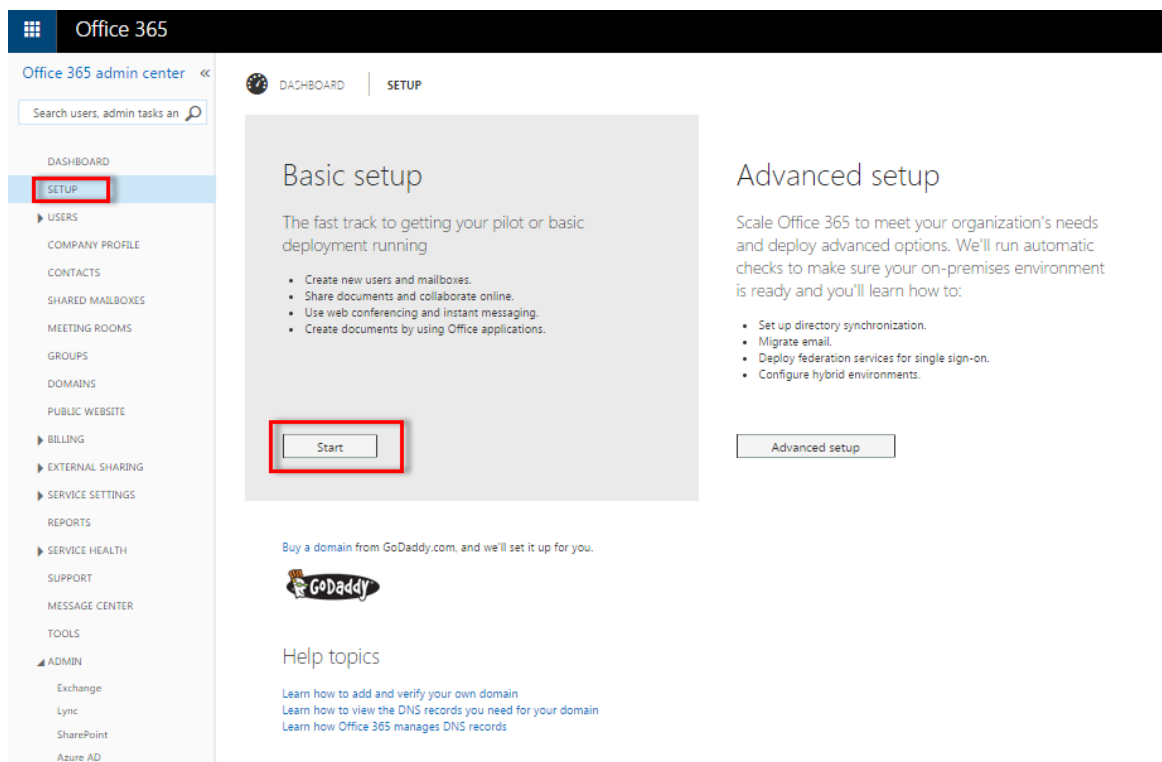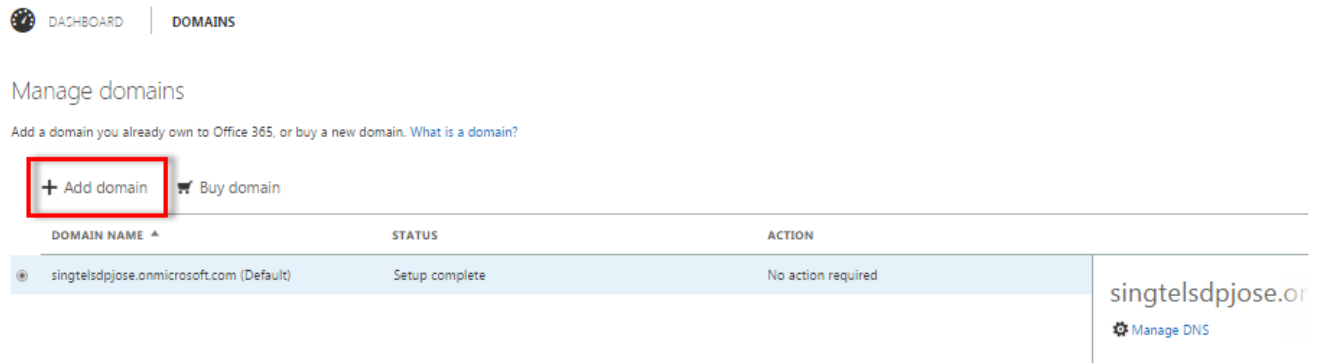2. From the Home page, select Admin.

Manage Domain

3. From the Office 365 Admin Centre, click dashboard and select Manage domains for your website and your email.

Or alternatively, select Setup and click Start under Basic Setup.

4. If you have selected the 1ˢᵗ option (dashboard, Manage domain), customer will see this page. Click Add Domain.

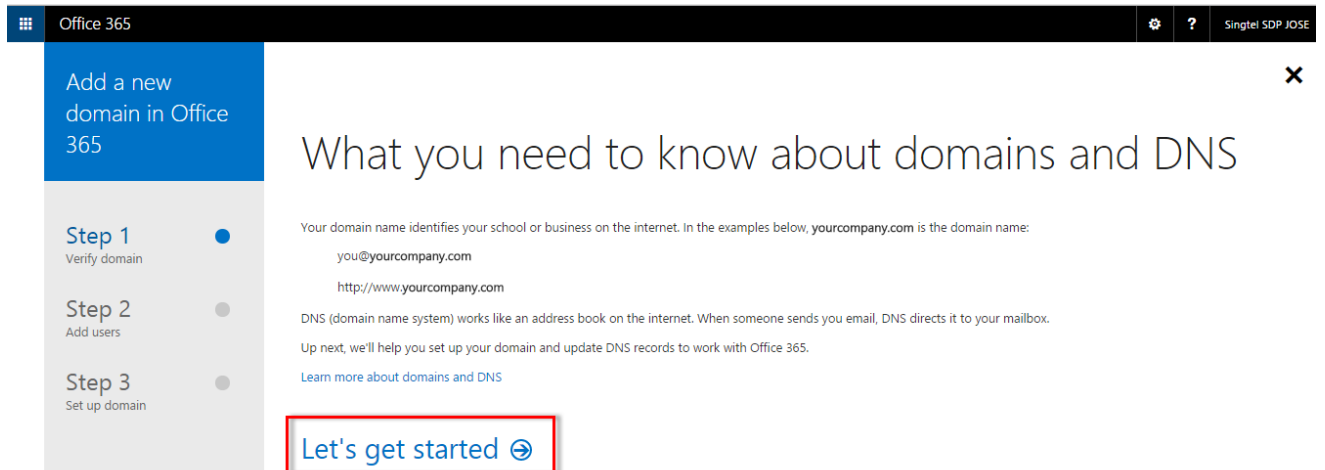5. You will see this page and click Let's get started.
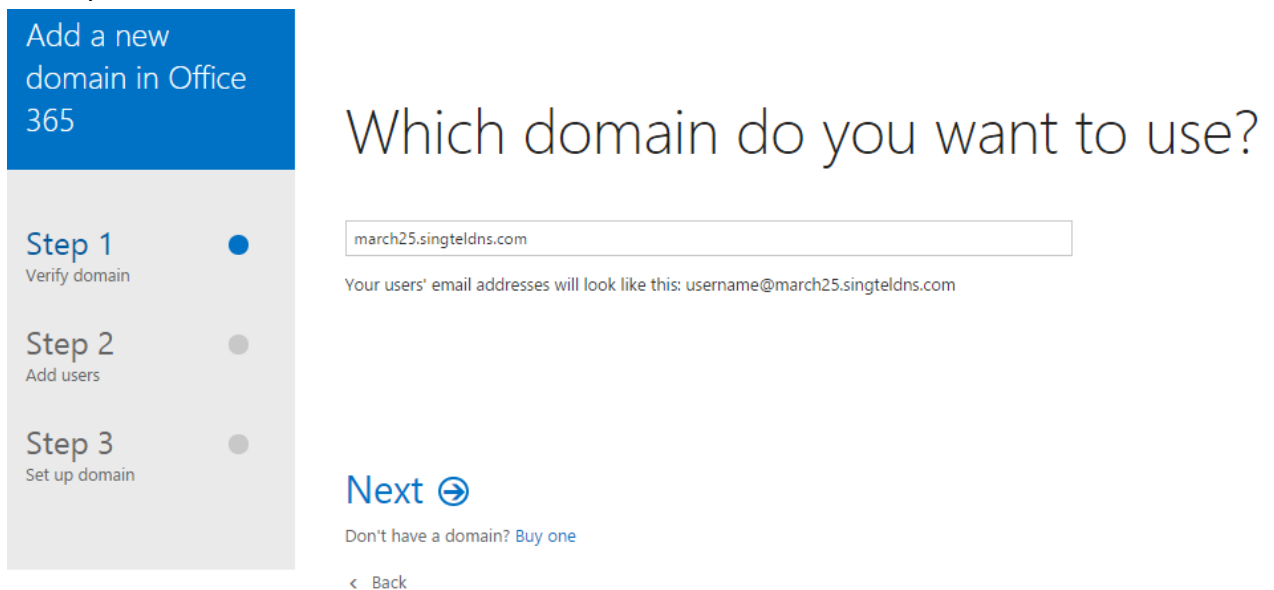
6. Enter your domain name and click Next.

7. To validate that you own the domain name, update the TXT or CNAME record from your DNS portal. If you currently do not have access to change your own domain name, coordinate with your DNS provider and provide the details below for them to update. Once done, click Okay, I've added the record.

Add a new domain in Office 365		
Step 1 Verify domain	●	**Add this TXT record to show you own march25.singteldns.com**
Step 2 Add users	○	**Note:** Only the domain owner can update DNS records, so we ask you to add this TXT record. Adding this TXT record won't affect your current email or other services.
Step 3 Set up domain	○	To add the record: • Go to your DNS host (Change) • Copy the values from the following table and add them at your DNS host.

TXT records (Step-by-step instructions for adding a TXT record)

TXT name	TXT value	TTL
march25	MS=ms71725177	3600

Okay, I've added the record ⊕

Can't add a TXT record? Use an MX record instead

8. The system will verify that the TXT/CNAME record has been updated. Click Next.

Add a new domain in Office 365		
Step 1 Verify domain	✓	**We've verified that you own march25.singteldns.com**
Step 2 Add users	○	Now, let's update email addresses for your current users in Office 365.
Step 3 Set up domain	○	**Next ⊕**

Add Users

9. This page will enable customer to add users. Note that the email address already reflects the domain name customer just setup.

If you have purchased more than 1 basic pack, you can select which Basic Pack this user should be assigned from the list and click save. Customer can select No license if they just want to create the users first and choose to assign the licenses later.

Also, you have the option to create bulk users or just add one by one.

Once done, click Add these users.

10. You will see a confirmation that user has been added successfully. Click Next to proceed.

Update DNS records

11. You then need to update the DNS record. Click Next.

12. Select which services you want the domain name to be used.

13. Update the DNS records at your DNS portal or you do not have access, inform your DNS provider to update it for you. Once done click Okay, I've added the records.

14. Once all records have been updated, click Finish.

15. You will be back at the admin centre Domain page and you will see that the domain you setup is the default domain name of the account.

Assign License
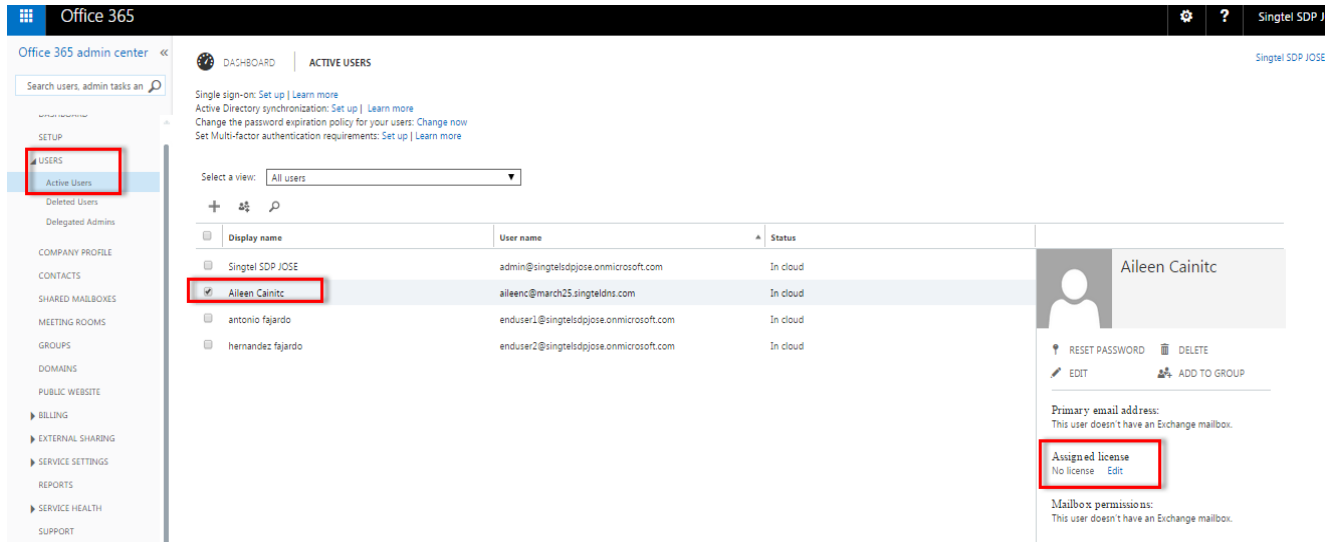
16. If in an earlier stage where you did not assign the user to any of the Office 365 license, you can go back to see all the active users from the Office 365 admin centre. Select the user, click edit under Assign License.

17. Select the plan with available license and click save.