

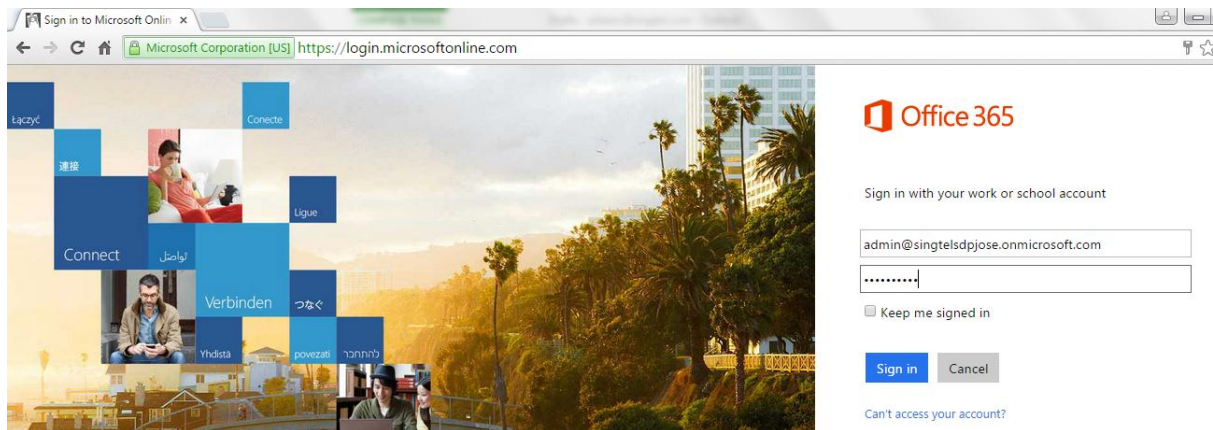
Office 365 Admin Starter Guide

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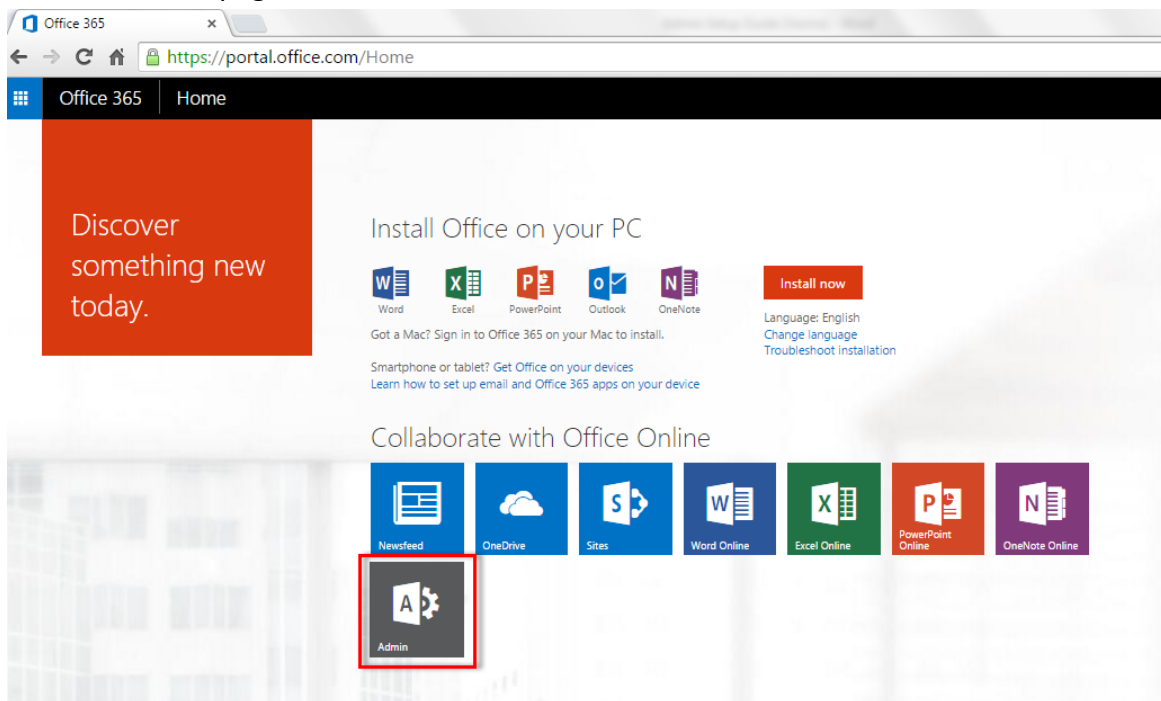
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Login

1. Login from <https://login.microsoftonline.com/>. Enter admin login and password.

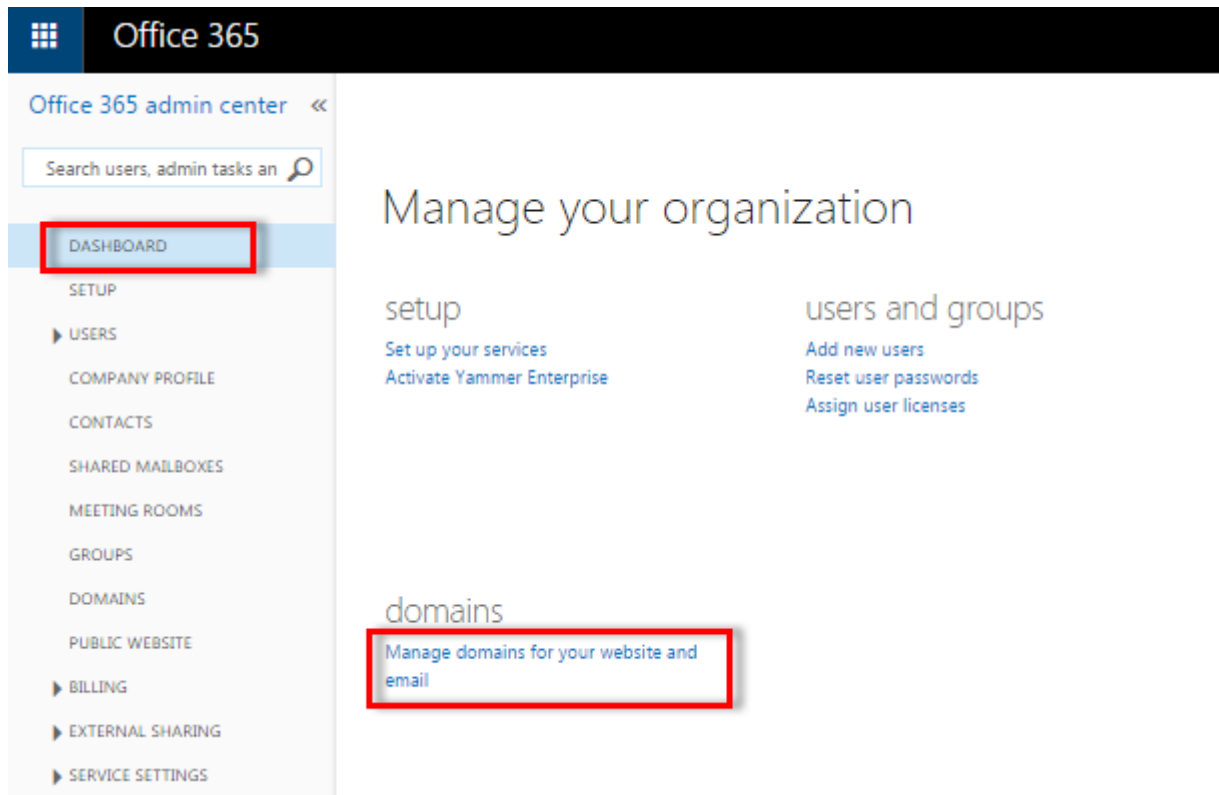


2. From the Home page, select Admin.

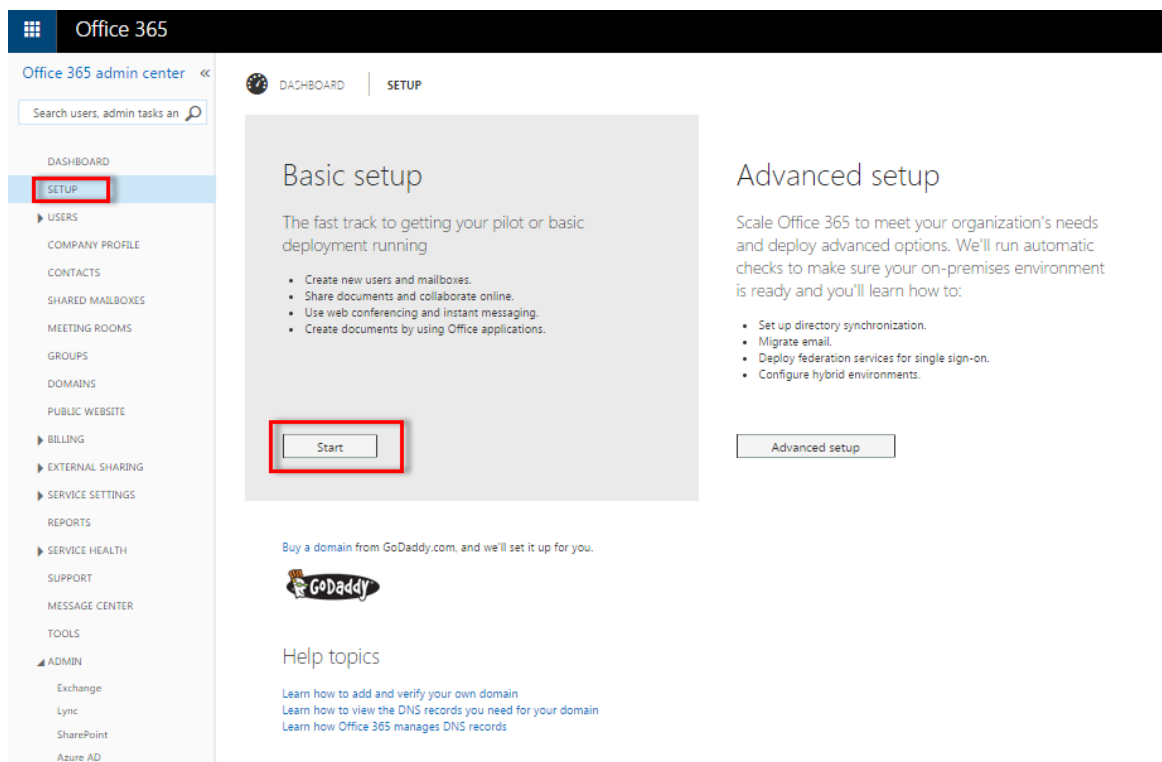


Manage Domain

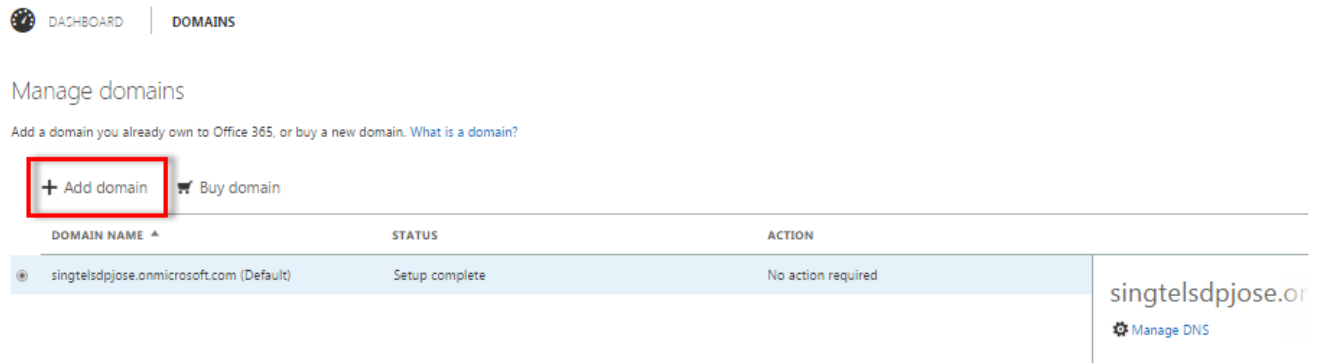
- From the Office 365 Admin Centre, click dashboard and select Manage domains for your website and your email.



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.



Manage domains

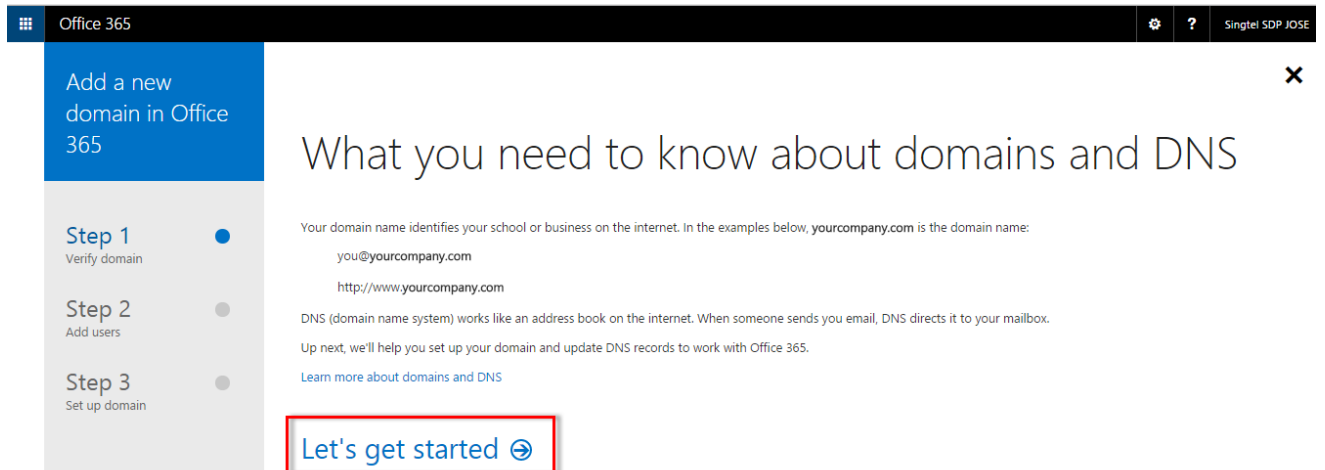
Add a domain you already own to Office 365, or buy a new domain. [What is a domain?](#)

[+ Add domain](#) [Buy domain](#)

DOMAIN NAME ▲	STATUS	ACTION
⊕ singtelsdpjose.onmicrosoft.com (Default)	Setup complete	No action required

singtelsdpjose.onmicrosoft.com
[Manage DNS](#)

5. You will see this page and click Let's get started.



Office 365

Add a new domain in Office 365

What you need to know about domains and DNS

Your domain name identifies your school or business on the internet. In the examples below, **yourcompany.com** is the domain name:

you@yourcompany.com

http://www.yourcompany.com

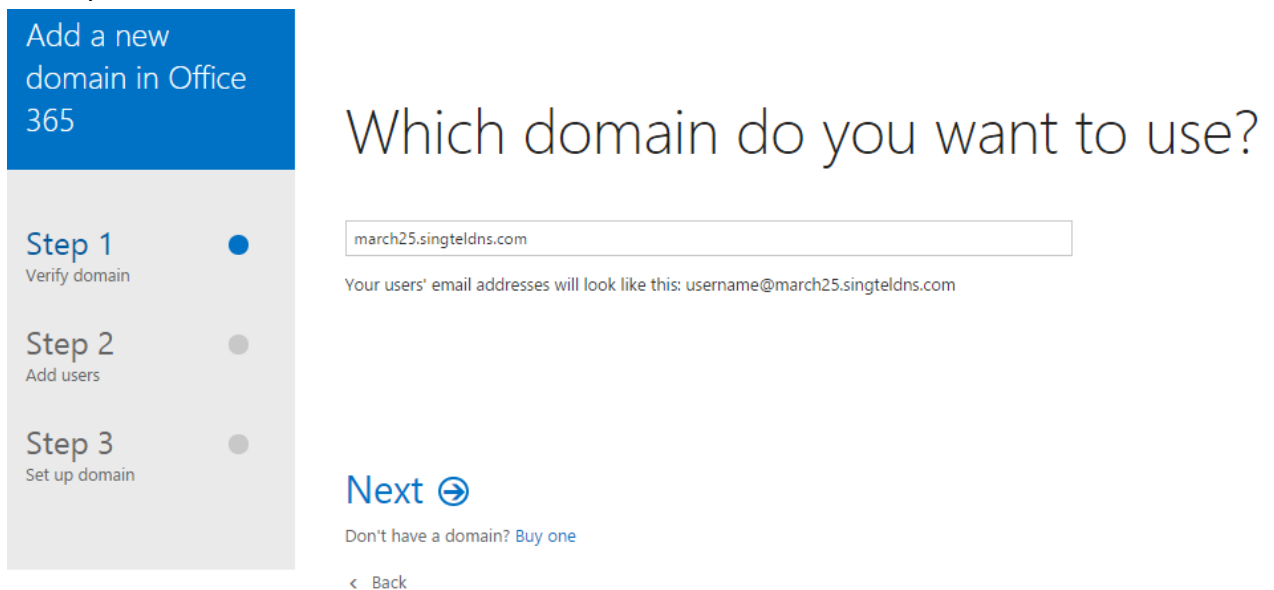
DNS (domain name system) works like an address book on the internet. When someone sends you email, DNS directs it to your mailbox.

Up next, we'll help you set up your domain and update DNS records to work with Office 365.

[Learn more about domains and DNS](#)

[Let's get started](#)

6. Enter your domain name and click Next.



Add a new domain in Office 365

Which domain do you want to use?

march25.singteldns.com

Your users' email addresses will look like this: username@march25.singteldns.com

[Next](#)

Don't have a domain? [Buy one](#)

< Back

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

Add this TXT record to show you own march25.singteldns.com

Step 1
Verify domain

Step 2
Add users

Step 3
Set up domain

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.

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

We've verified that you own march25.singteldns.com

Step 1
Verify domain

Step 2
Add users

Step 3
Set up domain

Now, let's update email addresses for your current users in Office 365.

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.

Add a new domain in Office 365

Step 1 ✓

Verify domain

Step 2 ●

Add users

Step 3 ●

Set up domain

Add new users

Now add other users who will use Office 365 services.

Important: Is anyone already receiving email addressed to march25.singteldns.com with another email service? Make sure you add those email addresses here before you update DNS records to switch email delivery to Office 365. [Why is this important?](#)

[Use a CSV file to bulk add users](#)

First Name	Last Name	Email address	User location (change)	License (change)
<input type="text" value="Aileen"/>	<input type="text" value="Cainitc"/>	<input type="text" value="aileenc@month25.singteldns.com"/>	<input type="text" value="Singapore"/>	<input style="background-color: #f0f0f0;" type="text" value="Office 365 Busine..."/>
+ Add a row				

[Add these users](#) ➔

If you don't want to add any users, you can [skip this step](#)

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.

First Name	Last Name	Email address	User location (change)	License (save)
<input type="text" value="Aileen"/>	<input type="text" value="Cainitc"/>	<input type="text" value="aileenc@month25.singteldns.com"/>	<input type="text" value="Singapore"/>	<input style="background-color: #f0f0f0;" type="text" value="Office 365 Bu..."/>
+ Add a row				

[Add these users](#) ➔

If you don't want to add any users, you can [skip this step](#)

Office 365 Bu...

Office 365 Business (0 of 2 available)

Office 365 Business Premium (3 of 3 available)

No license

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

First Name	Last Name	Email address	User location (change)	License (change)
<input type="text" value="Aileen"/>	<input type="text" value="Cainitc"/>	<input type="text" value="aileenc@month25.singteldns.com"/>	<input type="text" value="Singapore"/>	<input style="background-color: #f0f0f0;" type="text" value="Office 365 Busine..."/>
+ Add a row				

[Use a CSV file to bulk add users](#)

Once done, click Add these users.

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

Add a new domain in Office 365

Step 1
Verify domain ✓

Step 2
Add users ✓

Step 3
Set up domain ●

1 user was added successfully

Here's the user you just added. This information was sent to admin@singtelsdpjose.onmicrosoft.com

Be sure to give each user their email address and password so they can sign in and get started with Office 365.

First Name	Last Name	User name	Temporary password	License assigned
Aileen	Cainitc	aileenc@march25.singteldns.com	Huco6950	No license

[Next ➞](#)

Update DNS records

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

Add a new domain in Office 365

Step 1
Verify domain ✓

Step 2
Add users ✓

Step 3
Set up domain ●

Get ready to update DNS records to work with Office 365

Next, we'll determine which DNS records you need. You will have to sign into your DNS host to update these DNS Records.

[What are DNS records?](#)

[Next ➞](#)

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

Add a new domain in Office 365

Step 1
Verify domain ✓

Step 2
Add users ✓

Step 3
Set up domain ●

Which services do you want to use with march25.singteldns.com?

- ☒ Outlook for email, calendar, and contacts
- ☒ Lync for instant messaging and online meetings

Next, we'll show you the DNS records you need to add at your DNS host. These records are required for your Office 365 services to work on march25.singteldns.com. [How do DNS records work?](#)

[Next ➞](#)

[Back](#)

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.

Add a new domain in Office 365

Step 1
Verify domain ✓

Step 2
Add users ✓

Step 3
Set up domain ●

Add the following DNS records for march25.singteldns.com

Add the records at your DNS host (Change)

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

Priority	Host name	Points to address or value	TTL
0	march25	march25-singteldns-com.mail.protection.outlook.com	3600

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

Host name	Points to address or value	TTL
autodiscover.march25	autodiscover.outlook.com	3600
sip.march25	sipdir.online.lync.com	3600
lyncdiscover.march25	webdir.online.lync.com	3600
msoid.march25	clientconfig.microsoftonline-p.net	3600

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

TXT name	TXT value	TTL
march25	v=spf1 include:spf.protection.outlook.com -all	3600

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

Service	Protocol	Port	Weight	Priority	Name	Target	TTL
_sip	_tls	443	1	100	march25	sipdir.online.lync.com	3600
_sipfederationtls	_tcp	5061	1	100	march25	sipfed.online.lync.com	3600

[Okay, I've added the records](#) ➞

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

Add a new domain in Office 365

Step 1
Verify domain ✓

Step 2
Add users ✓

Step 3
Set up domain ✓

Your records are correct and march25.singteldns.com is all set up

Finish ➞

[< Back](#)

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.

Manage domains

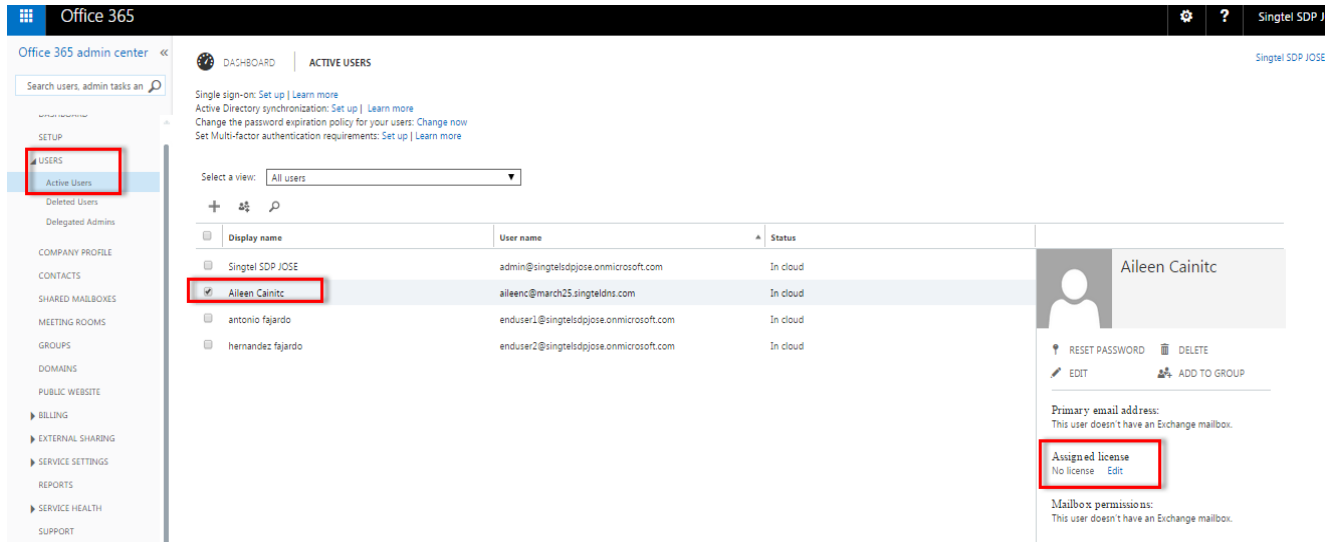
Add a domain you already own to Office 365, or buy a new domain. [What is a domain?](#)

[+ Add domain](#) [🛒 Buy domain](#)

DOMAIN NAME ▲	STATUS	ACTION	
🔵 march25.singteldns.com (Default)	Setup complete	No action required	march25.singteldns.com Manage DNS Find and fix issues Remove domain
🔵 singteldspjose.onmicrosoft.com	Setup complete	No action required	

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.



Office 365 admin center

Search users, admin tasks and more

USERS

Active Users

Deleted Users

Delegated Admins

COMPANY PROFILE

CONTACTS

SHARED MAILBOXES

MEETING ROOMS

GROUPS

DOMAINS

PUBLIC WEBSITE

BILLING

EXTERNAL SHARING

SERVICE SETTINGS

REPORTS

SERVICE HEALTH

SUPPORT

DASHBOARD

ACTIVE USERS

Single sign-on: [Set up](#) | [Learn more](#)

Active Directory synchronization: [Set up](#) | [Learn more](#)

Change the password expiration policy for your users: [Change now](#)

Set Multi-factor authentication requirements: [Set up](#) | [Learn more](#)

Select a view: All users

Display name	User name	Status
Singtel SDP JOSE	admin@singtelsdpjose.onmicrosoft.com	In cloud
Aileen Caintic	aileenc@marh25.singteldns.com	In cloud
antonio fajardo	enduser1@singtelsdpjose.onmicrosoft.com	In cloud
hernandez fajardo	enduser2@singtelsdpjose.onmicrosoft.com	In cloud

Aileen Caintic

RESET PASSWORD DELETE

EDIT ADD TO GROUP

Primary email address:
This user doesn't have an Exchange mailbox.

Assigned license
No license [Edit](#)

Mailbox permissions:
This user doesn't have an Exchange mailbox.

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

SAVE CANCEL

Assign License

Different services are available in different locations. [Learn more about restrictions](#)

Set user location

Singapore

☐ Office 365 Business
0 of 2 licenses available

☒ Office 365 Business Premium
3 of 3 licenses available