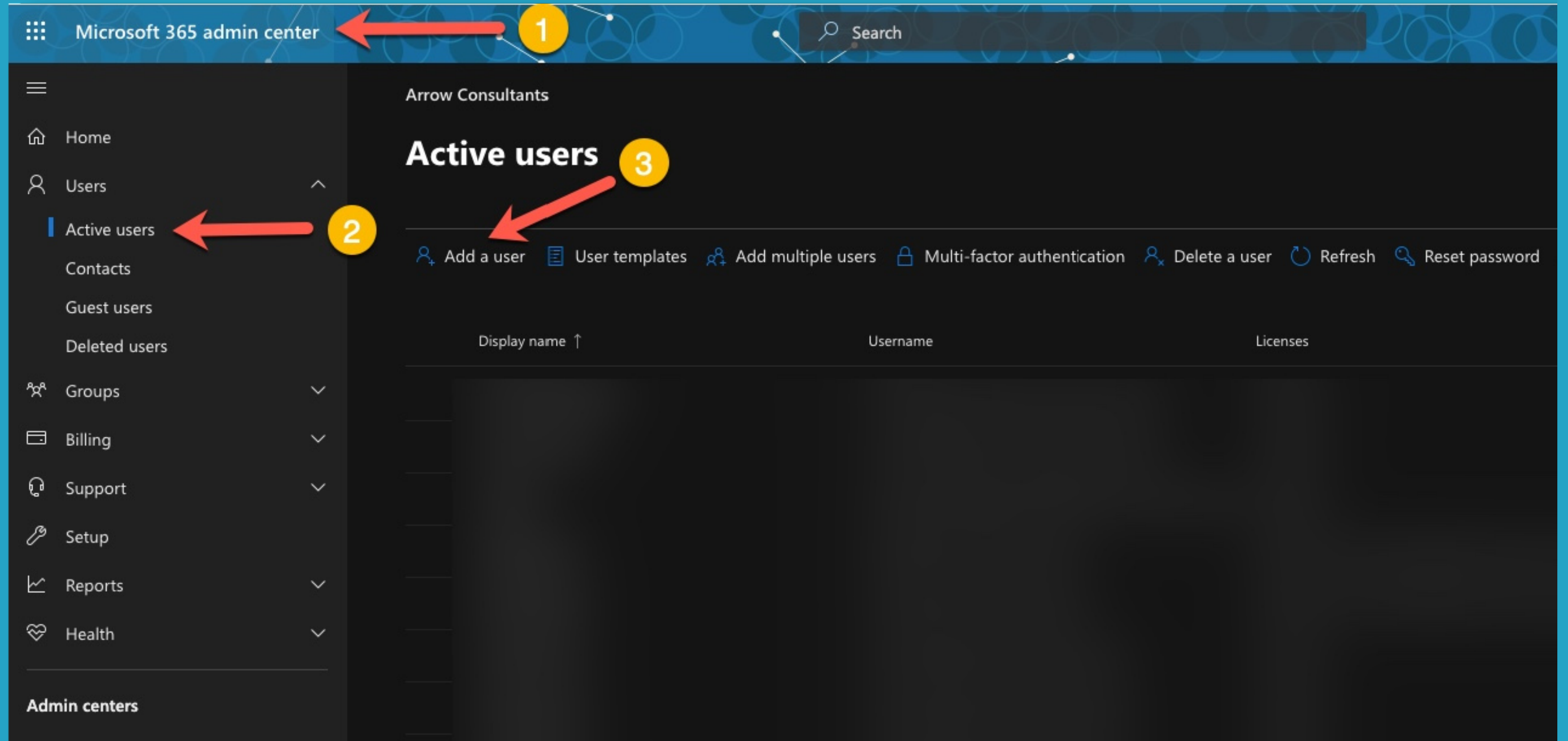MICROSOFT 365 QUICK TUTORIAL

HOW TO ADD A USER & ASSIGN A ROLE

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STEP 1

Navigate to your Admin Center, Click on Users, Click on Active Users, Click on Add a User

STEP 2

Enter User's Name, Enter Username, Check Boxes (if needed), Click Next

STEP 3

Microsoft 365 admin center

Home
Users
Active users
Contacts
Guest users
Deleted users
Groups
Billing
Support
Setup
Reports
Health

Admin centers
Security
Compliance
Azure Active Directory
All admin centers

Show all

Add a user

Basics

Product licenses

Optional settings

Finish

Licenses (0)*

○ Assign user a product license

☐ Communications Credits
Unlimited licenses available

☐ Microsoft 365 Business Standard
These licenses do not need to be individually assigned

☐ Microsoft 365 Business Voice (US)
You're out of licenses. If you turn this on, we'll try to buy an additional license for you.

☐ Microsoft 365 Phone System - Virtual User
25 of 25 licenses available

☐ Microsoft Power Automate Free
9998 of 10000 licenses available

☐ Office 365 E5
You're out of licenses. If you turn this on, we'll try to buy an additional license for you.

☐ Power Automate per user plan
You're out of licenses. If you turn this on, we'll try to buy an additional license for you.

● Create user without product license (not recommended)
They may have limited or no access to Office 365 until you assign a product license.

Apps (0)

Back   Next

Assign a License, Add Apps (if needed), and Click Next.

STEP 4

Chose the Role for the User by clicking the dropdown menu button.

STEP 5

Set the permissions for the new user and click next.

STEP 6

Microsoft 365 admin center

Add a user

- ✓ Basics
- ✓ Product licenses
- ✓ Optional settings
- ● Finish

Review and finish

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username
Jane Doe
Jane@arrowconsultants.solutions
Edit

Password
Type: Auto-generated
Edit

Product licenses
Create user without product license.
Edit

Roles (default)
User (no admin center access)
Edit

Profile info
None provided
Edit

Back   **Finish adding**   Cancel

Review details and click finish.

Need to make an appointment?

Misty Murray

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