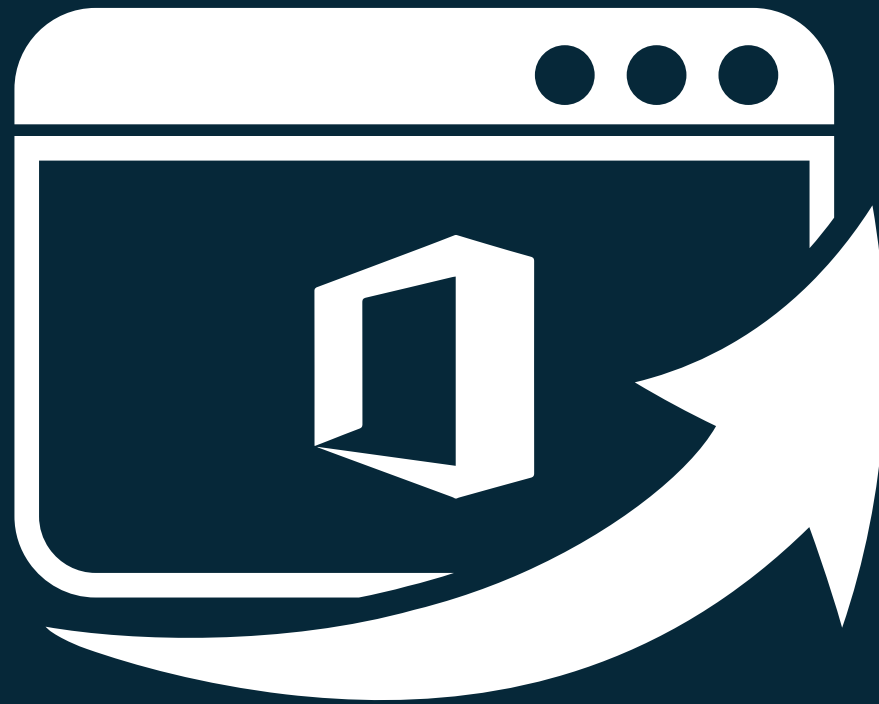


The Guide To Office 365 Training:

Setting Up Your Domain



datto



New to Office 365?

**Don't worry, getting started
is a *breeze!***

Here's how to set up your domain



Basic user management

First thing's first, let's get the account up and running!

1. Purchase licenses for all of your employees (You can do that [here](#))
2. As Admin, link any existing Microsoft IDs to this new plan
3. Sign in and let the Setup Wizard do its thing
4. Verify your domain
5. Your email domain changes automatically once the domain is verified
6. Your domain has been established, and email converted, click through and complete the setup process



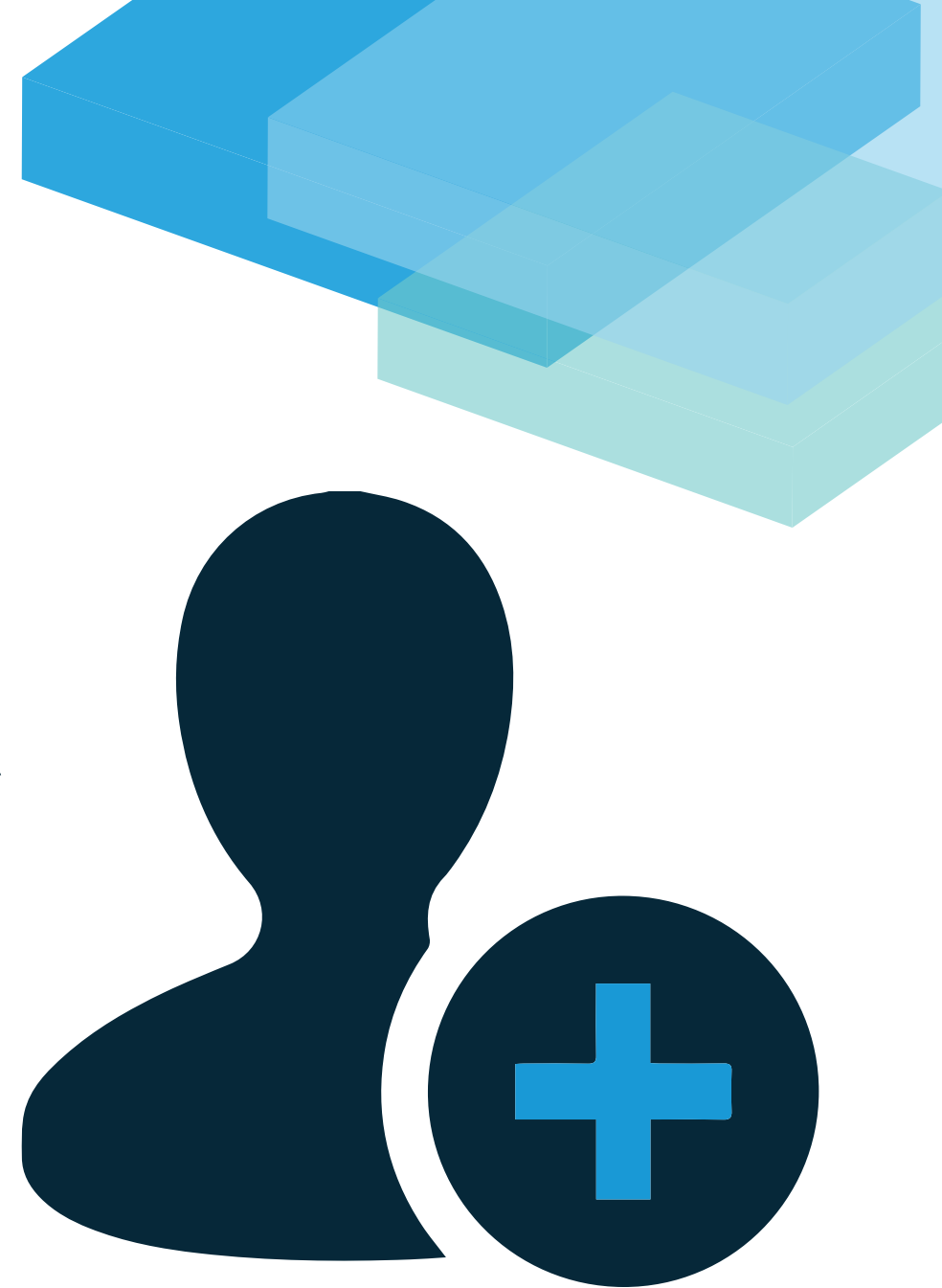
If you build it, users will come!

Now it's time to add some users. Here's a great video explaining adding users individually or in bulk.



The quick overview:

- To add one user at a time, go into Users, Active Users and select the + icon at the top of the screen, which opens the add user wizard
- To add a group, you can use a plain text .CSV to build your list of names. From the Active Users screen, select the bulk upload icon, which is found next to the + icon. The form provides samples and a blank .CSV file which you can modify, save, and then upload into the bulk uploader



Password resets will take place when users create accounts to replace temps

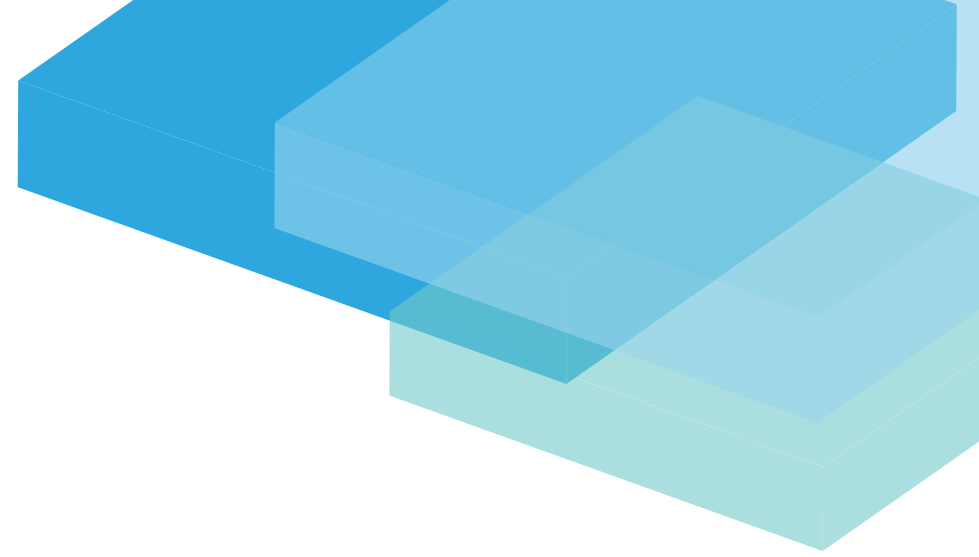
Here's a quick video to walk you through the process.

A video player interface with a red background and the text "Reset a password". The player has a black top bar and a black bottom bar.

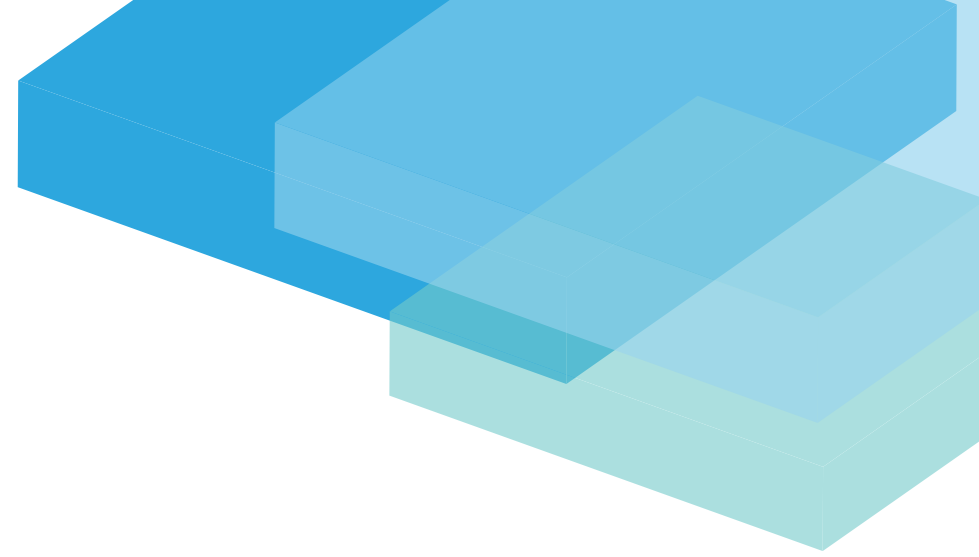
Reset a password

Name change? No problem.

You can rename users right from the admin center.



You can also delete and restore users from the admin center:



Delete Users:



Restore Users:





**Helping your users move
to Office 365**

**Download and Install 0365
on your PC or Mac. When users log in,
they'll be taken to the 0365 home page.**

Have a full version license of 0365? You can download them to your desktop.
Just click 'Install Now' on the top right of the screen.

Need more? Here's a great [tutorial](#).



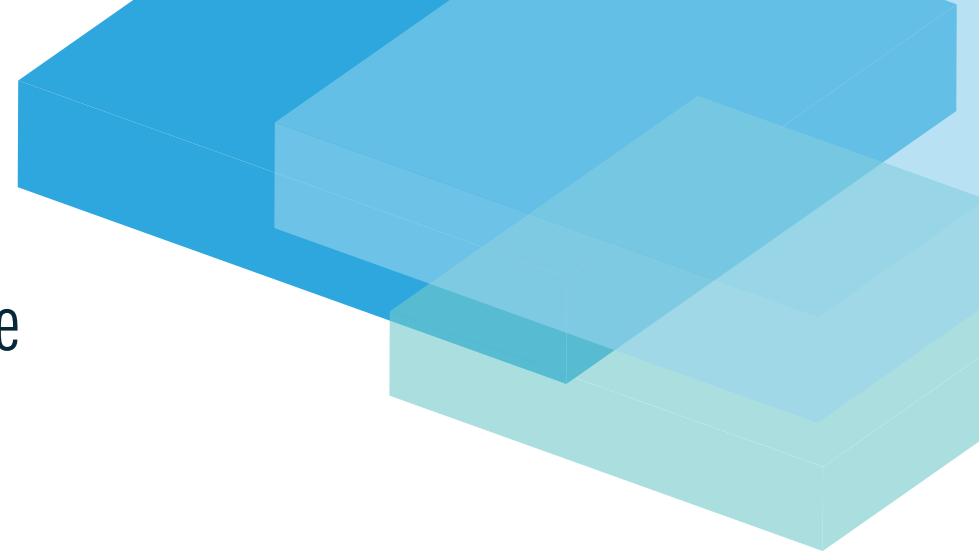
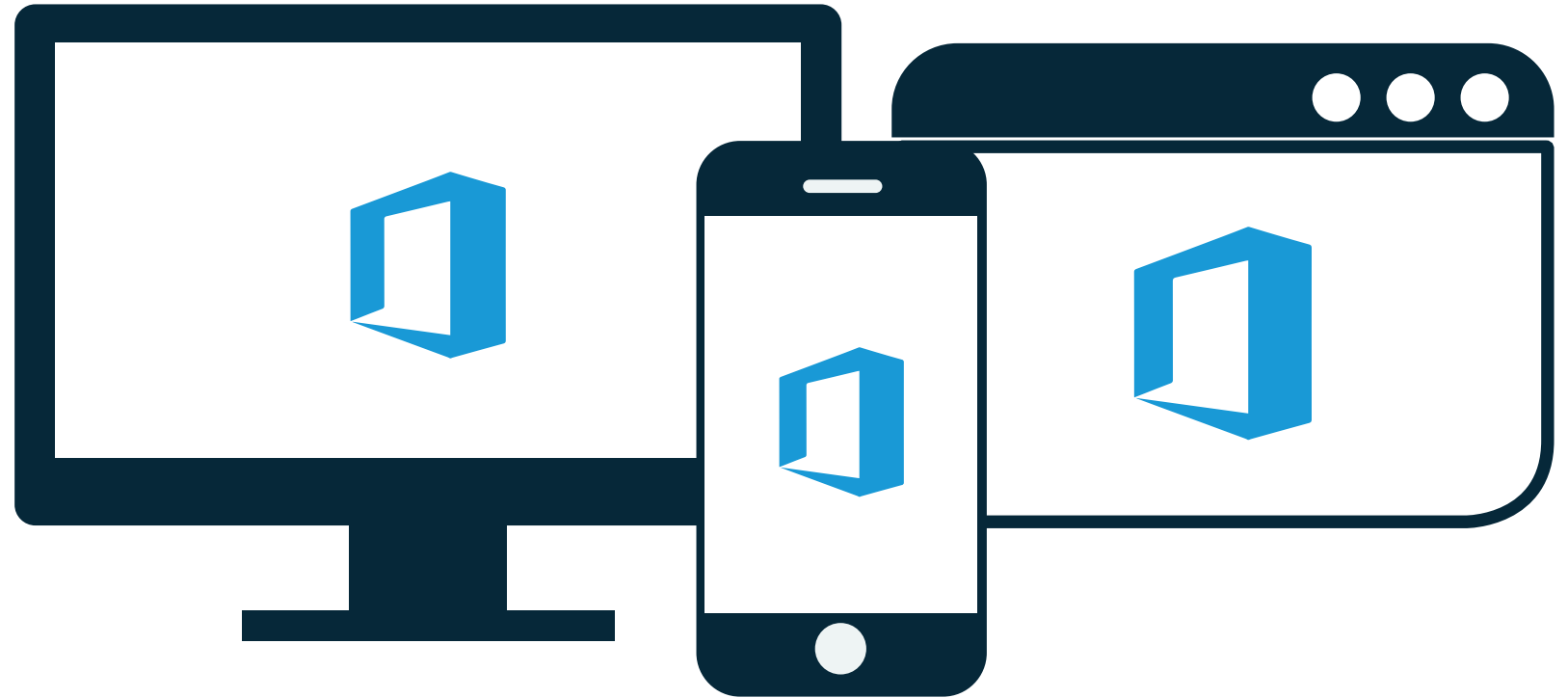
Configuring Outlook on the desktop

The Outlook Web App can be used via any browser, through the desktop version of O365, as well as on their mobile device.

Web App Access

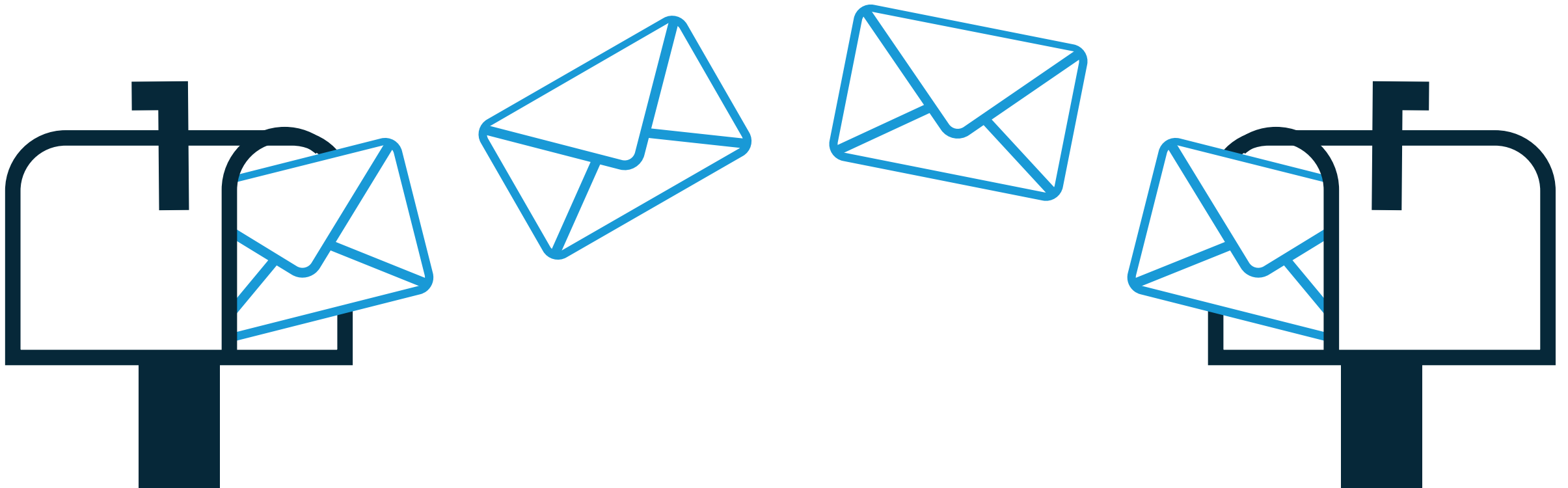
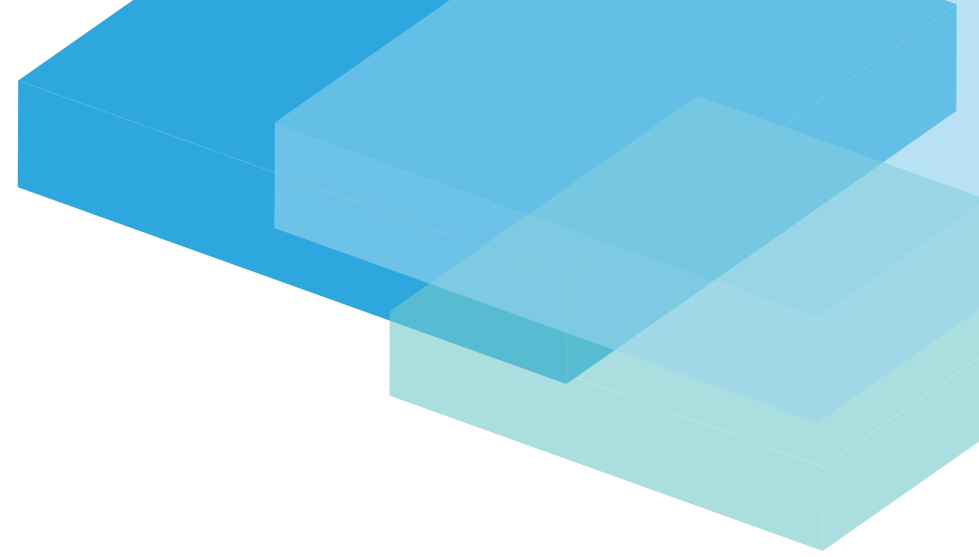
Desktop Setup

Mobile Setup



Migrating Legacy Email Accounts to Office 365

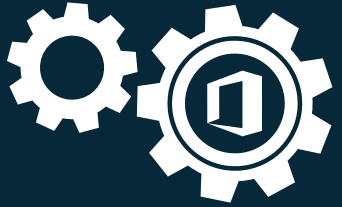
Copying over email, contacts, and calendars from a historical account to the Office 365 platform is not a problem. Here's a quick [tutorial link](#).



Installing Office 365 Mobile

Android? iOS? Windows? You can access email and other Office 365 business services from any of these mobile devices.



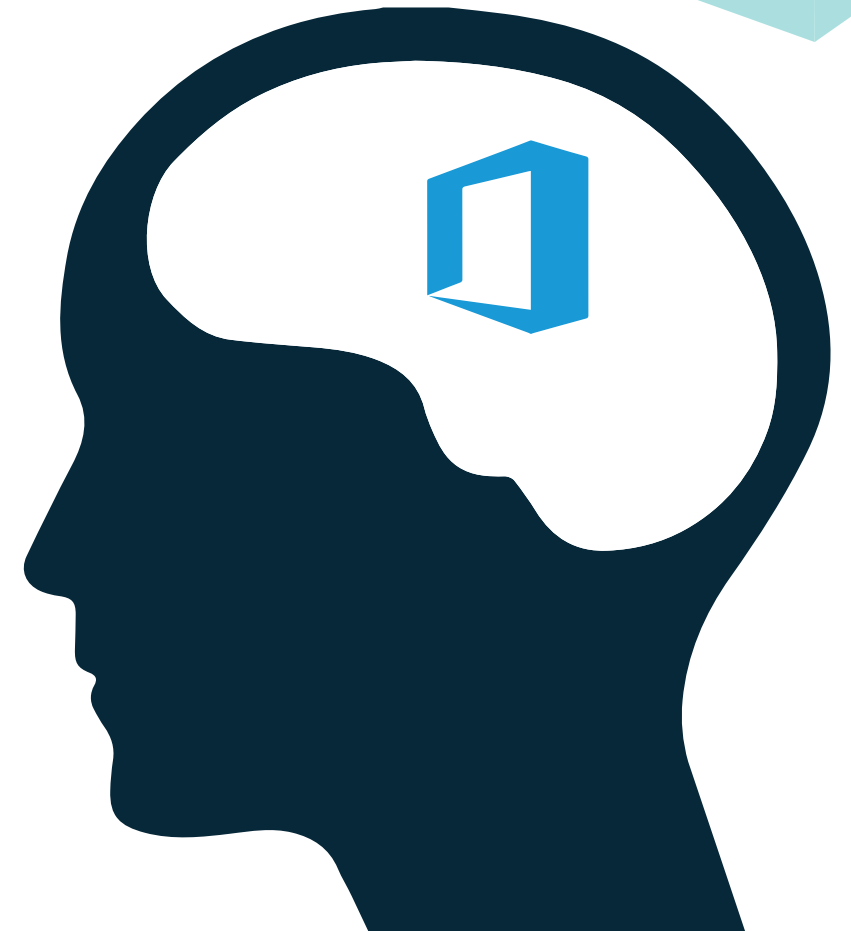


**You're all set up, now what about
future service management?**

Four key service topics available in the 0365 platform to keep in mind:

1. Enabling and Disabling Office 365 Services
2. Managing Office 365 service updates
3. Configuring OneDrive for Business
4. Configuring Yammer

The [Microsoft Virtual Academy](#) offers a complete list of services and tutorials.



For more details,
download the free eBook:

