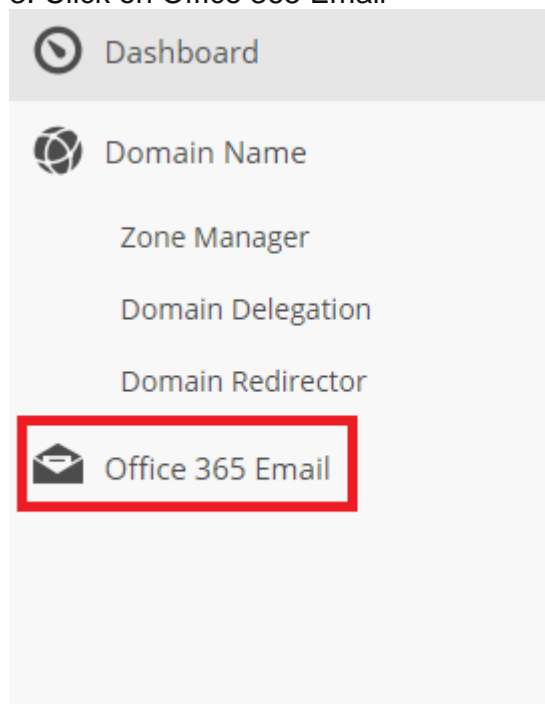


## How to add a new user in Office 365 or re-assign a license

Version 1.0

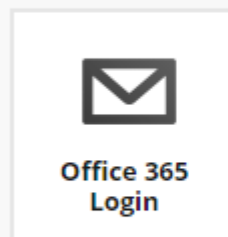
You can use these instructions to change your password in Office 365, please note that this requires your Office 365 Administrator password to perform.

1. Log into your DomaiNZ domain
2. Manage the domain you want to make changes to
3. Click on Office 365 Email



## Dashboard

### Logins



### Administration



#### 4. Click on Create email

##### Manage Office 365 Email

Subscription details

Licence Type	Used <sup>?</sup>	Available <sup>?</sup>	Total <sup>?</sup>
Office 365 Simple Email	1	0	1

Create an email account

Create email

Email accounts

Email	Assigned License	ActiveSync <sup>?</sup>	Status <sup>?</sup>	Outlook Online
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#### 5. Enter the new email address you wish to create and the user details

Create an email account

Username\*
@example.com

Cancel

First name

Last name

Display name\*

Password\*

Confirm Password\*

☐ Make this person change their password the next time they sign in

6. Select the license to use (if you do not have one available you may need to purchase one)

Select License

☐ Office 365 Simple Email - 0 licenses available [Buy More](#)  
☐ Office 365 Business Essentials - 0 licenses available [Buy More](#)  
☐ Office 365 Business Premium - 0 licenses available [Buy More](#)

\* Indicates required field

Create email

If you wish to create a new user using an existing license you will need to remove it first.  
To remove the license:

1. Go to the Office 365 Email
2. Find the email address under the Email Accounts section and click Edit

Email accounts					
Email	Assigned License	ActiveSync ?	Status ?	Outlook Online ?	
test@example.com	<a href="#">(Edit)</a>	Office 365 Simple Email	Disabled	Enabled	<a href="#">Access Email Online</a>

3. Under Assign licenses untick the box and hit Save

Assign licenses

☒ Office 365 Simple Email - 0 licenses available [Buy More](#)  
☐ Office 365 Business Essentials - 0 licenses available [Buy More](#)  
☐ Office 365 Business Premium - 0 licenses available [Buy More](#)

Save