Assign service administrators

Task: *Assign service administrators in the Microsoft 365 admin center*

(Click on the scroll bar arrow when necessary)

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1. Open a browser, and then click in the address window and type portal.office.com. Press Enter.

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2. Select `Holly2 to sign and` with the password **Pa55w.rd**.

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3. Clcik **Got It** on the message and Click **Admin**.

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4. Navigate to the list of **Active users and select Francisco Chaves**.

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5. Assign Francisco to the **HelpDesk administrator** role. Click **Save changes**.

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6. Repeat these steps for **Amy Santiago**. Assign Amy to the **Helpdesk administrator** role. Click **Save changes**.

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7. Repeat these steps for **Christie Thomas**. Assign Christie **User Management administrator** role. Click **Save changes**.

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8. Close the browser window .