

# 1. Lab Instruction: Creating Tenants in office 365

## Creating Tenants in office 365

1. After signing in to <https://www.portal.office.com> you will be presented



with a number of icons select

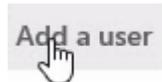
2. From the Microsoft 365 Admin center select



3. Select



4. Under Active Users select



5. Firstname: Ramiro

Lastname: Armenta

Click in the display column to see the Display name

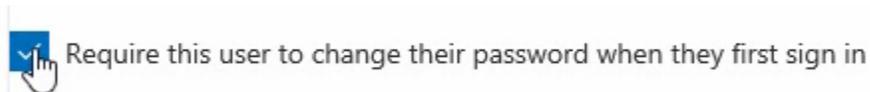
6. Username Ramir

7. Select Let me create the password

8. Scroll down click in the password box and type the password (*Instructor will give you the password*)

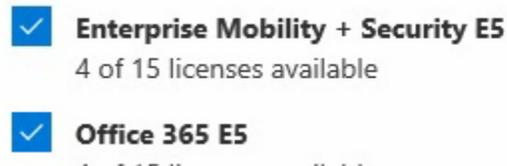
9. Continue to scroll down

10. Uncheck this box



11. Click on **Next**

12. Select



13. Scroll down and click on **Next**

14. Select **Roles: User (no administrative roles)** (*you might have to click this more than once*)

15. Select



Admin center access

16. Scroll down and select **Global Admin**

17. Click on Next to continue

18. Scroll down and click on **Finish Adding**

19. Click on **Close**

20. **Continue Adding the other users.**