



Office 365 Enterprise - Purchase Guide

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This document describes the first steps in setting up Office 365 Enterprise.

Contents

Part I. Signing Up for Office 365.....	1
Part II. Setting a Partner of Record – License Advisor	2
Part III. Support Services for KAMIND Customers	4

Part I. Signing Up for Office 365

These are the important steps when signing up for Office 365, whether a trial or purchased version:

- 1) Preparation: you will need an Organization Credit Card; have (or you can sign up for) a Live ID.
- 2) Click on the Microsoft Online Purchase link provided; follow the prompts.
- 3) Sign up with a Live ID associated with the Organization (not a personal Live ID; you can create one here).
- 4) Use a credit card associated with the Organization.
- 5) Choose a simple version of your domain name for the “New domain name:” (1st arrow). This is for your later convenience.
 - a. This value is only used internally, the outside world will see your normal email address.
 - b. The Office 365 sign up system will only allow new unique names.
 - c. For example, mybig instead of mybigcompanynamellc.
- 6) The “New Microsoft Services Online ID:” (2nd arrow) is a **SUPER ADMIN/ROOT account**.
 - a. Choose a Services Online ID such as demadmin or mybigadmin.
 - b. This account will not normally have any paid licenses assigned to it.
 - c. This account is the primary administrative account for your Office 365 account.
 - d. You should give this account a secure password. (You will rarely need to sign on to this account.) Record the password! This will be your second Admin account.
 - e. This account can never be deleted.
- 7) Use this account (later) to set up the first Admin user (you). See the Administration Guide.

The screenshot shows a registration form with the following fields and values:

- * Last name: demo
- * Organization name: DemoCompany
- * Address 1: 123 demo Road
- Address 2: (empty)
- * City: Demo
- * State: California
- * ZIP code: 94251
- * Phone number: 555-555-1212
- * Email address: demo@demo.com
- * New domain name: dem123 .onmicrosoft.com
dem123.onmicrosoft.com is available
- * New Microsoft Online Services ID: demadmin @dem123.onmicr
- * Create new password: (empty)
Minimum of 8 characters. Case sensitive.
- * Confirm new password: (empty)

Figure 1 Initial Purchase Setup Screen

Part II. Setting a Partner of Record – License Advisor

If you have an existing Purchased or Trial account use this procedure to set the Partner of Record. There is no cost to add KAMIND as the license partner for your subscription. Setting KAMIND as your partner entitles you to KAMIND's reduced support prices (see Part III).

To set up a KAMIND as a license advisor follow these steps:

- 1) Sign in to Office 365 (portal.microsoftonline.com) as an Admin user.
- 2) Select the Admin tab at the top of the Office 365 console.
- 3) Under Subscriptions click Manage.
- 4) Click the subscription that you want to assign to KAMIND (partner ID: 598821).

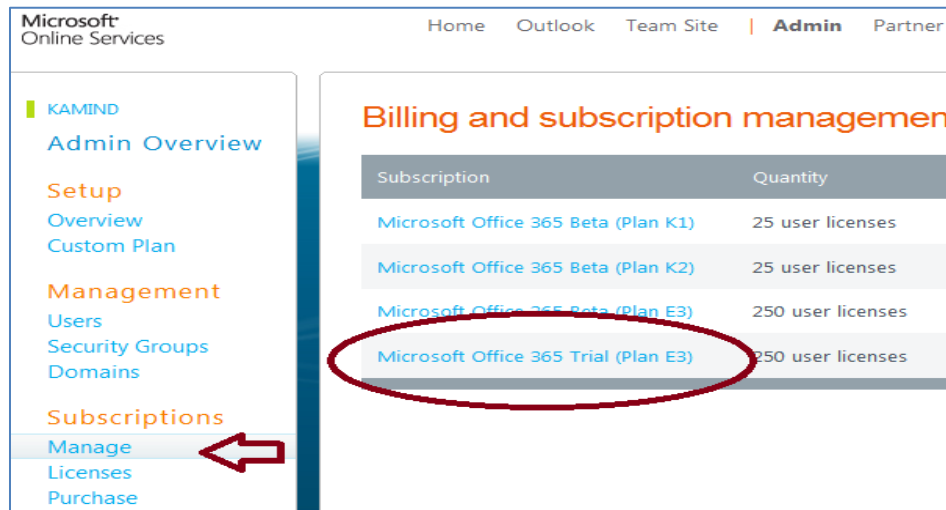


Figure 2 Selecting a Subscription to add KAMIND as your License Advisor

- 5) Click "Edit" under Partner Information in Figure 3.

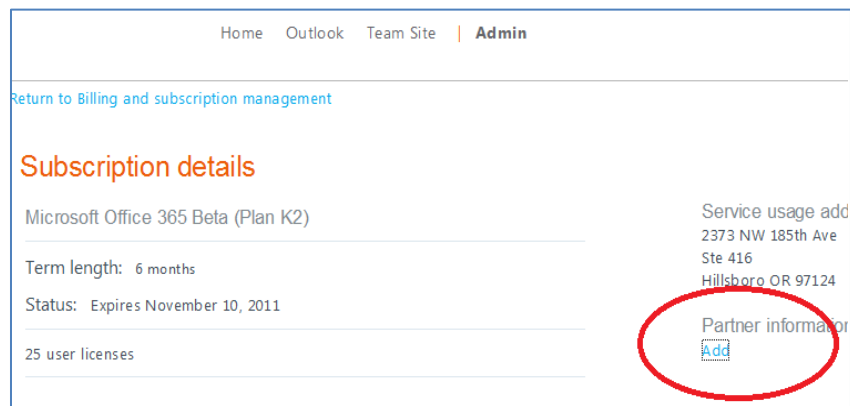
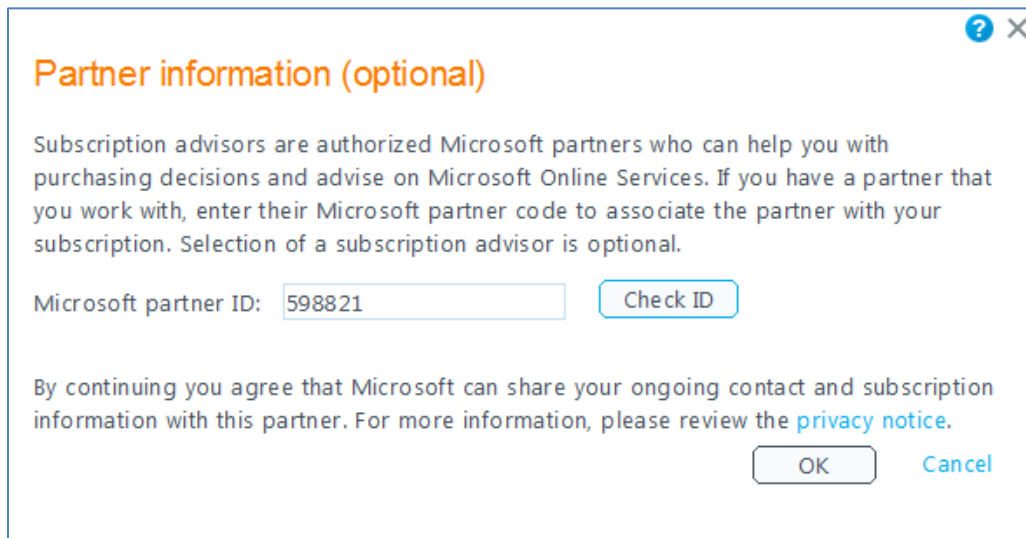


Figure 3 Select Edit under Partner Information

- 6) Set the “Microsoft partner ID:” to KAMIND partner ID 598821 (Figure 4).



Partner information (optional)

Subscription advisors are authorized Microsoft partners who can help you with purchasing decisions and advise on Microsoft Online Services. If you have a partner that you work with, enter their Microsoft partner code to associate the partner with your subscription. Selection of a subscription advisor is optional.

Microsoft partner ID:

By continuing you agree that Microsoft can share your ongoing contact and subscription information with this partner. For more information, please review the [privacy notice](#).

Figure 4 Set Microsoft partner ID: to KAMIND partner ID 598821

- 7) Click OK.

Part III. Support Services for KAMIND Customers

Having a Microsoft Office 365 License Advisor adds an additional level of support. KAMIND offers technical support on demand at a reduced rate when you have added KAMIND (partner ID: 598821) as your License Advisor. (See Part II above.) There is no cost in adding a License Advisor to your Office 365 subscriptions. KAMIND offers the following benefits:

- Access to paid support services at Microsoft Online services discount rate (a 33% discount)
- Access to KAMIND Office 365 Administration and User Configuration Guides
- Access to KAMIND Customer Support Center
- Membership in KAMIND's Office 365 List Service for service notification issues

KAMIND provides a set of support services at <http://www.getoffice365now.com>. Just purchase the desired services from our Online Store and we will contact you to help you solve your problem.

Get Office 365 Trial Now!

KAMIND Office 365 and Windows Intune Services

There are many facets to Microsoft Online services. You have options on different products, capabilities as well as migration strategies. It is also possible that you have already completed a migration and are looking to increase your service level. At KAMIND we have put together a set of packages that can be tailored to your business. We have over 4000 end users on Office 365. We provide service world wide.

[View Cart](#)

Office 365 Flexible Support Packages

Our clients have questions about Office 365 configuration or conversion or are looking for strategic guidance. Our Flexible Support Packages includes one to five hours of support time. This time is billed in 15 minute increments. The prices in these multiple hour support packages are available to clients that have assigned KAMIND as Partner of Record. These packages consists of the following:

- One to Five hours of support from a KAMIND Specialist
- Billing time in 15 minute increments
- No monthly managed fees
- Requires a signed Partner of Record support agreement
- Price: \$150 (for one hour) to \$500 (for five hours) USD

Figure 5 KAMIND www.getoffice365now.com Online Store