



Quick Start Guide

Microsoft Office 365

In This Guide...

This SimplyClouds Quick Start Guide features the critical information you need to know about purchasing and using Microsoft Office 365 from SimplyClouds.

- Shopping for Office 365
- Using SimplyClouds services with Active Directory
- Setting up your account and Microsoft Cloud Services

Office 365 and Other Microsoft Cloud Services from SimplyClouds

SimplyClouds offers full, best-of-breed Office 365 and other Microsoft Cloud Services at the lowest prices you can find.

- Choose the plans you want and mix-and-match from the full set of Office 365 plans on the market today
- Free up-and-running support from the SimplyClouds support organization, trusted by enterprises for more than 20 years
- Month-to-month subscriptions mean you only pay for the licenses you use

All services are available for 24x7 purchase and provisioning from our easy-to-use, online [SimplyClouds Marketplace](#).



Shopping for Office 365

To shop for Office 365 and other cloud services from Microsoft, access the SimplyClouds Marketplace at Go.SimplyClouds.com.

Select Hosted Applications to find Office 365 plans. Other cloud services from Microsoft are available under this heading as well as Hosted Security and Hosted Servers.

The screenshot displays the 'Hosted Applications' section of the SimplyClouds Marketplace. On the left, a navigation menu includes 'Apps & Services' (with sub-items: Featured, New, Most Popular) and 'Categories' (with sub-items: Hosted Applications, Hosted Desktops, Hosted Security, Hosted Servers). The main content area shows a list of applications under the heading 'Hosted Applications [6]'. The applications listed are: Exchange Online (from \$ 4.00 / Month), Office 365 Enterprise Plans (from \$ 8.00 / Month), Office 365 Small Business Plans (from \$ 5.00 / Month), and OneDrive for Business (from \$ 5.00 / Month). Each application card includes a Microsoft logo icon, a brief description, and a 'View Plans' button.

Select View Plans to compare and choose among available services for enterprise or small business.

Using Office 365 from SimplyClouds with Active Directory



SimplyClouds offers the ability to use your existing Active Directory (AD) to assign and manage users for Office 365 and other Microsoft Cloud Services. SimplyClouds can sync to your AD so your users can access Office 365 and other Microsoft Cloud Services through their existing AD login credentials . After purchasing one or more Microsoft services from SimplyClouds, contact us to sync your AD.

If you are using Hosted Desktops from SimplyClouds, the SimplyClouds support team can add your existing Hosted Desktops users to your Office 365 portal for assignment of Office 365 subscriptions. Contact SimplyClouds for help doing so.

Setting Up Your Account

Once you purchase your first Office 365 plan, you will be asked to provide a domain name prefix for your Microsoft Cloud Services subscriptions.

You may enter (and create) a new domain prefix or use the domain name for an existing account.

The screenshot shows a checkout page for Microsoft Cloud Services. The navigation bar includes 'Home', 'Apps & Services', 'Billing', and 'Support'. The current step is '3. Service Details', with other steps being '1. Basket Items', '2. Billing Information', and '4. Confirmation'. The page title is 'Checkout' and the sub-header is 'Set up your Account'. A message states: 'You must provide additional information before activating the products in your basket. Please, fill in the following form.' The form section is titled 'Microsoft Cloud Services' and contains a 'Domain Prefix*' field with the value 'simplycloudsexample' and a dropdown menu showing '.onmicrosoft.com'. A checkbox is checked with the text 'I am already using Office 365 service and I own this domain'. Below the form is a 'Verify authorization' button and a note: 'Follow this link to accept SimplyClouds to be your Microsoft Cloud Solution Provider (CSP). Once you authorize us as your CSP, use the button below to verify that the permissions have been granted.' At the bottom are '<< Back' and 'Next >>' buttons.

Home Apps & Services Billing Support My Account | Logout

1. Basket Items 2. Billing Information 3. Service Details 4. Confirmation

Checkout

Set up your Account

You must provide additional information before activating the products in your basket. Please, fill in the following form.

Microsoft Cloud Services

Domain Prefix* simplycloudsexample .onmicrosoft.com

I am already using Office 365 service and I own this domain

Follow this link to accept SimplyClouds to be your Microsoft Cloud Solution Provider (CSP). Once you authorize us as your CSP, use the button below to verify that the permissions have been granted.

Verify authorization

<< Back Next >>

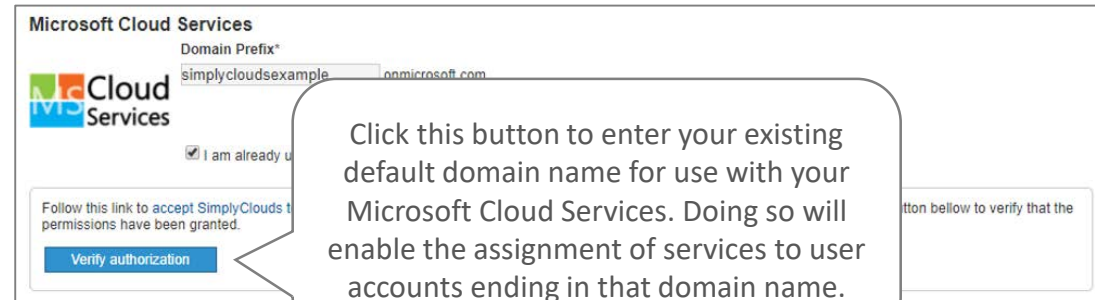
Check this box if the prefix is for an existing domain you already own for an Office 365 account.

Enter your new or existing domain prefix.

This button appears only if you have checked the box above. If so, click this button to authorize SimplyClouds as your solution provider.

Sign in to Accept SimplyClouds as Your CSP

If you have an existing Microsoft account, click the “Verify authorization” button and sign in to your Office 365 account to authorize SimplyClouds as your Microsoft Cloud Solution Provider.



Microsoft Cloud Services

Domain Prefix*
simplycloudsexample.onmicrosoft.com

I am already using this domain.

Follow this link to accept SimplyClouds terms and conditions. Once permissions have been granted, you will be able to use the link below to verify that the domain is associated with your account.

[Verify authorization](#)

Click this button to enter your existing default domain name for use with your Microsoft Cloud Services. Doing so will enable the assignment of services to user accounts ending in that domain name.



Define Default Domain

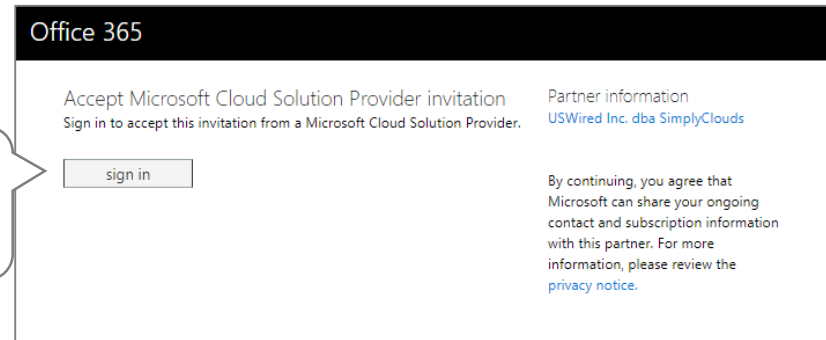
If your default domain is not simplycloudsexample.onmicrosoft.com, please enter your default domain, otherwise leave it empty.

Default Domain:

[Cancel](#) [Continue](#)

Indicate your existing default domain name here. If it is anything other than the domain given in the dialog, enter it into the Default Domain field. Otherwise leave it blank and hit Continue.

Sign in here to authorize SimplyClouds as your CSP.



Office 365

Accept Microsoft Cloud Solution Provider invitation
Sign in to accept this invitation from a Microsoft Cloud Solution Provider.

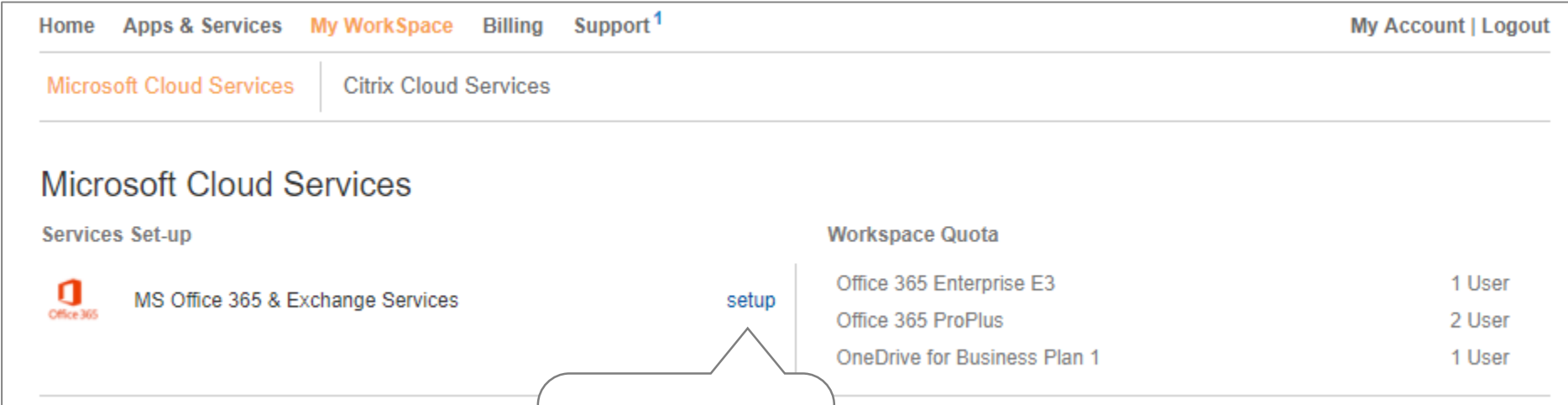
[sign in](#)

Partner information
[USWired Inc. dba SimplyClouds](#)

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](#).

My WorkSpace

Once you have purchased Microsoft services and set up your account, the Microsoft Cloud Services tab in My WorkSpace displays. Access this tab for information and setup options for your individual Microsoft services.



The screenshot shows the 'My WorkSpace' interface with a navigation bar at the top containing 'Home', 'Apps & Services', 'My WorkSpace', 'Billing', and 'Support¹'. On the right of the navigation bar is 'My Account | Logout'. Below the navigation bar are two tabs: 'Microsoft Cloud Services' (selected) and 'Citrix Cloud Services'. The main content area is titled 'Microsoft Cloud Services' and is divided into two sections: 'Services Set-up' and 'Workspace Quota'. Under 'Services Set-up', there is an 'Office 365' icon and the text 'MS Office 365 & Exchange Services' with a blue 'setup' link. Under 'Workspace Quota', there is a table listing services and their user counts.

Service	User Count
Office 365 Enterprise E3	1 User
Office 365 ProPlus	2 User
OneDrive for Business Plan 1	1 User

Access and set up Office 365 and other Microsoft Cloud Services.

SimplyClouds Quick Start Guides

Check out these other Quick Start Guides to help you get up and running with your SimplyClouds services.

- [SimplyClouds Quick Start Guide – SimplyClouds Marketplace](#)
- [SimplyClouds Quick Start Guide – Hosted Desktop](#)



Thank you

Moving to the cloud just got a whole lot easier

www.SimplyClouds.com

1-888-790-5783