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.
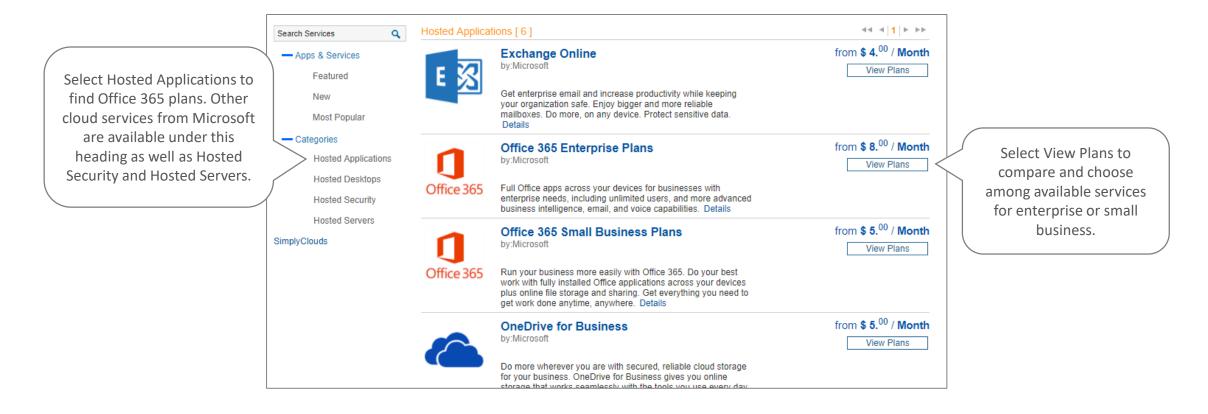
- Choose the plans you want and mix-and-match from the full set of Office 365 plans on the market today

- 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.

Microsoft Cloud Solution Provider

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.

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.
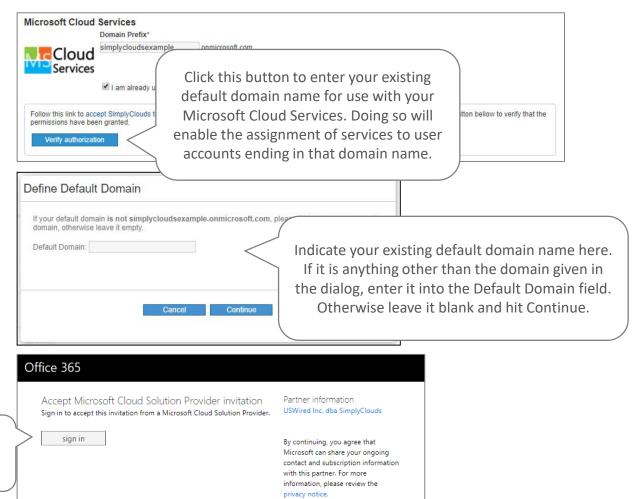
Setting Up Your Account

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.
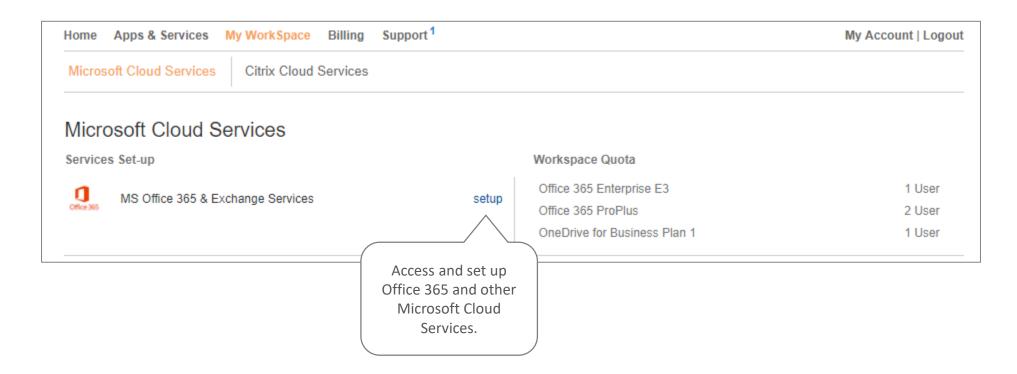
Sign in to Accept SimplyClouds as Your CSP

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.
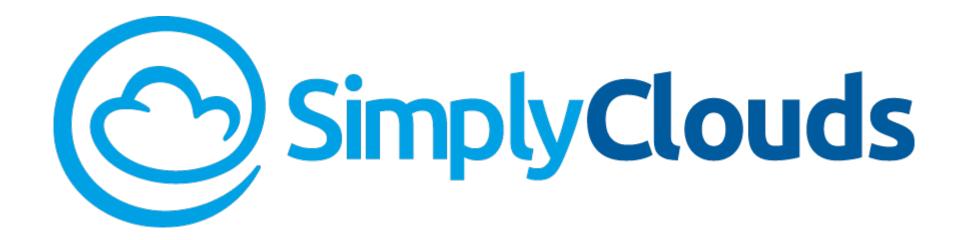
My WorkSpace

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.

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