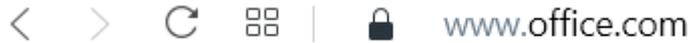


Creating admin access for T-Mobile

Log in as a global administrator to your account at <https://www.office.com>

1. Open your web browser and enter the page in the URL <https://www.office.com>



2. Click "**Sign In**" at the top right



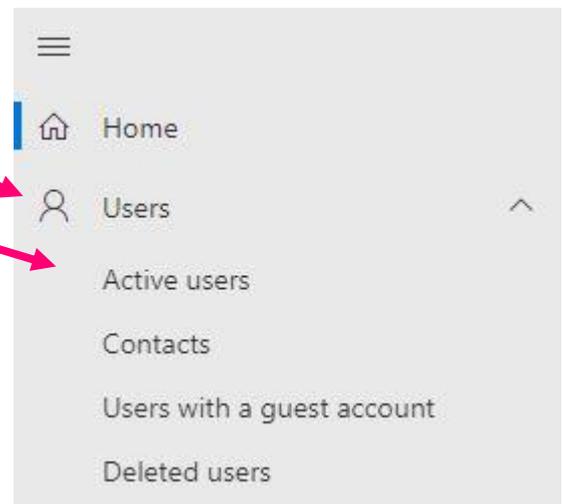
3. Enter your administrator credentials.

4. Go to the admin center by clicking the "**Admin/Admin**" icon.

If you don't see the icon, click on "Rubik's Cube" in the top left 



5. In the left menu, expand the **Users** section and then click on **Active Users**.



6. Click the **Add user** button in the top menu.

Active users

 Add user  User Templates

Display name ↑

7. Enter the data according to the attachment (picture) + create a password.

Enter basic information

First, fill in some basic information about who you're adding as a user.

Name	Surname
<input type="text" value="T-Mobile"/>	<input type="text" value="Podpora"/>
Display name *	
<input type="text" value="T-Mobile Podpora"/>	
Username *	Domains
<input type="text" value="t-mobile"/>	@ <input type="text" value="m365tmcz.onmicrosoft.com"/>
<input type="checkbox"/> Automatically create password	
Password *	
<input type="password"/>	
<input type="checkbox"/> Require user to change password at first sign-in	
<input type="checkbox"/> When done, send password by e-mail	

8. Click Next.

Next

9. We do not need a license.
Check **create unlicensed user**

Assign product licenses

Assign licenses that should be available to this user.

Select a location *

- Create a user without a product license (not recommended)
Until you assign a product license to a user, they may have limited access to Office 365 (or may not have access at all).

10. Click **Next**.

Next

11. Expand Roles, check **Access to Admin Center**, and then check **Global Administrator**.

12. Click **Next**.

Next

Optional settings

You can choose the role you want to assign to this user. For more information, see [Administrator roles](#).

Role

Administrator roles give users permission to view data and perform actions they need by assigning the role with the least privilege that meets their requirements.

[Learn more about administrator roles](#)

User (no access to the admin center)

Access the Admin Center

Global readers have read-only access to the admin center. Global administrators who are assigned other roles have more limited options.

ⓘ Your organization has the following number of global administrators: 1. There should be fewer than 5. To ensure data and device security, see [View Global Administrators](#).

Global Administrator ⓘ

Copy the username and send it to us at **cloud@t-mobile.cz**

Display name and username
T-Mobile Podpora
t-mobile@m365tmcz.onmicrosoft.com

13. Click **Finish Adding**.

Finish adding

14. **We will transfer the password individually.**

Password transfer options:

- SMS message
- E-mail
- By phone (voice)
- We will share a folder where you upload the file with the password.