



Getting Started Guide

Microsoft

Work from Virtually Anywhere

Overview

Office 365 tools allow for communication and collaboration to be easier than ever. Start conversations, work together on files, and organize around projects using Yammer, or conduct online meetings with audio, video, and screen sharing capabilities using Skype for Business



Required Actions

Before you can place an order, there are a few steps to complete. Below, you will find the required steps to get started with your Microsoft Office 365 service. **Links to the below steps are provided in the Pax8 Training Guide for Partners.**

1. Create Microsoft Partner Account

Before you can purchase Microsoft products through Pax8, you must first create a Microsoft Partner Account, and complete the steps below.

- Enroll in Microsoft Partner Network
- Obtain MPN ID
- Complete MOSPA info
- Order Microsoft Cloud Solution Provider in Pax8 Command Console
- Inputs contacts for Support Portal

2. Placing orders

Once you become eligible to sell CSP, the Office 365 products will become available to you in the command console.

- Assigns Arrow as Delegated Admin in Customer O365 Account
- Order O365 Products
- Input customer Microsoft Domain
- Becomes Delegated Admin in Customer O365 Account
- Inputs contacts for Support Portal

3. Provisioning orders

Congratulations! You've placed an order for Microsoft Office 365. Get your customers up and running in just a few steps.

- Receive customer O365 credentials
- Access Office 365 portal to assign User Licenses

How to Order

We have created a helpful training guide to help you maximize your experience purchasing Office 365 through Pax8.

[Click Here to access the Pax8 Training Guide for Partners](#)

In our training guide, you will find instructions on how to:

- Understand O365 Offerings
- Creating a Microsoft account
- Manage O365 account
- View existing users
- Contacting support
- Correcting an order
- Understand O365 billing cycle
- View existing users

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