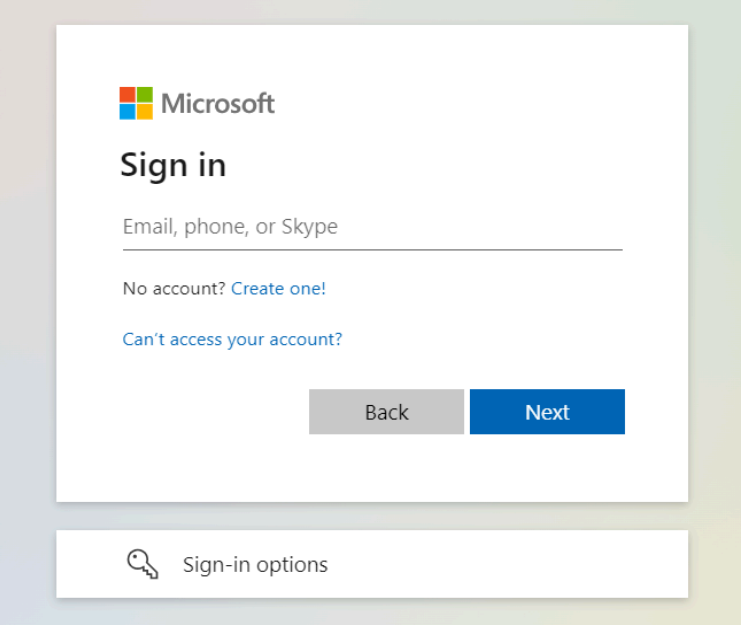
How to create a user in Microsoft 365.

Description: Here is a brief guide on creating a user for **Microsoft 365**.

The primary requirement to proceed with configuring the **SSO** integration is to establish a **user** for a **Microsoft 365 administrator account**. This requires having an active **Microsoft 365** license and an account with administrative privileges within the **Microsoft 365 admin center**.

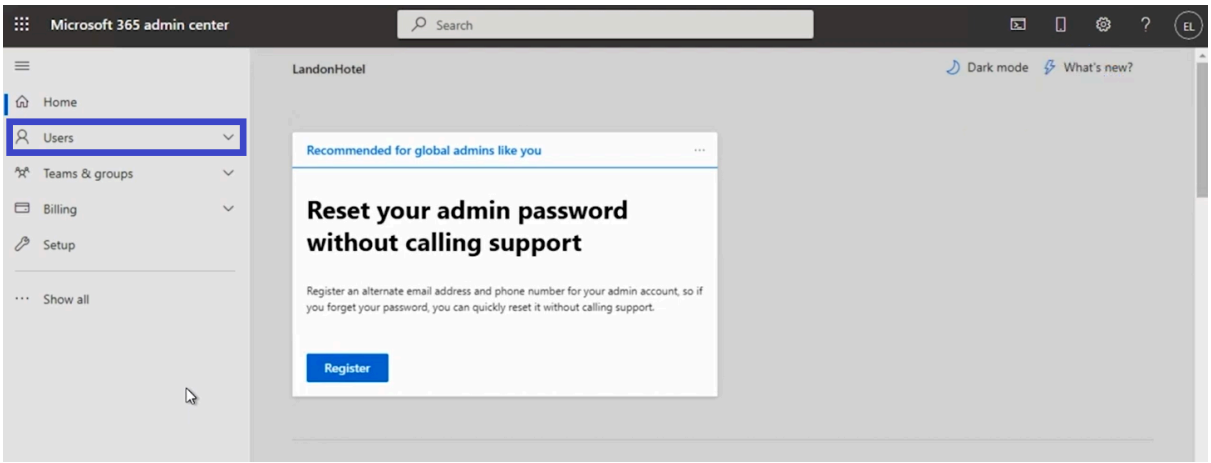
Sign in to the Microsoft 365 admin center

To get started, the first step is to sign in to the system. To do this, click on **this link**, then click the **"Sign in"** button, and enter your login credentials when prompted.

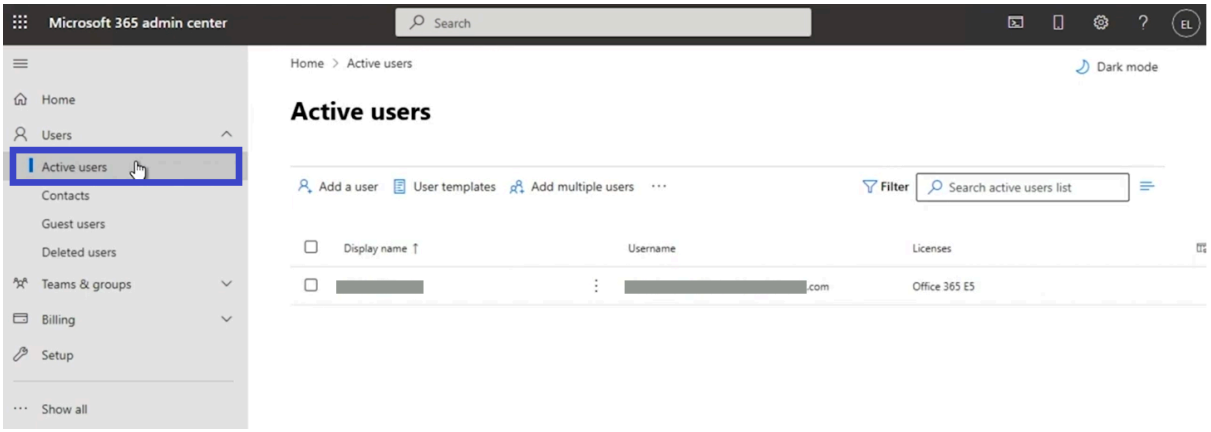


Create a user

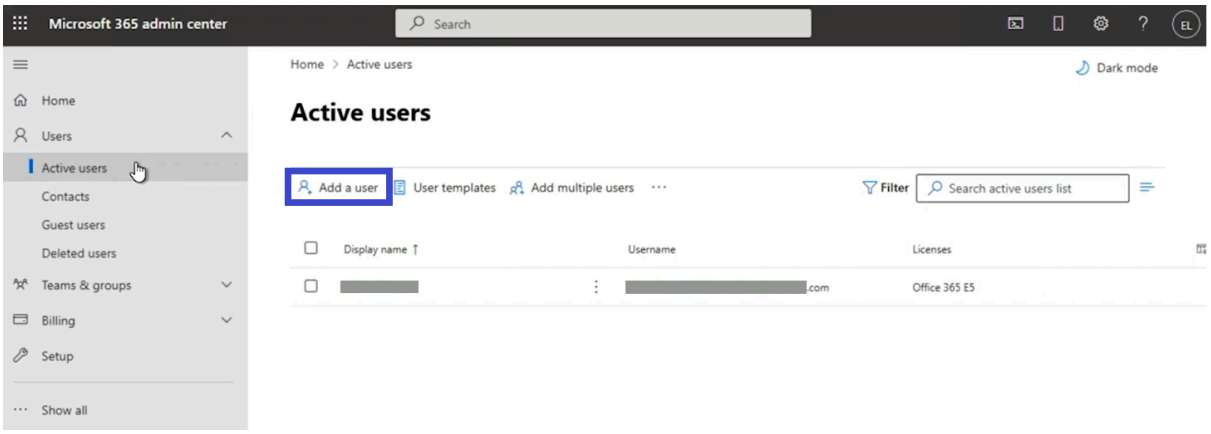
To do so, navigate to the **"Users"** option in the left-hand menu of the **Microsoft 365 admin portal**.



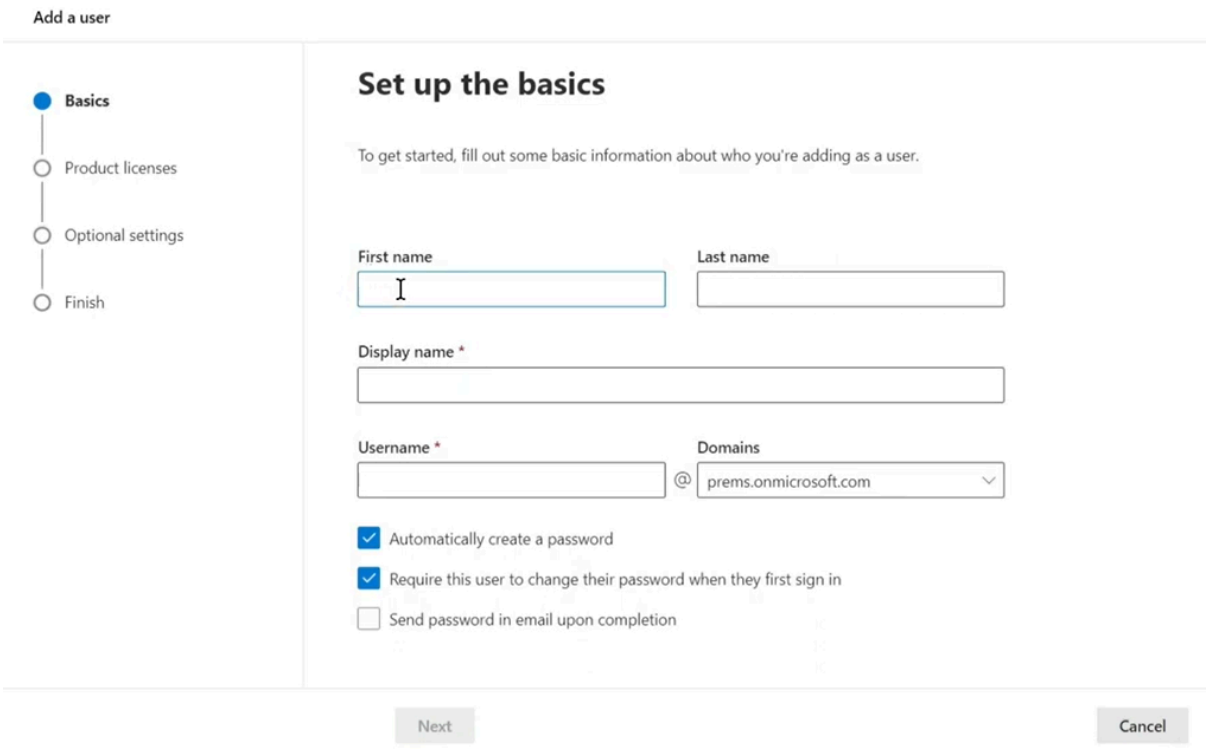
Once you click on the **"Users"** option, it will expand, revealing a list of choices. From that drop-down list, choose the **"Active Users"** option. This action will direct you to a new page displaying the **table of the existing users**. Upon the first entry, the table will contain a single line, representing your own account, as the default one.



To establish the **SSO** integration, you are required to create one or more new users. To accomplish this, simply click on the **"Add a user"** button.

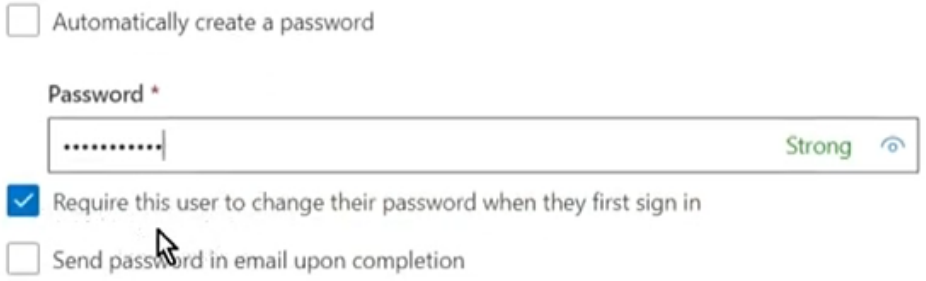


After that, a new dialog form will appear within the main space of the app. To finalize the creation of a new user, you should complete all the required fields within this form.



On the first page of this form, there are 8 fields that need to be configured:

- **First name**: in this field, enter the first name of the user.
- **Last name**: in this field, enter the last name of the user.
- **Display name**: in this field, enter the desired name of the user that will be displayed as a record in the **table of existing users**.
- **Username**: in this field, enter the desired username of the user.
- **Domains**: select the domain for the user's account by clicking on this field, which will display a dropdown list of available options.
- **Automatically create a password**: If this option is enabled, the system will automatically generate a password for the newly created user. However, if this option is disabled, an additional field will appear where you can manually set the password.

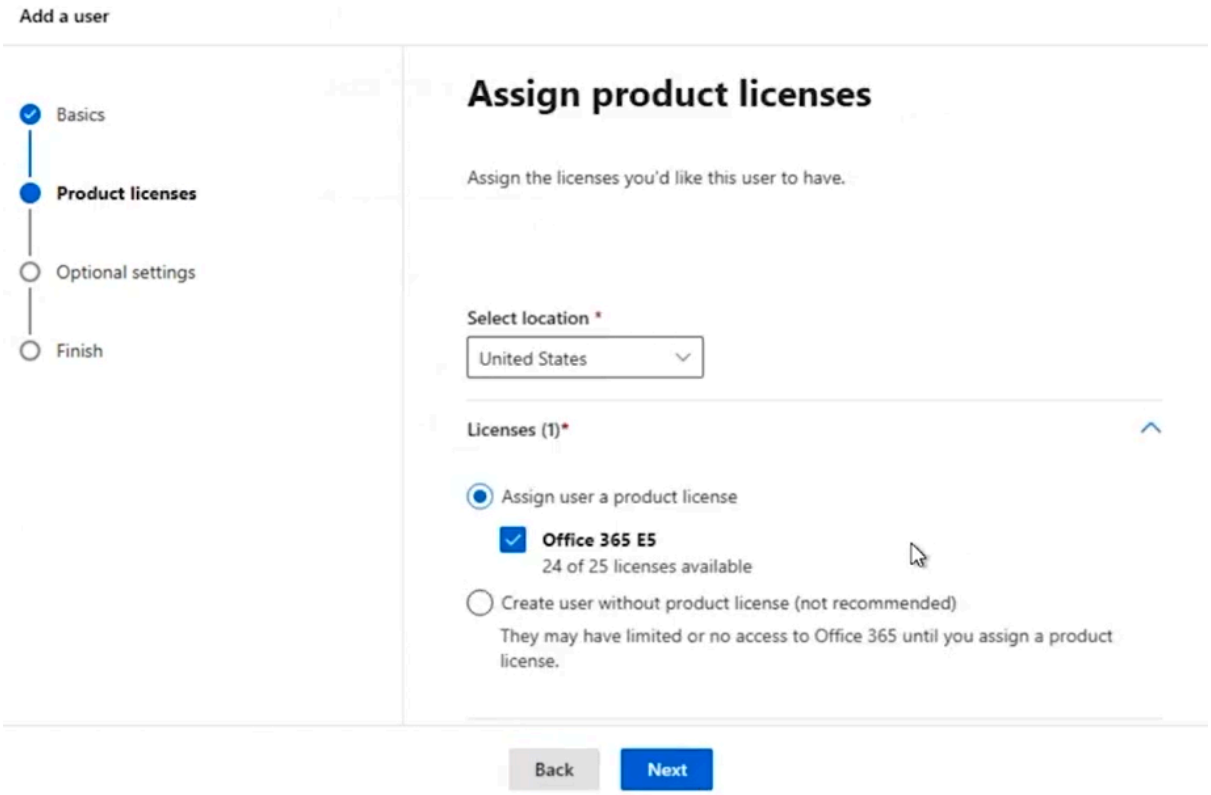



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The user must change this temporary password after 90 days.
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- **Require this user to change their password when they first sign in**: enabling this feature will require the user to change their password during their initial sign-in.

- **Sent password in email upon completion**: when this feature is enabled, you have the option to send the password to the user via email upon their addition.

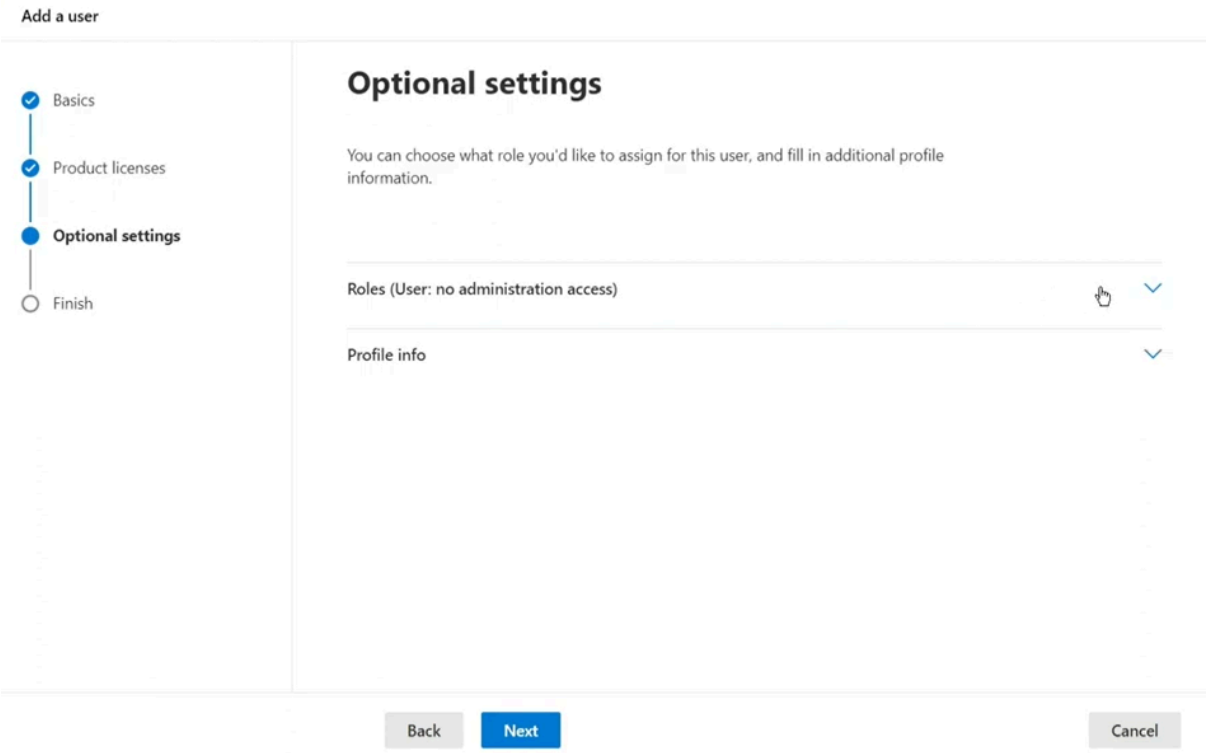
Once you have completed filling in all the required fields, click the **"Next"** button to advance to the next page of this dialog form.



On the first page of this form, there are two fields that need to be configured:

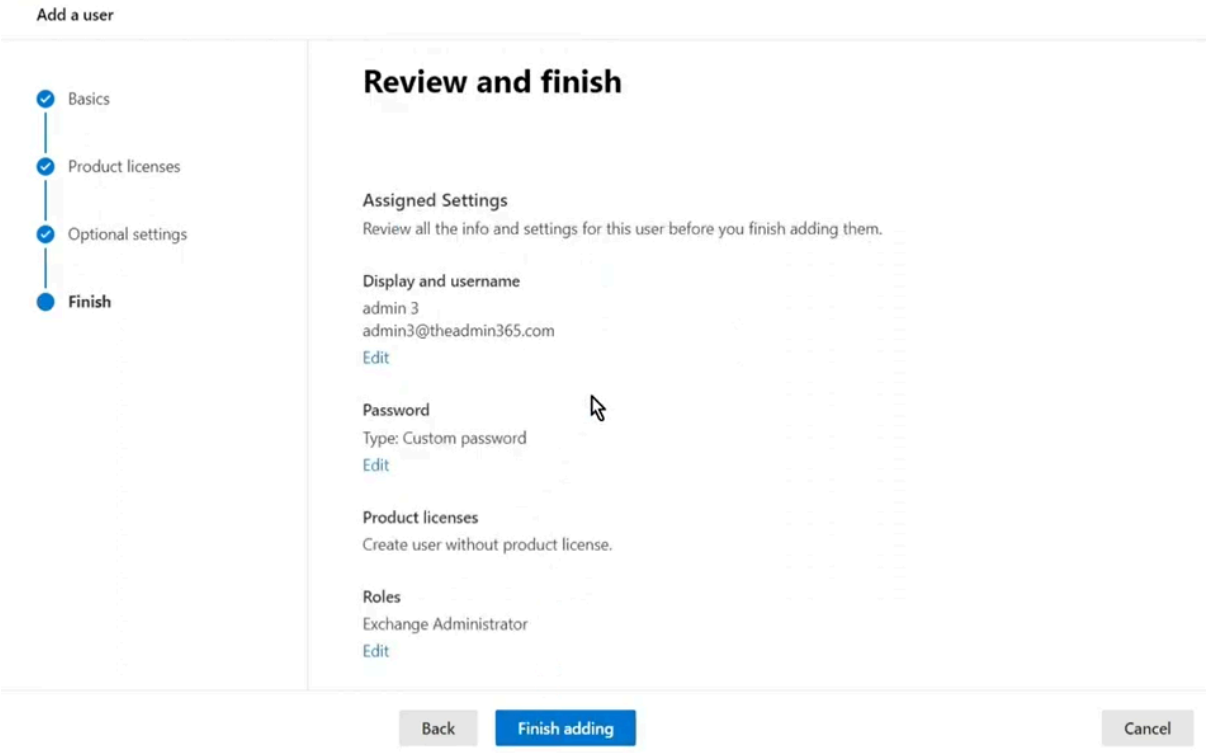
- **Select location**: when you click on this field, a dropdown list containing various location options will be displayed. Select the option that corresponds to the user's location.
- **Licences**: in this section, you will find a list of licenses that are available for assignment to the newly created user.

Once you have completed filling in all the required fields, click the **"Next"** button to advance to the next page of this dialog form.



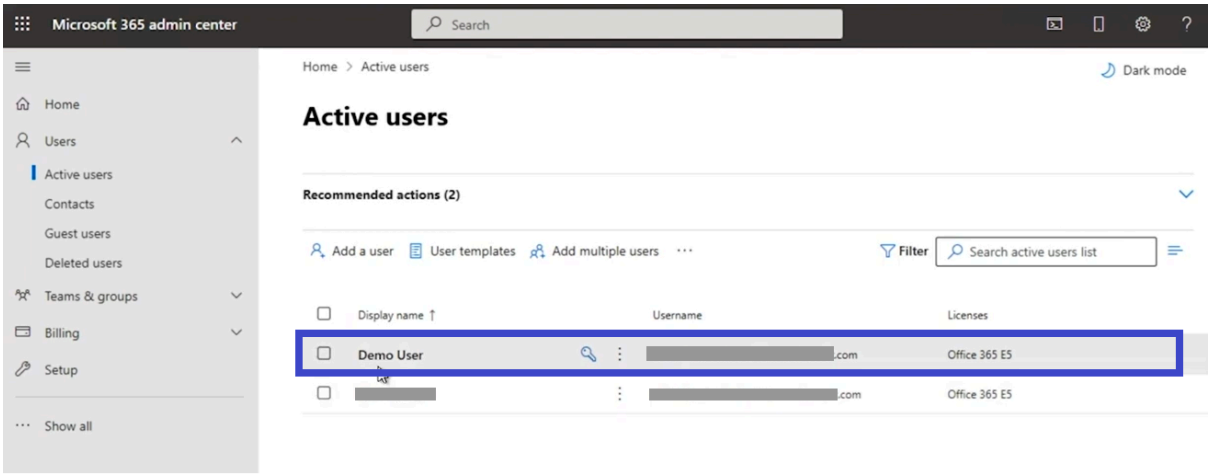
On this particular page of the dialog form, there are no fields that require configuration. Simply click the **"Next"** button to proceed to the last page of the dialog form.

The final page of the dialog form is designed for reviewing all the previously entered data.



If everything appears to be correct, simply click the **"Finish adding"** button to conclude the process of creating a new user.

Following that, you will be redirected back to the **"Active Users" page** where you can locate the newly created **user** within the **table of existing users**.

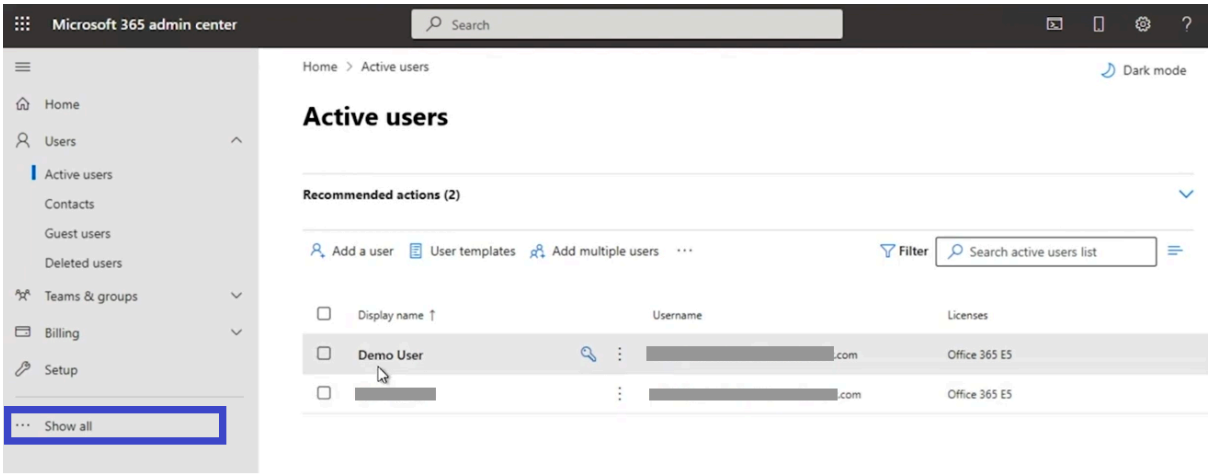


Go to Azure AD

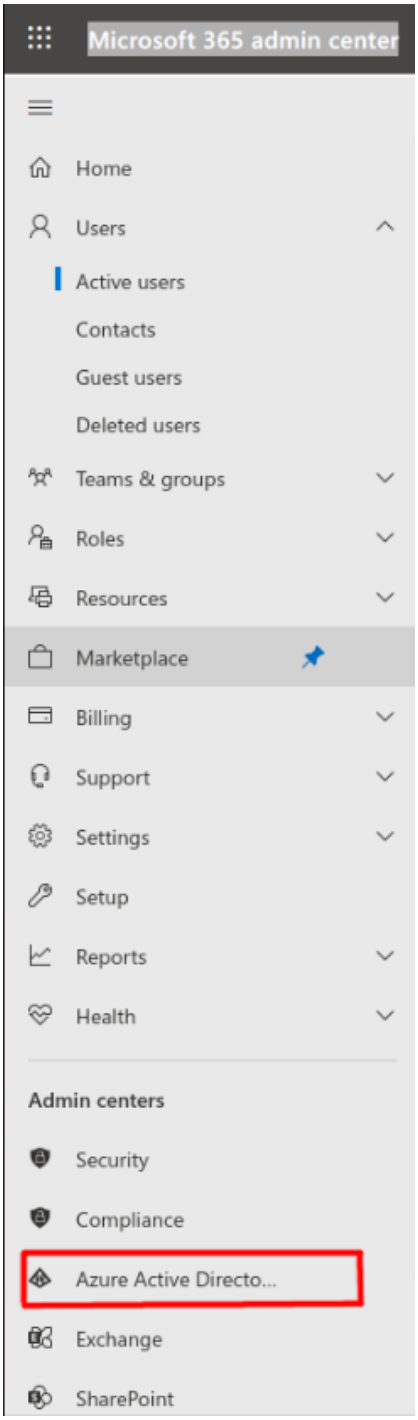
To enable **SSO** integration with third-party apps acting as **Service Providers (SPs)**, **Microsoft 365** uses **Azure Active Directory (Azure AD)** as the **Identity Provider (IdP)**.

Azure AD is a dedicated platform developed by Microsoft specifically for this purpose. It serves as the central identity and access management service within the **Microsoft 365** ecosystem, allowing seamless authentication and authorization for users across various applications and services.

Navigate to the **"Show all"** option in the left-hand menu of the **Microsoft 365 admin portal**. This action will expand a drop-down menu presenting a list of choices.



From that list, select **"Azure Active Directory"** to be redirected to the corresponding portal.



Once you have finished creating a user and are redirected to the **Azure AD portal**, you can refer to the following articles accessible through this link to learn how to configure **Azure AD** for SSO integration with **Ooma**.

- **Microsoft Azure Registration.**
- **How to Create and Configure an Azure AD DS managed domain.**
- **How to add Ooma (SP) to Azure AD.**
- **Configuring the Ooma / Microsoft 365 SSO Integration.**