

What to expect

For new Microsoft 365 users

Microsoft 365 is your cloud-powered productivity platform that includes apps like Microsoft Teams, Word, Excel, PowerPoint, Outlook, OneDrive, and much more. Get started with these [Microsoft 365 basics](#) training videos.

For existing accounts

To transfer your existing account, your Microsoft Admin needs to accept a Reseller Relationship request to link the cloud environment with AppDirect. Get started with [this guide](#).



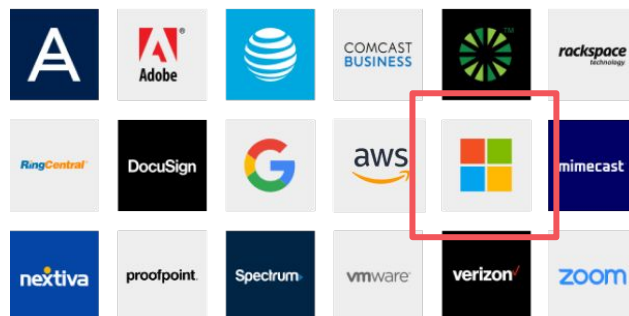
"The AppDirect Marketplace integrates with Microsoft 365 for consolidated provisioning and billing."

5 easy steps to activate

1

Email with Temporary Credentials

Look out for an email from AppDirect Marketplace with temporary Microsoft credentials. Once you've updated your password, you can assign admin permissions to other people in your organization.



2

Accessing Microsoft Admin Center

Access your [Microsoft 365 admin center](#) to complete tasks like [adding a domain](#), [managing email settings](#), and [installing Microsoft 365 apps](#) on your device.

3

Assigning Licenses

As a Company Admin, you can assign licenses to individual users via the AppDirect Marketplace. Get started with these videos on how to [Assign Application Licenses](#) and [Manage Apps and Subscriptions](#)

4

Microsoft Security and GDAP

Microsoft strongly recommends that you [create two separate, dedicated Global Admin accounts](#) for enhanced security and administrative transparency. To learn more about Microsoft GDAP, read the following [Help Centre article](#).

5

Need help?

If you encounter any issues during the activation process or need assistance, please reach out to us using one of the methods found here: [AppDirect Support](#)

ABOUT APPDIRECT

AppDirect is a San Francisco-based B2B subscription commerce platform company that brings together technology providers, advisors, and businesses to simplify how they buy, sell and manage technology. More than 1,000 providers, 10,000 advisors and 5 million subscribers rely on the AppDirect ecosystem of subscription marketplaces to power their innovation, growth, and success. For more information about AppDirect, please visit www.appdirect.com.

