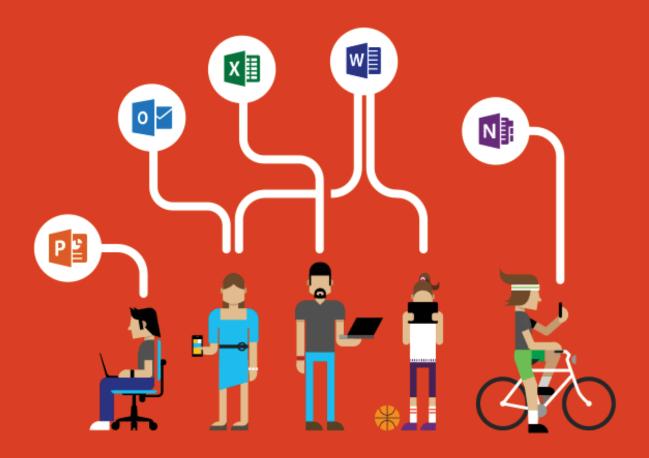# User Configuration Service – Office 365

## OFFICE 365

Office 365 is a solutions package comprising software and services that, when connected to the cloud, provides total mobility and flexibility for your business. Access from any place, from any device or through any browser, Office 365 delivers the same experience for users on every platform.

Office 365 comprises the Office Professional Plus package of services such as: Exchange, SharePoint, Skype for Business, Office Online and Yammer.

## SERVICE SCOPE

The Office 365 configuration service creates new accounts/users within a new or existing *tenant*. See the service scope below:

- Configuring the Office 365 administration environment for new *tenants*.
- Linking the business' principal domain to the *tenant*, as necessary.
- Creating new user accounts, assigning the respective Office 365 signature and assigning the appropriate access level to the platform (Administrator or User).
- Carrying out email receive and send tests for each newly created user.
- This service is valid for all Office 365 and Exchange Online plans.

**What is NOT included in the service scope**

- This service does not include *Single sign-on*, domain federation or the migration of content to other servers.

## SERVICE DETAILS

| Part number | Description |
|---|---|
| SVC-MSFT-CONFG-O365 | Configuration Service for Office 365 |

Modality: Remote

## PREREQUISITES

- The customer must associate one of their business domains with Office 365, by making the corresponding purchase in conjunction with a regulatory institution of their choice, such as the standard domain offered by Microsoft – onmicrosoft.com.

- The customer should be aware of the need to acquire the respective amount of Office 365 seats before the service can go ahead.

Should you have any questions about these terms, contact our sales representatives or send an email to: bluesky.za@westcon.com

## TECHNICAL SUPPORT

To configure Microsoft services, please contact Westcon Southern Africa Technical Support:

# +27 11 848 9000