

Create an Organizational Account

This guide is for administrators who want to create an Organizational Account to allow users in their organization to sign in to Microsoft online services at work. The guide assumes that you have purchased a subscription to some online services that you need to activate.

Topics in this guide include:

About Organizational
Accounts

Create a New
Organizational Account

About Organizational Accounts

To use any Microsoft online services, such as Office 365, you and other users in your organization need to sign in to them with an **Organizational Account**. When you activate your new online services, you will be directed to sign in with an Organizational Account.

If you have never used an Organizational Account or aren't sure what one is, here's a quick explanation. An Organizational Account is similar in some ways to a **Microsoft account**, the user account that you must use to sign in to the **Volume Licensing Service Center** and personal services from Microsoft, such as Outlook.com email. An Organizational Account is intended for employees to use to sign in to their organization's Microsoft services at work, not to sign in to their personal online services from Microsoft.

NOTE: Individual users should not set up an Organizational Account. The person designated as Global Administrator for your organization's Microsoft Active Directory should set up the Organizational Account for everyone.

Organizational Account IDs for individual users

Individual users (employees) create their sign-in name (Organizational Account ID) *after* the global administrator has created an Organizational Account for everyone in the organization. Every employee that uses Microsoft online services at work will have their own unique Organizational Account ID based on this Organizational Account.

A typical Organizational Account might look like this (where "orgname" is the name of your organization):

- orgname.onmicrosoft.com

For a company named Fabrikam that uses its own domain name in its Organizational Account, the Organizational Account would look like this:

- fabrikam.onmicrosoft.com

An employee at Fabrikam named Taito Yee (alias *taitoy*) might have an Organizational Account ID like this:

- taitoy@fabrikam.onmicrosoft.com

This is the Organizational Account ID the employee would use to sign in to Microsoft online services at work.

Check if you already have an Organizational Account

This guide is for organizations that do *not* already have an Organizational Account and need to create one. Make sure no one else in your organization has already created an Organizational Account with Microsoft. If anyone at your organization already uses Microsoft online services at work, they must be signing in with an Organizational Account every time they use their online services. Find out from your administrator, so you can use this existing Organizational Account to sign in to your online services, rather than creating a second Organizational Account.

Review the email invitation

After you subscribe to an online service, Microsoft will send email to the person listed as the **online administrator** in the volume licensing agreement your organization signed with Microsoft. That email will include a link pointing to a page where they can sign in with their Organizational Account to activate their online services. If you are the online administrator in your organization, review the email and click this link.

TIP: If you don't know who is designated as the online administrator in your organization's volume licensing agreement with Microsoft, ask your Microsoft partner.

Select how you will provide an Organizational Account

When the online administrator clicks the link in the email inviting them to get started with their new online services, this will open a page where they must select whether to use an existing Organizational Account or create a new one.

Select one:

- **I have an account for my organization to use**
- **I need to create a new account for my organization to use**

Because you do not already have an Organizational Account, select the second option: **I need to create a new account for my organization to use.**

NOTE: If your organization already has an Organizational Account, you should use that one. Your organization should only have a single Organizational Account.



Volume Licensing Online Service Activation

You have selected the following agreement to manage activations:

LICENSING ID	AUTHORIZATION #	ORGANIZATION
4545444	123415	Fabrikam

Provide an organizational account

- I have an account for my organization to use
- I need to create a new account for my organization to use

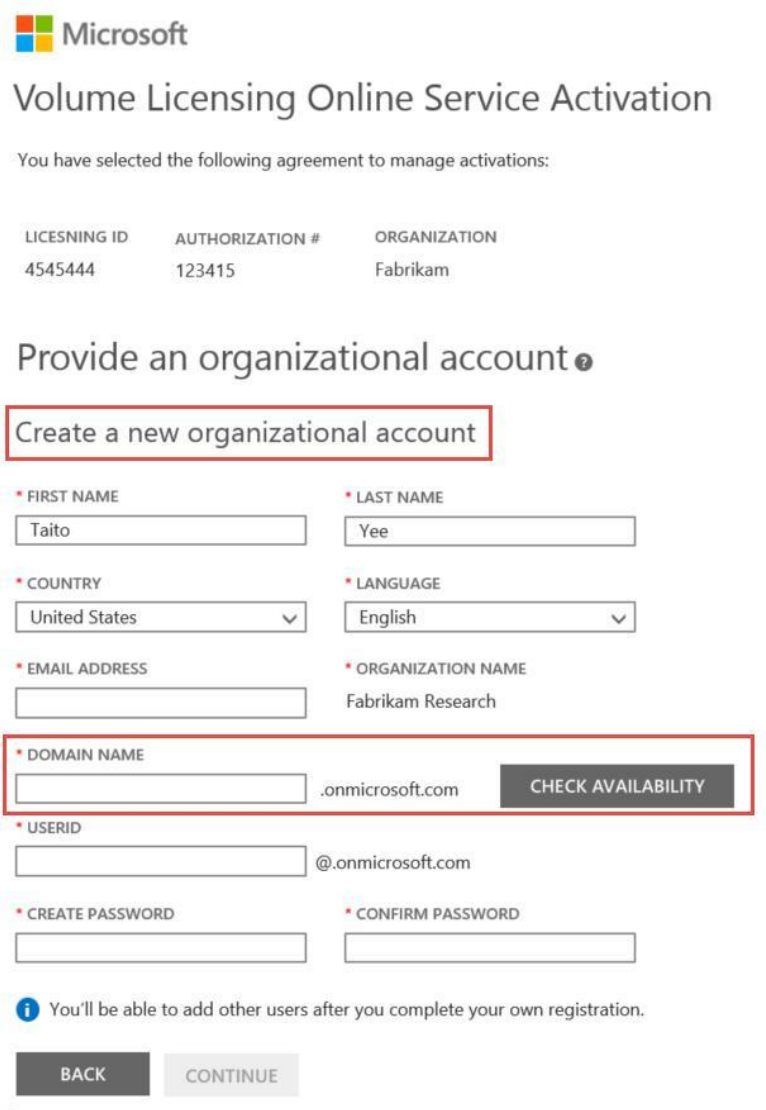
Create a new Organizational Account

After you complete the step above, you should be directed to a secure webpage titled **Volume Licensing Center Online Services Activation**.

Follow these steps to create an Organizational Account:

As noted above, individual users should not set up an Organizational Account. Only the person designated as Global Administrator for your organization's Microsoft Active Directory should set up the Organizational Account.

1. Fill out all the fields under **Create a new organizational account**.
2. When you reach the field marked **DOMAIN NAME**, you must select a domain name to use in your Organizational Account.



Microsoft

Volume Licensing Online Service Activation

You have selected the following agreement to manage activations:

LICENSING ID	AUTHORIZATION #	ORGANIZATION
4545444	123415	Fabrikam

Provide an organizational account ?

Create a new organizational account

* FIRST NAME * LAST NAME

* COUNTRY * LANGUAGE

* EMAIL ADDRESS * ORGANIZATION NAME

* DOMAIN NAME .onmicrosoft.com

* USERID @onmicrosoft.com

* CREATE PASSWORD * CONFIRM PASSWORD

i You'll be able to add other users after you complete your own registration.

When you create a new Organizational Account, you must select a domain name to use in the account.


3. Enter a domain name in the **DOMAIN NAME** box, and then click **Check Availability**

If the name you selected is available (not already used by someone else), you will see a message saying **The domain name entered is available**.

If the name you selected is not available, you will see a message saying **Domain name entered is not available. Please use a different domain name**. Keep trying different domain names until you find one that is available.

If the domain name your organization owns is not available when the administrator tries to enter it during the registration process, there's no need to worry. You can still use that domain name in your Organizational Account just by adding a number after it, such as **fabrikam1.com** or **fabrikam2.com**. This will make it easy to complete the registration process and start using the Volume Licensing Center without delay.

NOTE: You can change the domain name in your Organizational Account later to your public domain name without the number (such as **fabrikam.com**).

* EMAIL ADDRESS	ORGANIZATION NAME
<input type="text" value="taitoy@fabrikam.com"/>	Fabrikam Research
* DOMAIN NAME	
<input type="text" value="fabrikamresearch"/>	.onmicrosoft.com <input type="button" value="Check Availability"/>
	 Domain name entered is not available. Please use a different domain name.
* USER ID	
<input type="text" value="taitoy"/>	@fabrikamresearch.onmicrosoft.com

In this example, the domain name entered is not available.

4. After you enter a domain name that is available, enter a **USER ID** for yourself and create a **PASSWORD**. The **USER ID** is typically the same as the ID in your work email address. (Such as taitoy for an employee named Taito Yee.)
5. When you are done completing all the fields, click **CONTINUE**.
6. You should see a message confirming that your Organizational Account was successfully created and telling you to expect an email message also confirming the new account. Click **CONTINUE** to sign in with the new account.

Provide an organizational account



Fabrikam organizational account successfully created. We've sent a confirmation email to taitoy@fabrikam.com.

To view your activations, we need you to sign-in with your organizational account.

Activate your online services

Now you are ready to activate your online services. For instructions, refer to one of these two guides:

- [Activate new online services by using the Volume Licensing Service Center](#)
- [Activate new online services *without* using the Volume Licensing Service Center \(Office 365 only\)](#)

This guide is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT. © 2014 Microsoft Corporation. All rights reserved.