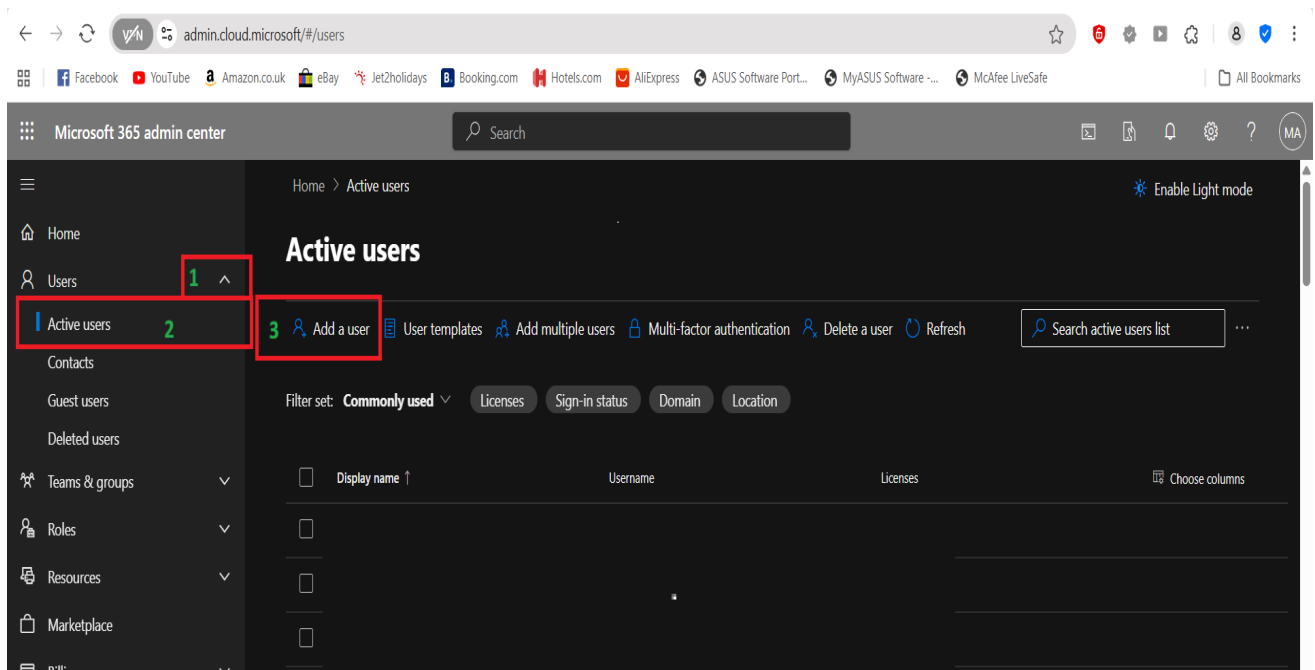


STEP1:

Sign in to Microsoft 365 admin centre:

<https://admin.microsoft.com> (Global Admin).

- In the left menu, choose Users → Active Users → Add a user.



STEP 2: Set Up Basics,

Enter the user's core information: First name, Last name, and Display name. Most importantly, set the Username. This will form their primary User Principal Name (UPN) and their primary email address (e.g., osazee.ayanru1@sazytech.site). Ensure the correct domain is selected in the dropdown if you have multiple.

Choose a strong, temporary password or allow the system to auto-generate one. Select the checkbox for Require this user to change their password when they first sign in (optional). Then next.

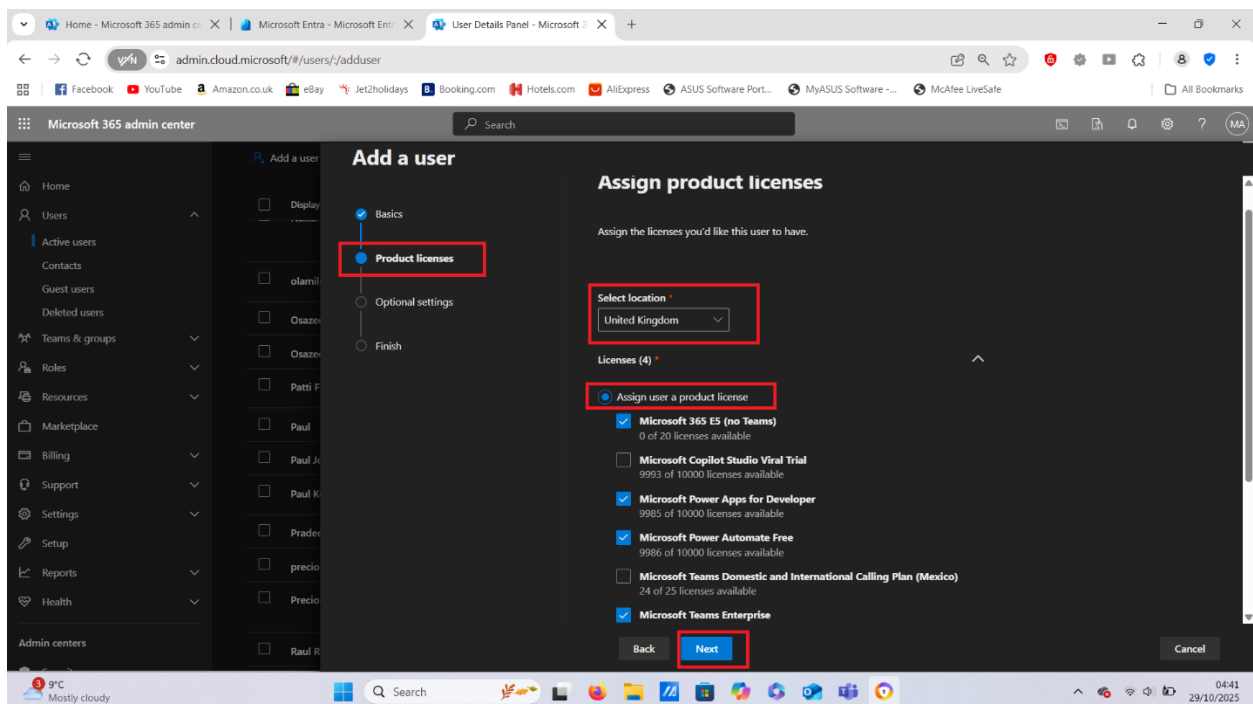
The screenshot shows the 'Add a user' page in the Microsoft 365 admin center. The 'Basics' tab is selected. The following fields are filled:

- First name: Osazee
- Last name: Ayanru
- Display name: Osazee Ayanru
- Username: osazee.ayanru1
- Domains: sazytech.site
- Automatically create a password: ☐ (unchecked)
- Password: [Strong password entered]
- Require this user to change their password when they first sign in: ☒ (checked)

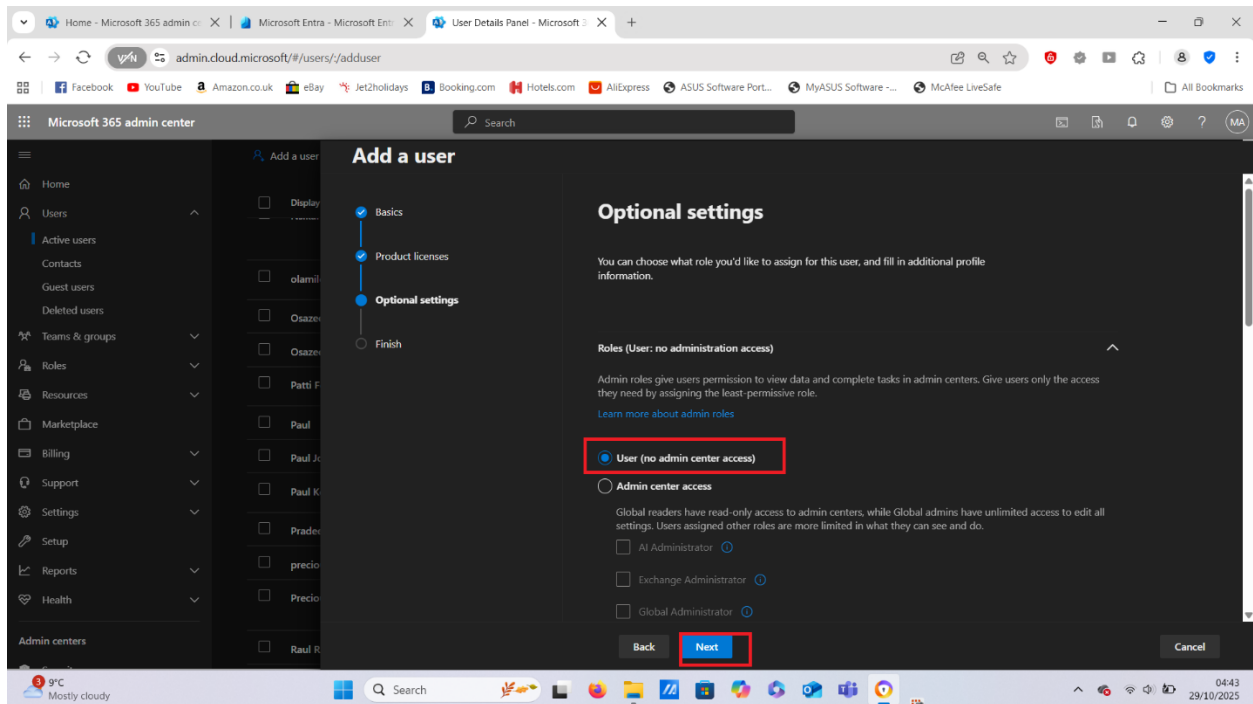
The 'Next' button is highlighted with a red box. A red arrow points to the 'Domains' dropdown menu.

STEP 3: Assign Product License

This is a critical step. Select the user's Country/Region. Under Assign user licenses, check the box for the license that includes the Exchange Online service (e.g., Microsoft 365 E3 or Microsoft Teams Enterprise).

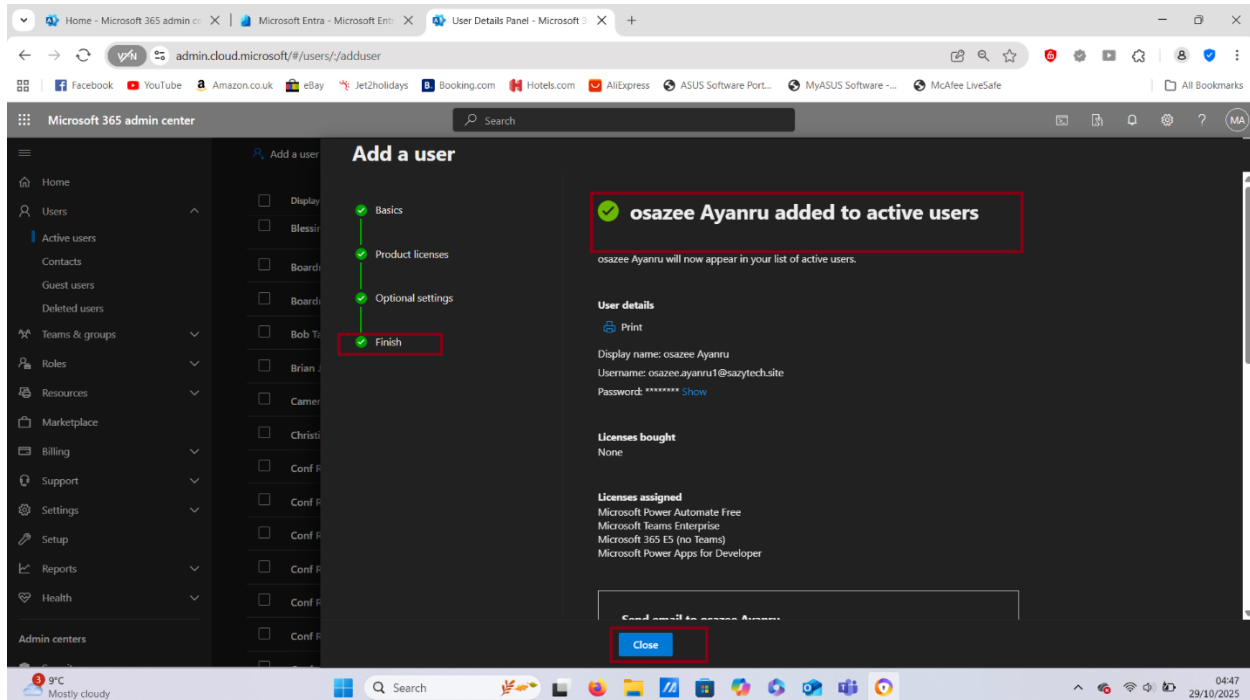
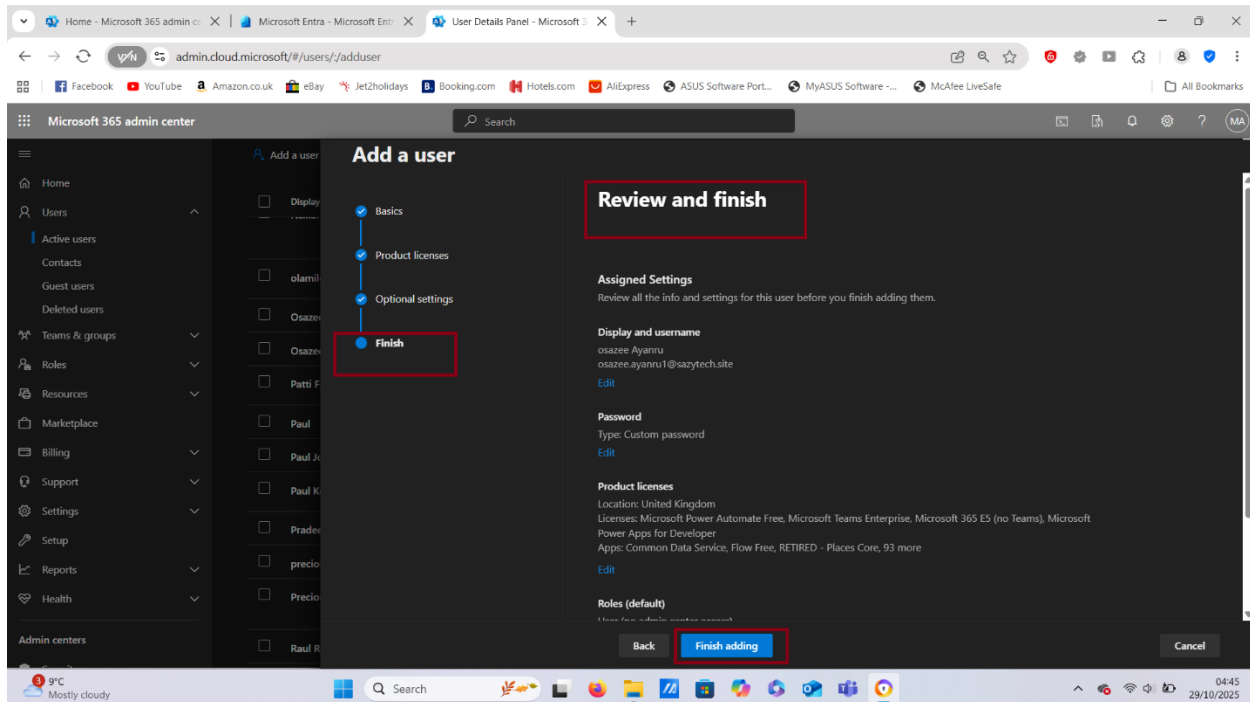


STEP 4: Optional Settings,
Select between User (no admin center access) or
Admin center access. You can also review settings
like; profile info and group memberships.
Then click next



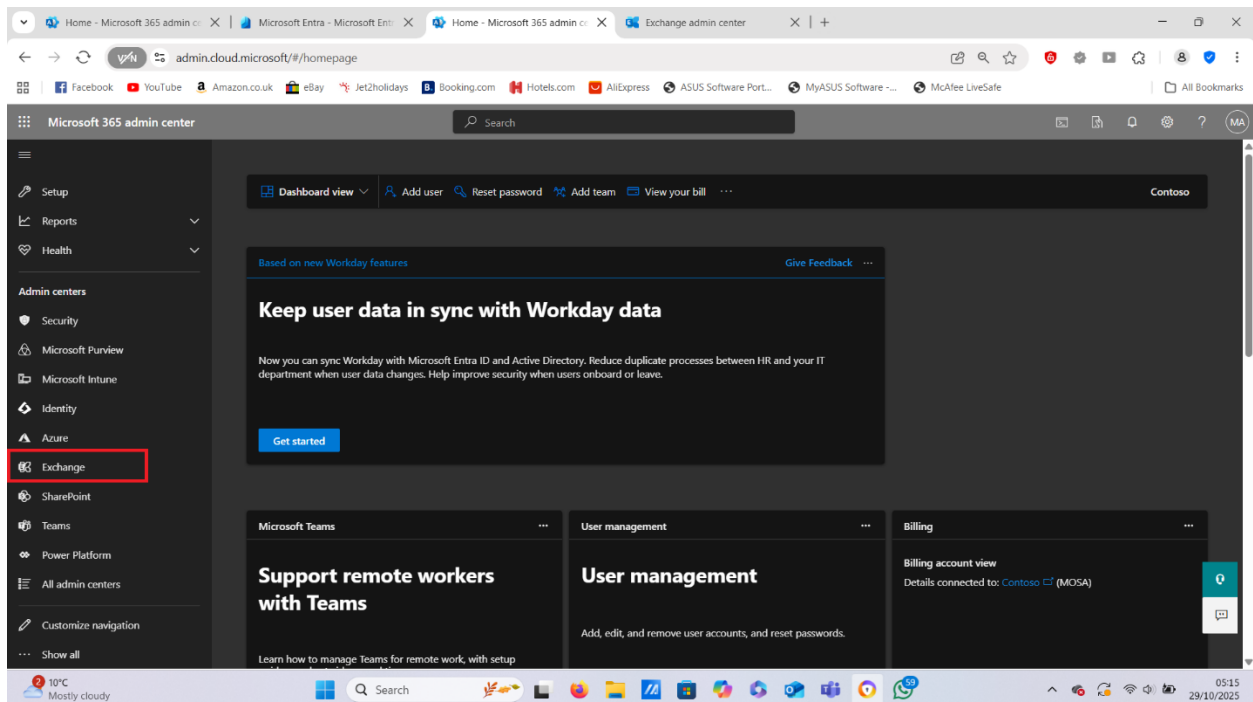
STEP 5: Review App Settings and Finalize Creation,

For a standard user mailbox, simply review the settings. Click finish adding and then Close.



STEP 6: Verification (Optional)

Wait 5-10 minutes. Go to the Exchange Admin Center (<https://admin.exchange.microsoft.com>), navigate to Recipients \bm{\rightarrow} Mailboxes. The new user's mailbox should now appear in the list.



Home - Microsoft 365 admin c...Microsoft Entra - Microsoft En...Home - Microsoft 365 admin c...Exchange admin center

admin.exchange.microsoft.com/#/mailboxes

FacebookYouTubeAmazon.co.ukeBayJet2holidaysBooking.comHotels.comAliExpressASUS Software Port...MyASUS Software ~...McAfee LiveSafeAll Bookmarks

Exchange admin centerSearch (Preview)

Home > MailboxesLight mode

HomeRecipientsMailboxesGroupsResourcesContactsMail flowRolesMigrationMobileReportsInsightsPublic foldersOrganizationSettingsTroubleshoot

Manage mailboxes

Create and manage settings for shared mailboxes. You can also manage settings for user mailboxes, but to add or delete them you must go to the [Microsoft 365 admin center](#) and do this on the [active users](#) page. [Learn more about mailboxes](#)

+ Add a shared mailboxMailflow settingRefreshExport mailboxes

1 itemFilterosazee

<input type="checkbox"/>	Display name ↑	Email address	Recipient type	Archive status	Last modified time	Choose columns
<input type="checkbox"/>	osazee Ayanru	osazee.ayanru1@sazytech.site	UserMailbox	None		

0ROO+21.74%

Search

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