Microsoft® Office 365 from AT&T

Activation and Quick Setup Guide

This guide will help you become familiar with Microsoft Office 365 Service from AT&T and enable you to activate the service, invite others to join the service, and manage your profile from virtually anywhere.

We'll be sending you emails to help with the setup of your Microsoft Office 365 account, so please add **no-reply@att.att-mail.com** to your Contacts list. Here are five steps to get you started.

STEP 1

Be on the lookout for your purchase confirmation email

Once you purchase the Microsoft Office 365 Service from AT&T, you'll receive an email from AT&T showing your itemized services. Check your spam folder just in case.

STEP 2

Activate your AT&T Productivity Suite account and set up your temporary domain email

You'll also receive an **AT&T Productivity Suite account activation email** — your Microsoft Office 365 order is now ready to be set up. Just click on the first line in the email to begin the process.

The AT&T Productivity Suite is an easy-to-use portal where you'll manage your Microsoft Office 365 account.

Choose your temporary "New domain name." After completing Step 2, you'll arrive at the confirmation page.

Checklist:

- [ ] Receive **purchase confirmation email**

  Let your sales representative know or call us at 866.531.4891 if you don't receive this email within a week of signing up for the service

Checklist:

- [ ] Receive **AT&T Productivity Suite account activation email**

  Didn't get this email? Stop by **aps.att.com** for live chat and enter "Web Site Navigation" as the topic

- [ ] Click on the first link in the email to start activating your account

- [ ] Choose a highly secure password that you'll remember (and save it securely)

- [ ] Complete "Company Info"

- [ ] Read, review and check "I agree to Terms of Service" for AT&T Productivity Suite (if you agree to the Terms of Service for AT&T Productivity Suite in order to access and use the portal to provision the service)

- [ ] Fill in the Get Started with Microsoft Office 365 information

- [ ] Here you'll choose your temporary "New domain name"

- [ ] Read, review and check "I agree to the Terms and Conditions" for Microsoft Office 365 Service from AT&T (if you agree to the Terms of Service for Microsoft Office 365 Service from AT&T in order to use the service)

- [ ] Arrive at confirmation page

Questions along the way? 📱 866.531.4891   💻 aps.att.com/liveperson   👤 ask your AT&T sales representative

STEP 3

Receive two emails with Microsoft Office 365 service credentials: admin access and user login

Follow the directions in each of the two emails.

Your **admin access email** includes your administrator access login information in the "Microsoft username and password" section.

The **user login credentials email** lets you know your service has been successfully assigned. This email includes your standard username and password for Microsoft Office 365.

Checklist:

☐ Log in to the AT&T Productivity Suite using your AT&T Productivity Suite credentials previously created in Step 2; then navigate to the "MyApps" tab

☐ Your Microsoft Office 365 tile should be visible and available to activate within 24 hours – if it's not, please contact customer support via chat (Choose topic: "Web Site Navigation") or phone (866.531.4891)

☐ Locate your Admin Access email that contains the Admin credentials (username and password) for the administrator's login to the Microsoft Office 365 environment

☐ From the "MyApps" tab on the AT&T Productivity Suite, click on the active Microsoft Office 365 tile and log in to your Microsoft Office 365 environment with your Admin credentials (please don't change any settings)

STEP 4

Invite users

You'll need to be logged in as administrator to your AT&T Productivity Suite to invite users before you can complete your migration to Microsoft Office 365.

Go ahead and create profiles for your users. You can either enter them individually or bulk upload via a ".csv" file. Once they're created, you'll be able to assign the proper credentials for each user.

Checklist:

☐ Create user profiles under the "Users" tab

☐ Enter user email addresses. You will then be prompted to include each user's first name, last name and role (user/admin, etc.). Your users will be invited to the AT&T Productivity Suite, but don't need to activate in this portal to use Microsoft Office 365

☐ Ensure that you have assigned the necessary credentials to your users under the "Assign Apps" tab before scheduling your migration appointment with AT&T

☐ You will be prompted about the pending user credentials. If they don't complete within 48 hours, please contact support via chat (Choose topic: "Web Site Navigation") or phone (866.531.4891)

IMPORTANT: Please only add and delete users via the AT&T Productivity Suite. Do not use the Microsoft portal for this action.

STEP 5

Call us to schedule your migration

If you purchased Microsoft® Office 365 Activation Service from AT&T, call **866.531.4891** to begin the consultation and schedule your migration. We'll set up a date and time based on when you anticipate all your users will have accepted their invitations. If you didn't sign up for this service, begin your migration at your convenience.

Checklist:

☐ Did you complete Steps 1-4?

☐ Call us to begin the consultation and schedule your migration: **866.531.4891**

Congratulations!

Welcome to Microsoft® Office 365. AT&T Productivity Suite (aps.att.com) is your destination for support and management of your Microsoft Office 365 products. The homepage includes helpful links to get you started and on your way to getting the most out of your new solution.

Questions along the way?   📱 866.531.4891   💻 aps.att.com/liveperson   👤 ask your AT&T sales representative