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Office 365 admin center

The Office 365 admin center can be used to set up your organization in the cloud, add users, manage domains, licenses, and much more. The Microsoft Office 365 admin center is the web portal from which each company’s service administrator can manage user accounts and settings for each of the Office 365 services to which they subscribe. From within the Office 365 admin center, administrators can follow links to the following admin center.

1. Skype for Business admin center
2. Share point admin center
3. Exchange online admin center

Exchange Online provides a single unified management console that allows for ease of use and is optimized for management of on-premises, online, or hybrid deployments. The Exchange admin center (EAC) is where administrators can manage Exchange-specific settings.
To Access Office 365 Admin Center


2. Select the app launcher icon in the upper-left and choose Admin

   ![Office 365 App Launcher](image)

**Note:** The Admin tile appears only to Office 365 administrators.
Office 365 admin center features and settings

1. The Office 365 admin center looks like this.
2. Click on the **Dashboard** tab.

Dashboard gives you an overview of your Office365.
3. You can see the overview of your all services in Service overview.

Service overview

Service health
3 issues

Service requests
No open service requests

Mail protection
0 messages received, 0 processed by filtering.

Message center
2 new messages in the past 7 days

Included services
4. **Select the service health** to see the current health of all services.

5. **Select the Service Request** to see your current request and to raise a new one.
6. Select the **Mail Protection** to see the email filtered in last 7 days.

![Graph showing email filtered in last 7 days]

7. Select the **Message center** to see the office related updates.

![Message center table]

<table>
<thead>
<tr>
<th>Message</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>We've made a change to the Office 365 Trust Center</td>
<td>none</td>
</tr>
<tr>
<td>Updated Feature: Office 365 Group files experience is changing</td>
<td>none</td>
</tr>
<tr>
<td>Updated Feature: OneDrive for Business experience is changing</td>
<td>none</td>
</tr>
<tr>
<td>New Features: Likes and Mentions are coming to Outlook on the web</td>
<td>none</td>
</tr>
<tr>
<td>Known Issue: Office 365 apps sometimes can't create new documents when started via app launcher</td>
<td>none</td>
</tr>
<tr>
<td>View all</td>
<td></td>
</tr>
</tbody>
</table>
8. **Select included services** to include the external services.

9. **For regular admin tasks admin shortcuts are available in Admin shortcuts.**
How to Setup Domain in Office365

Select the **SETUP** tab to setup your domain in Office 365.

**Note:** To configure a domain in Office 365 refer **User Guide-Adding Domain to O365**.
Add users individually to Office 365

To add a user account click on Users tab.

Note: To Add and delete users in O365 refer the User Guide: Create Users, Contacts, and Groups.
Partners: Add or delete a delegated admin

As an admin for Office 365, you can create or edit users, reset user passwords, manage user licenses, manage domains, and assign admin permissions to other users in your organization. However, if you want someone else to do these administrative tasks, you can delegate this role to an authorized partner of Microsoft. When you authorize a partner to take on this role, the partner is referred as a delegated admin.

Add a delegated admin

This process is initiated by your authorized partner. The partner sends you an email to ask you if you want to give them permission to act as a delegated admin.

To accept this offer

1. Read the partner’s terms in the email.
2. To authorize the agreement, click the link, which goes to an authorization page in Office 365.
3. Under Delegated administration, click Yes to authorize the partner to be your delegated admin, and then click Next.
4. If the offer for delegated administration came with a trial subscription or a purchase offer, create your trial or subscription account.
View your delegated admins

In Office 365:

1. Sign in to Office 365 with your admin credentials.
2. Go to the Office 365 admin center.
3. Go to USERS > Delegated Admins.

Your delegated admins are listed on the DELEGATED ADMINS page.

If you don’t have a delegated admin, you’ll see a message that says “There are no delegated administrators associated with your account.”

Service Settings

These are the most common settings affecting your users and it spans email, sites, meetings, software setup, and more:

- **Mail** – spam and malware protection, mail flow rules, and auditing.
- **Sites** – create new site collections that have sub sites and libraries used to make up your organization’s intranet.
- **Skype for Business** – connect with an audio conferencing provider or locate a provider.
- **Updates** – enable feature updates as soon as they’re available from Microsoft.
- **User software** – choose the Office software you want to make available to your users.
- **Passwords** – change the password expiration policy for your organization from the 90-day default and 14 day notification.
- **Community** – enable community participation by your users.

- **Mobile** – enable BlackBerry Business Cloud Services for your users.

For additional settings affecting, expand the Admin section from the left navigation menu.
Service Health

Service health will provide the complete dashboard to view health of all the services running under your Office 365 like Exchange, SharePoint, Skype for Business, Identity, Office subscription, Yammer etc.

<table>
<thead>
<tr>
<th>Service</th>
<th>Today</th>
<th>OCT 18</th>
<th>OCT 19</th>
<th>OCT 22</th>
<th>OCT 21</th>
<th>OCT 20</th>
<th>OCT 19</th>
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<tbody>
<tr>
<td>Exchange Online</td>
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<tr>
<td>Email and calendar</td>
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<td>Mail timely delivery</td>
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Reports

If you want to figure out how much spam your organization is receiving, or how your Office 365 mailboxes, sites, and Skype for Business are being used, see the Reports section of Office 365.

On the Reports page, you'll see list of reports you can view. You can use information from these reports to identify issues and filter data. The reports are separated into categories such as Mail, Devices, Skype for Business, SharePoint, OneDrive for Business, Auditing, Protection, Rules, and DLP (data loss prevention). You may see different reports depending on what services your organization is subscribed to. (For more detailed information about mail protection, rules, and DLP reports, see Use mail protection reports in Office 365 to view data about malware, spam, and rule detections.)

On the Office 365 admin center page, in the left pane, click Reports tab.
Support

 Quickly view top issues. To contact support, create a new service request. Find solutions or work with an expert by email or phone.
Tools

In Tools we will get the required tools to check the readiness of infrastructure.

Example:

1. **Best practices Analyzer**
2. **Microsoft connectivity Analyzer**
3. **Exchange Client Performance Analyzer (ECPA)**
Billing

1. In Subscription we can View, purchase, or cancel Office 365 subscriptions for our organization. We can also view past billing statements by month and year. Or, can view the number of assigned licenses to individual users.

![Subscription Image]

2. In License you can see the current status of license here.

![License Image]
3. In Notification you can see the **Global Administrators** and **Billing Administrators** list.

Scroll down and you will see the Billing Administrators list.

Select the user to edit alternate email address, delete billing admin, change admin role.
Reference links

1. Office 365 Admin