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| Setting up a new user account in Microsoft 365  |

Log in to the Microsoft 365 admin center (<https://admin.microsoft.com>) with your administrator account credentials.

On the home screen click **Add user** in the top horizontal menu. If you don’t see the option there, it is also in the left-hand navigation pane. Click **Users**, then select **Active users**.

In the **Set up the basics** section: enter the user's name and a username for the new account. Enable options to **automatically create a password** and to **require the user to change their password**. Click **Next**.

Select the product licenses you want to assign to the user (eg, Microsoft 365 Business Standard). If there are Microsoft 365 apps with your licensing you don’t want your users to access, unselect them in the apps section. Click **Next**.

If this is a standard user, don’t assign any roles in the **Assign roles** section (you would only do this if you were looking to create an admin account for them). Add any required profile information under the profile section and click **Next**.

Review the user's information and make any necessary changes (e.g. correct license allocation), then click **Finish Adding**.

The new user account is now created. Microsoft 365 will automatically generate a temporary password for the user.

Securely communicate, you may choose to pass this information onto their personal email address, alternatively print the employee’s username and password, the new user's username and temporary password to them, along with sign-in and change password instructions.

See this Microsoft video for a step-by-step guide to user set up: [Add a user in Microsoft 365 (youtube.com)](https://www.youtube.com/watch?v=-hN1iEaJ12Q)