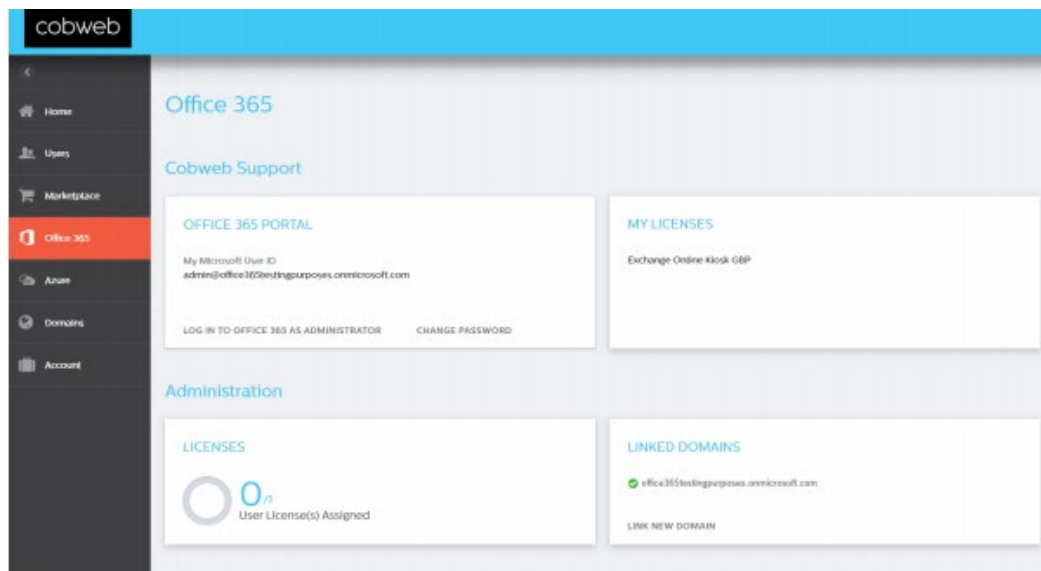


This guide will help administrator users of Cobweb CORE to manage their Office 365 service. This guide will include:

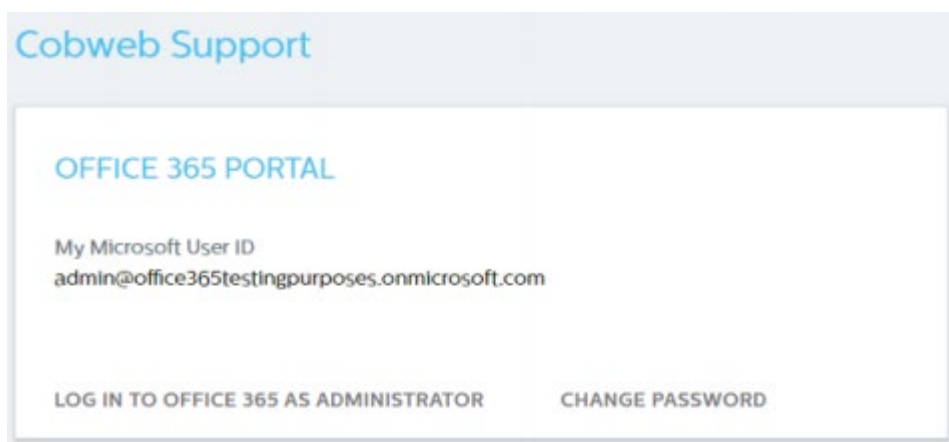
- Signing into Office 365 from Cobweb CORE
- Resetting your Office 365 administrator password
- Purchase licences
- Assigning Office 365 licences
- Linking a domain to Office 365

## Signing into Office 365 from Cobweb CORE:

1. Open a web browser and navigate to <https://core.cobweb.com> – sign in using your Cobweb CORE credentials.
2. Click the **Office 365** tab in the left navigation pane. This will bring you to the Office 365 management screen.



3. Click **Login to Office 365 as an Administrator**.

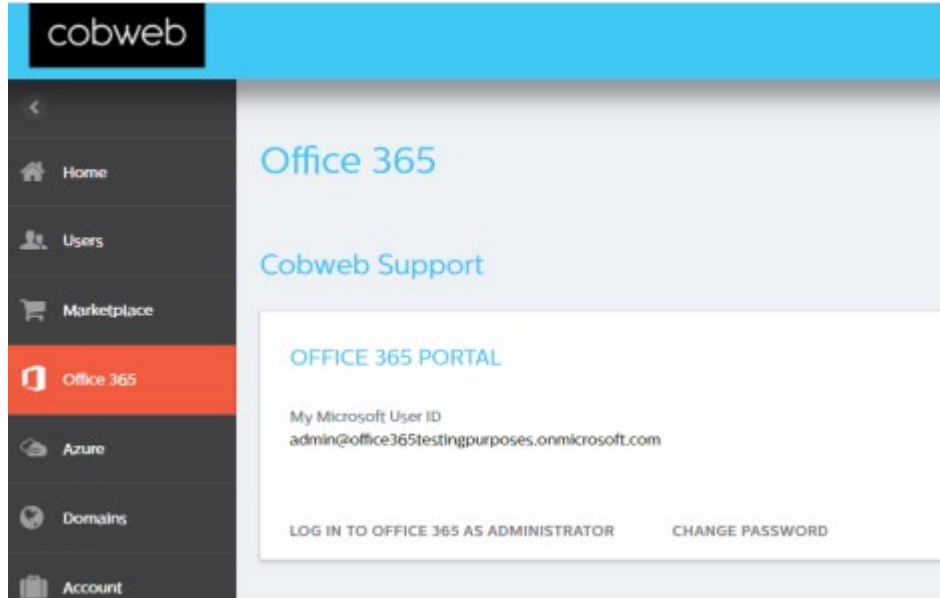


# Managing your Office 365 service on Cobweb CORE

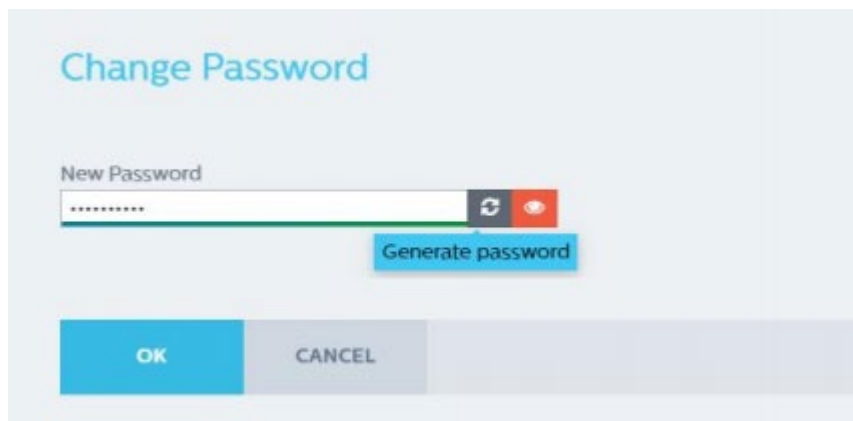
This will open a new Microsoft window which will prompt you for your username and password. Enter these credentials, and you will be signed into Office 365.

## Resetting your Office 365 administrator password:

Under Office 365 in Cobweb CORE, click **change password**.



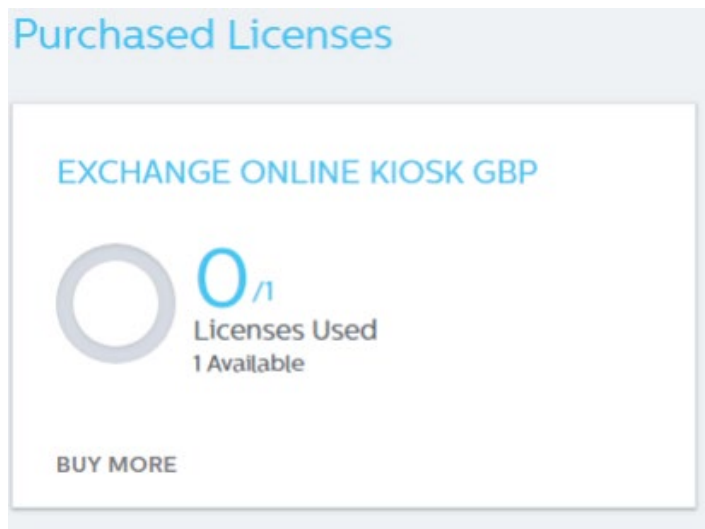
This will give you the option to select a password or choose a server generated one by clicking **generate password**.



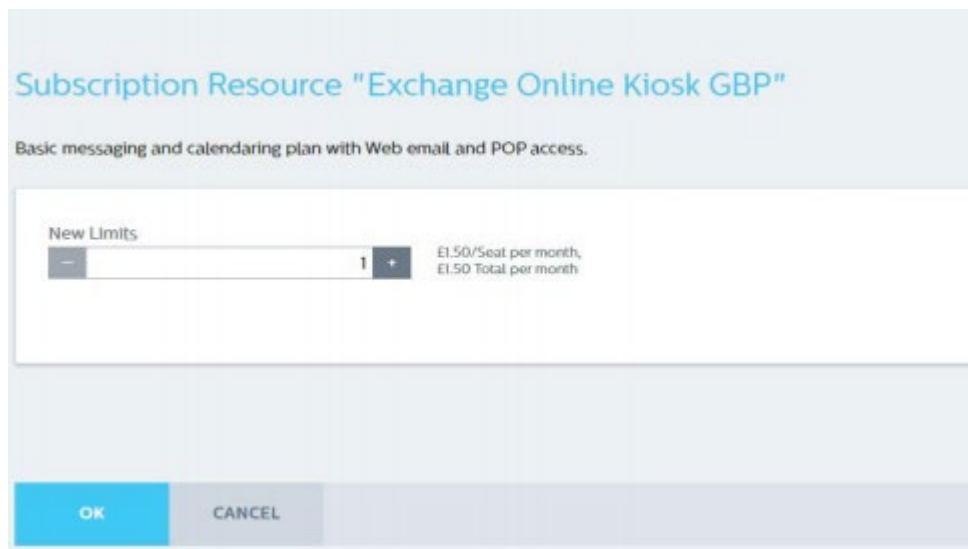
## Purchasing licences:

Cobweb CORE can be used to purchase Office 365 licences.

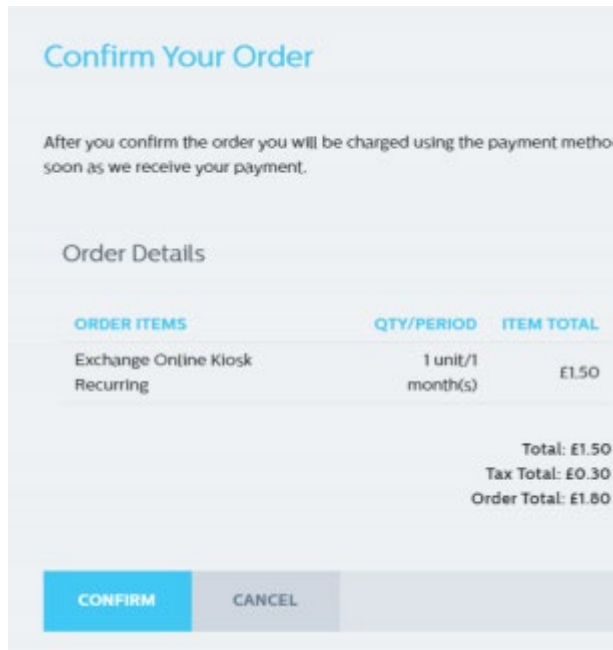
1. Simply click **licences** under Office 365 in Cobweb CORE and you will be presented with the quantity of licences you have available.
2. To buy more, simply click **buy more** on the subscription you wish to increase.



You will then be able to increase your licence quantity by clicking the “+” button alongside the licence you wish to increase. Click **Ok**.



You will then be asked to review you order and click **confirm**.

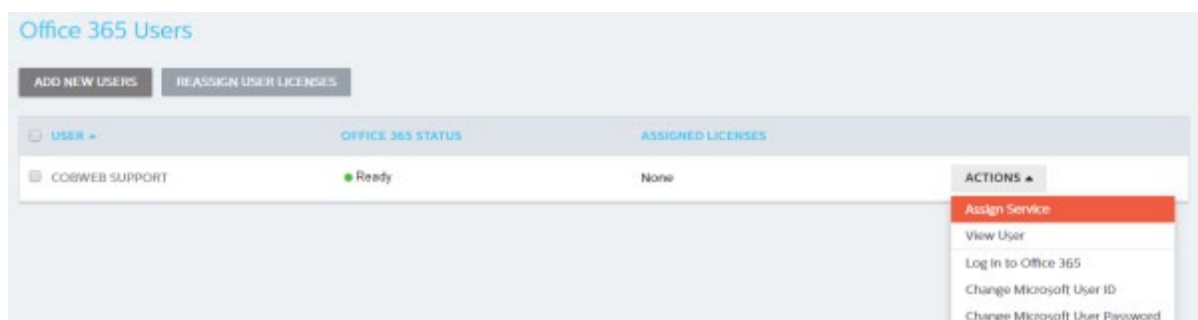


## Assigning Office 365 licences:

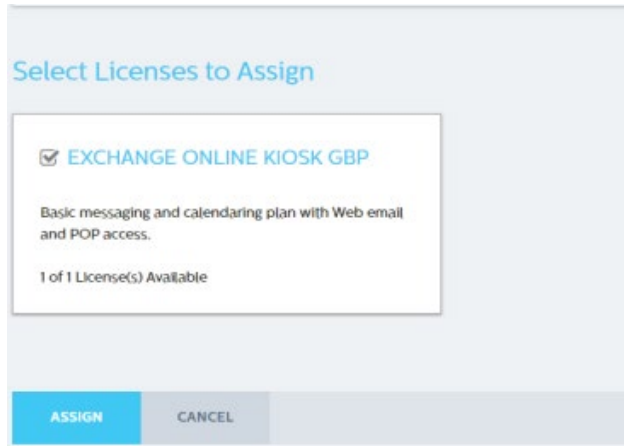
To assign Office 365 licences to users in Cobweb CORE, simply navigate to **Office 365** on the left navigation pane and scroll down to **Office 365** users.

Here you will see a list of the users you have set up in Cobweb CORE.

To assign a licence to a user, simply click **actions** alongside each user and then **assign service**.



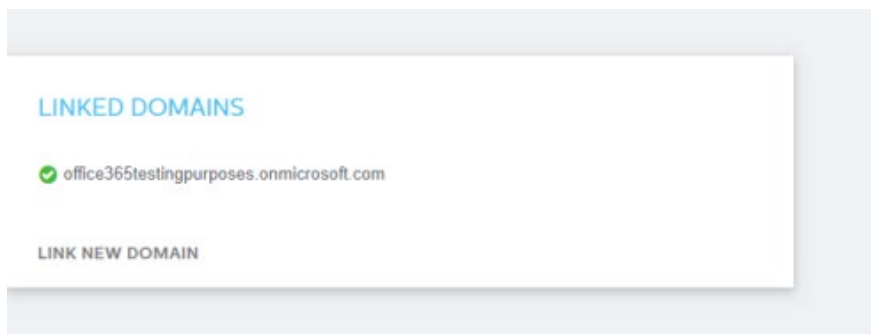
Tick the licence to assign to the user and click **assign**.



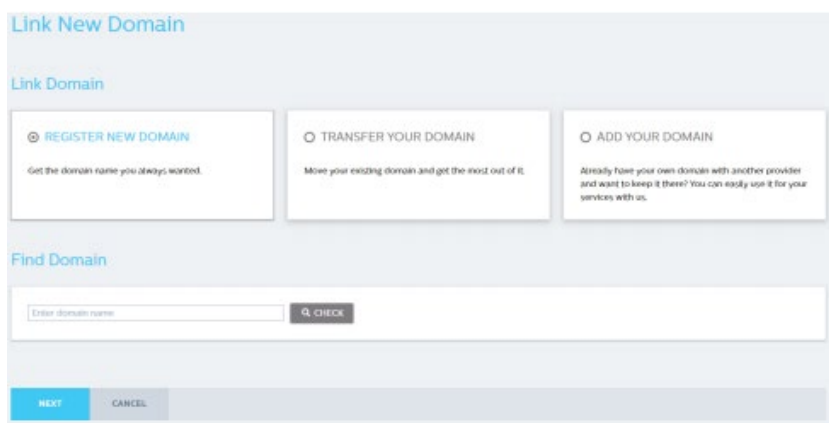
## Link a domain to Office 365:

Linking a domain to Office 365 is easy in Cobweb CORE.

Navigate to Office 365 along the left navigation pane, and under **linked domains**, click **link a new domain**.



Here you can register a new domain for your Office 365 service, transfer in existing domains to Cobweb which is registered with another host, or simply add a domain whilst retaining the current registrar.



# Managing your Office 365 service on Cobweb CORE

Select the option you require and enter in your domain then click **next**.

Select the Office 365 service to use alongside this domain and tick the option if you wish to switch existing users to this new domain if required. Click **Finish**.

**Link New Domain**

Select Office 365 Services

**EXCHANGE ONLINE**

Activating Exchange Online service allows using the addresses based on this domain for the Exchange Online Mailboxes. Disabling this service will prevent the proper routing of the emails sent to addresses in this domain

**SKYPE FOR BUSINESS ONLINE**

Activating Skype for Business Online service allows using the usernames based on this domain in the Skype for Business Online communication. Disabling this service will prevent the Skype for Business users with addresses in this domain from connecting to Skype for Business Online and/or communicating to the other Skype for Business or Lync users

**MOBILE DEVICE MANAGEMENT**

Activating Intune services allows users with login names based on this domain to faster enroll their mobile devices into the Office 365 MDM and Intune solutions

**Assign Domain to Office 365 Users**

**Switch 1 existing user(s) to this domain**  
After updating, these users will need to sign in to Office 365 using their new user IDs. Their passwords will stay the same. They will also have new email addresses, but the old ones will continue working and no email messages will be lost.

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