

# Activate Your New Online Services

Customers in the Microsoft Open program can activate their Office 365 subscriptions by using a new simplified process that eliminates the need to manually copy and paste product keys.

This guide is for administrators who:

1. **Have purchased Office 365 subscriptions that they want to activate.**
2. **Want to activate their subscriptions by using a new streamlined method that does not involve the Microsoft Volume Licensing Service Center (VLSC).**

If this does not apply to you and you want to activate subscriptions to Office 365 and other online services by using the VLSC, see the guide [Activate Online Services in the Volume Licensing Service Center](#).

## Topics in this guide:

About Organizational Accounts

Sign in and Activate Your New Online Services

# About Organizational Accounts

To use any Microsoft online services, such as Office 365, you and other users in your organization need to sign in to them with an **Organizational Account**. When you activate your new online services, you will be directed to sign in with an Organizational Account.

If anyone in your organization already uses Microsoft online services at work, then they must be signing in to them with an Organizational Account. This is different than the **Microsoft account** that you must use to sign in to the Volume Licensing Service Center and personal services such as Outlook.com email.

If you need to create an Organizational Account or want to learn more about Organizational Accounts, see the guide [Create an Organizational Account](#). Each organization should have only a single Organizational Account, created by an administrator.

## Sign in and activate your online services

This guide assumes that you have already purchased a subscription to Office 365, either on your own or through your Microsoft partner. There are many different Microsoft online services and they vary widely, but this guide is specifically about how to activate Office 365 subscriptions by using a new simplified method.

## Review the email invitation

After you subscribe to Office 365 or another online service, Microsoft will send email to the person listed as the **online administrator** in the Volume Licensing agreement that your organization signed with Microsoft. That email will include a link pointing to a page where they can sign in with their Organizational Account to activate their online services. If you are the online administrator in your organization, review the email and click this link in the email.

**TIP:** If you don't know who is designated as the online administrator in your organization's Volume Licensing agreement with Microsoft, ask your Microsoft partner.

Here is the message the online administrator will receive:

### Welcome to Microsoft Volume Licensing

We're sending you this message because you're listed as the online administrator for the volume licensing agreement that your organization recently signed with Microsoft.

Please click [here](#) to get started with your online service.

If you wish to manage all of your volume licensing purchases, including online services and software purchases, please visit the Microsoft [Volume Licensing Service Center](#). The Volume Licensing Service Center allows users at your organization to securely view your purchase agreements and other information, view volume licensing orders, download software, and much more. If you have not used the Volume Licensing Service Center before, you will need to register to access your agreements.

For assistance, select the *Contact us* link or contact your Microsoft partner.

Thank you for being a Microsoft customer.

*The online administrator named in your organization's Volume Licensing agreement should receive this email.*

## Select how you will provide an Organizational Account

When the online administrator clicks the link in the email inviting them to get started with their new online services, this will open a page where they must select one of these two options:

1. **I have an account for my organization to use**
2. **I need to create a new account for my organization to use**

If you need to create an Organizational Account or want to learn more about Organizational Accounts, see the guide [Create an Organizational Account](#).



### Volume Licensing Online Service Activation

You have selected the following agreement to manage activations:

LICENSING ID	AUTHORIZATION #	ORGANIZATION
4545444	123415	Fabrikam

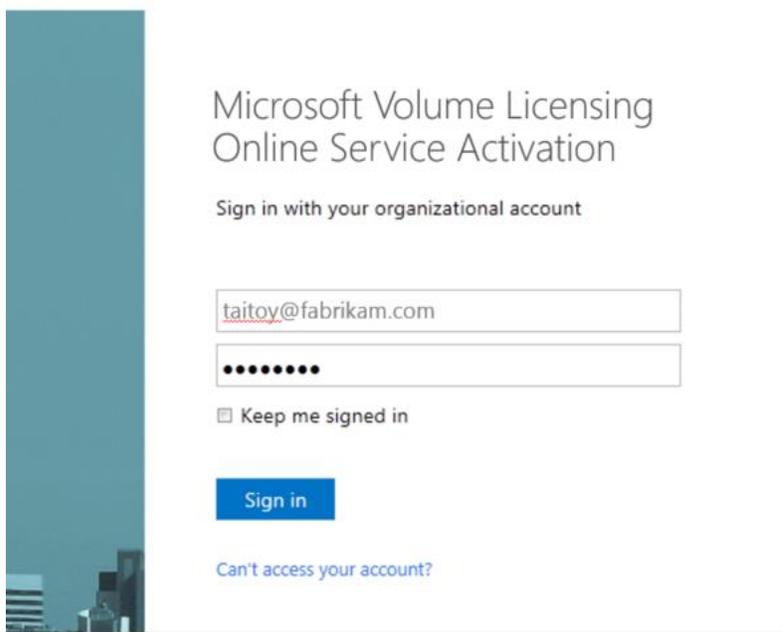
#### Provide an organizational account

- I have an account for my organization to use
- I need to create a new account for my organization to use

## Sign in with your Organizational Account

You will be directed to a page asking you to sign in with your Organizational Account.

Enter your Organizational Account and password and click **Sign in**.

The image shows a screenshot of a web page titled "Microsoft Volume Licensing Online Service Activation". Below the title, it says "Sign in with your organizational account". There are two input fields: the first contains the email address "taitoy@fabrikam.com" and the second contains a password represented by seven dots. Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom of the form area, there is a link that says "Can't access your account?". The page has a teal vertical bar on the left side and a cityscape image at the bottom left.

*Sign in with your Organizational Account and password.*

## Accept the Open License Agreement

If your organization is in the Open License Program, you will see a page asking you to accept the terms and conditions of the program. You must do this before you can activate your online services. Type your full name and click **I ACCEPT**.

If you are not in the Open License program or someone from your organization has already accepted these terms and conditions, you may not see this page; then you can skip to the next step.



## Volume Licensing Online Service Activation

You will need to accept the following terms and conditions for your Open license to activate your Online Service(s).

Open License Type:  Country of Usage:  Language:

### Open License Agreement

This Microsoft Open License Agreement is between Customer and Microsoft Licensing, GP and consists of: (1) these terms; (2) the Product List; and (3) the Product use rights. If Customer's organization type is not of a business, then the qualifying government entity form is incorporated by reference and may be found at <http://www.microsoft.com/licensing/contracts>.

**1. Definitions.**

The following definitions apply to this agreement:

"Affiliate" means (1) any legal entity that a party owns, that owns a party, or that is under its common ownership with a party within the "Defined Region"; or (2) with regard to Customer, if it is a government entity, any entity that meets the qualifying government criteria located at

Type your full name in the text box and click the **I Accept** button to agree to these terms and conditions.

Your full name:

*Open License Program terms and conditions*

## Start the activation process

Now you are ready to activate your online services. Find the online service you want to activate, if there is more than one in the list, and click **Start Activation**.



SingleCustomerAccountAdmin@DIT4.ccscpt.net

## Volume Licensing Online Service Activation

### Activate Online Service Orders

#### CRMOL (fabrikam.onmicrosoft.com)

Order date	Service name	Order quantity (seats, units, etc.)	Product key	Order status*
5/11/2014	CRMOL	35	12345-12345-12345-12345	<a href="#">Start Activation</a>

#### Office 365 (fabrikam.onmicrosoft.com)

Order date	Service name	Order quantity (seats, units, etc.)	Product key	Order status*
7/1/2014	Office 365 ProPlus	35	12345-12345-12345-12345	<a href="#">Start Activation</a>



Are you looking for license keys or downloads for other Microsoft Volume Licensing orders?

License keys and downloads for Volume Licensing orders (other than online services) can be managed at [Volume Licensing Service Center](#)

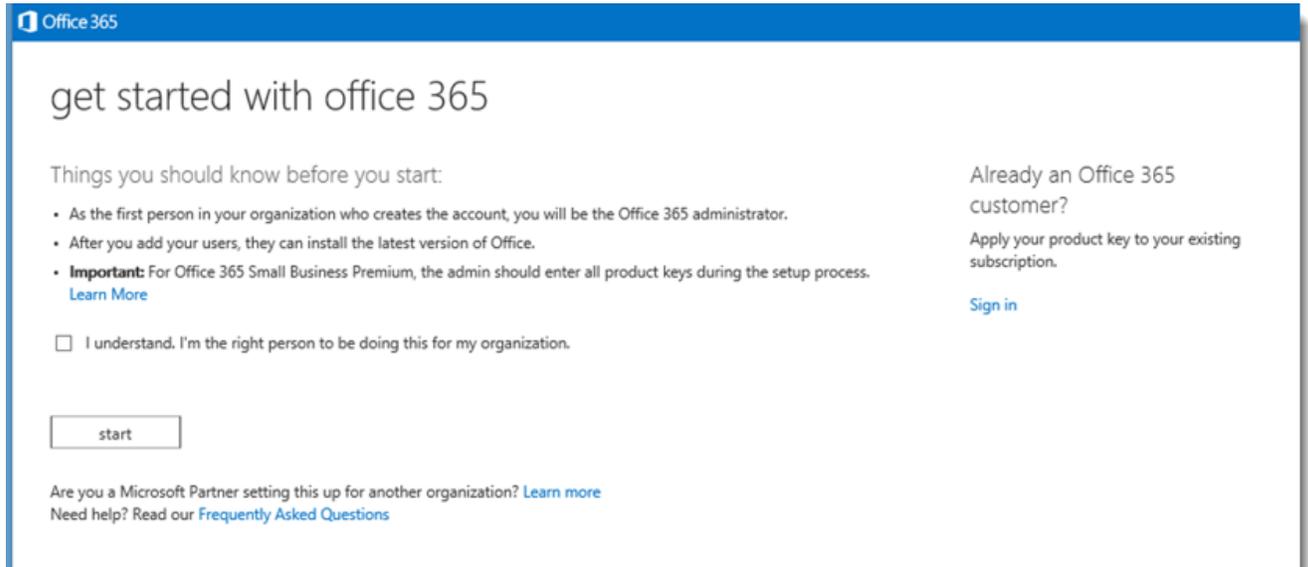
\* Updates to order status may take up to 24 hours

*This will take you to a page for the online service that you selected. We'll show how this works for Office 365.*

## Start setting up your new online service

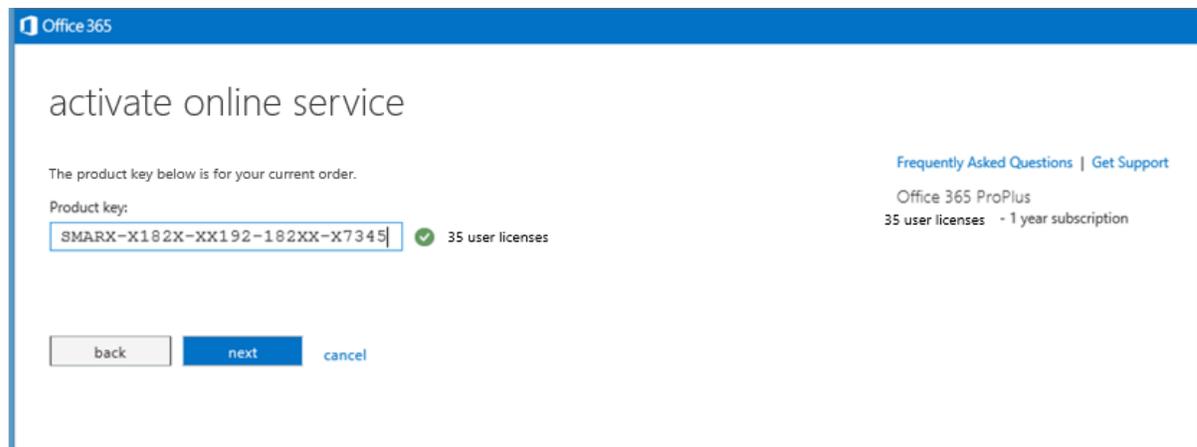
In this example, the customer has clicked **Start Activation** for a new subscription to Office 365. This takes them to an Office 365 setup screen.

1. Select the check box next to **I understand. I'm the right person to be doing this for my organization.**
2. Then click **start**.

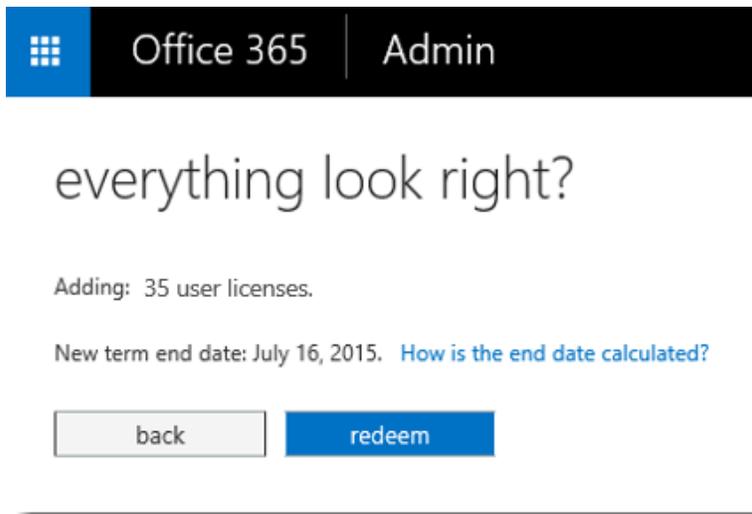


## Activate your online service and redeem your new licenses

1. The system will automatically enter the product key for your new online service. Click **next**.

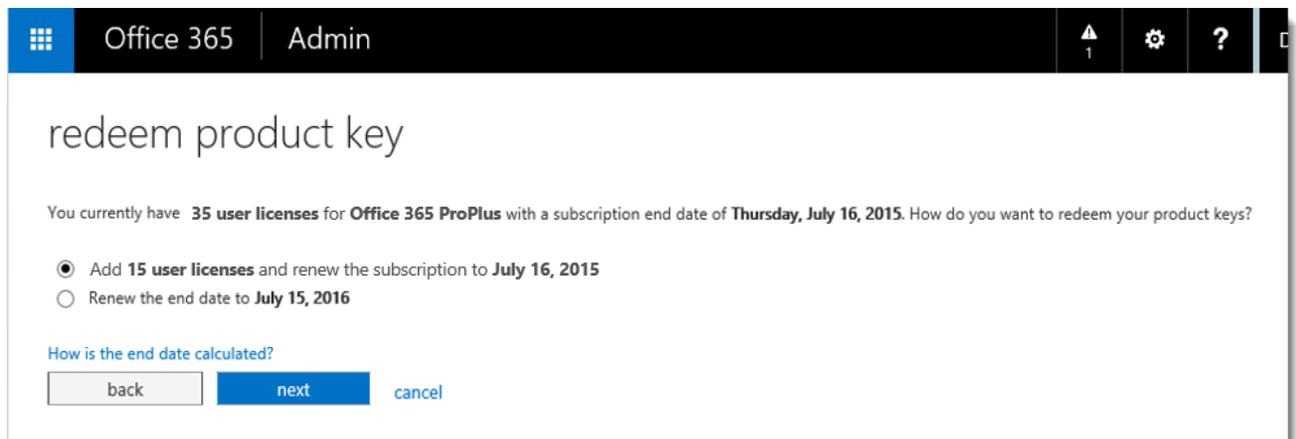


2. Verify that the information (number of licenses) is correct, then click **redeem**.

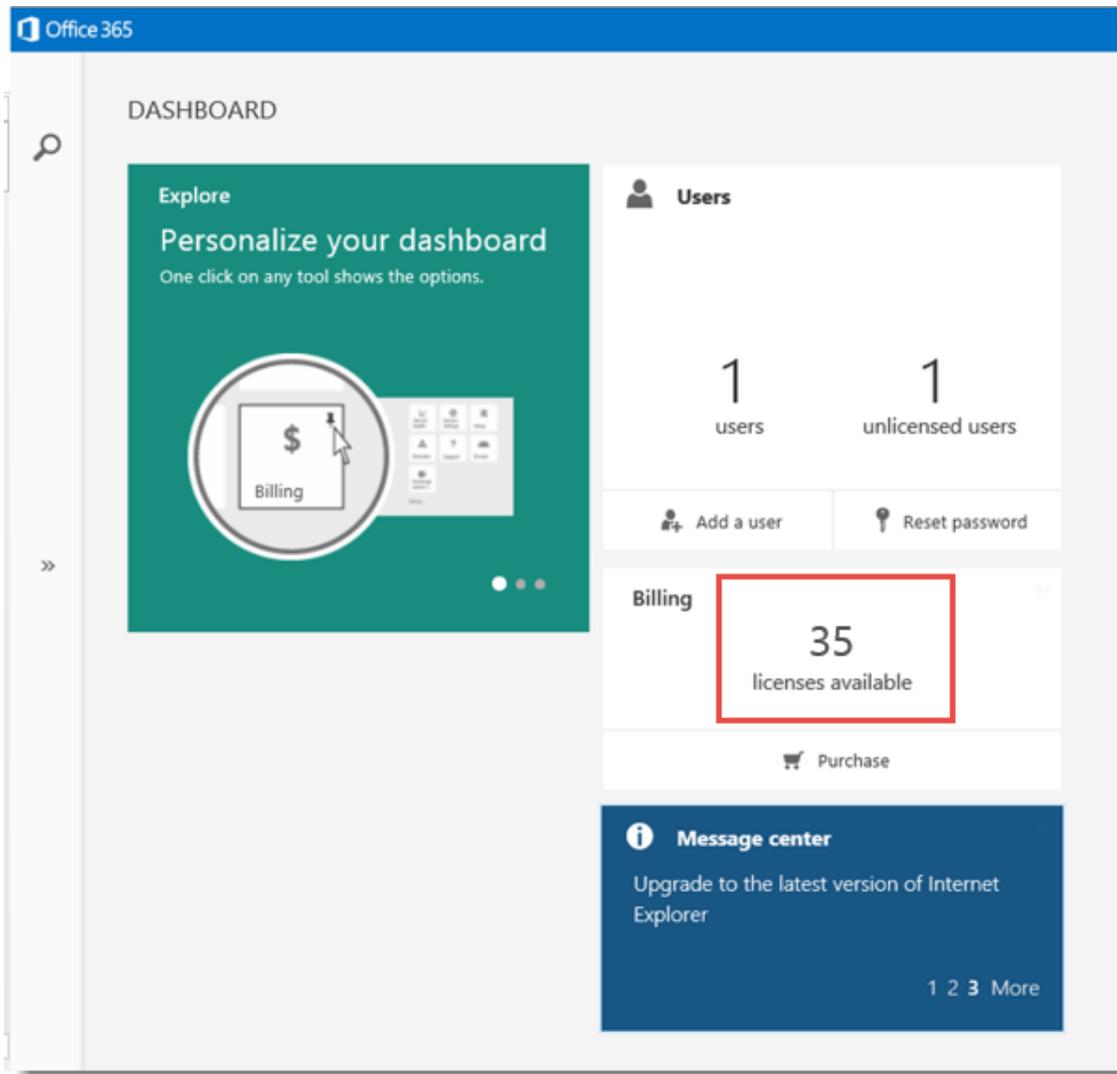


3. If you already have some Office 365 licenses in use at your organization, the screen you see will tell you how many licenses you have, indicate the date they expire, and ask if you want to add the new licenses that you are activating. You can add the new licenses to your current subscriptions (increasing the number of total subscriptions) or use them to extend the expiration date of your current subscriptions without adding any new subscriptions.

Make the selection you want and then click **next**.



Office 365 should now display the number of new licenses that you activated. These **licenses available** are ready for you to assign to users.



Now you're ready to use your new online services!