

# Add a new Microsoft 365 User in Cobweb CORE

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If you need to create a new user for your Microsoft 365 service, you can do so using Cobweb CORE.

1. Login to Cobweb CORE as an Administrator user <https://core.cobweb.com>
2. Select the **Microsoft 365** section in the left navigation pane
3. Select **Add New Users**
4. Enter the First & Last Name for the new user & the email address to be used
5. Ensure the **Microsoft 365** Service is ticked
6. Press **Next**
7. Select the Licence(s) to assign to the user account

The user will then be added, but will need to be activated.

8. Return to the **Microsoft 365** Section
  9. Select the **Actions** menu next to the user
  10. Select **Activate**
  11. Confirm the Microsoft User ID, which they will use to sign into the service
  12. Enter or generate a password for this account
  13. Confirm the Display Name to be used for the account
  14. Press **Activate**
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