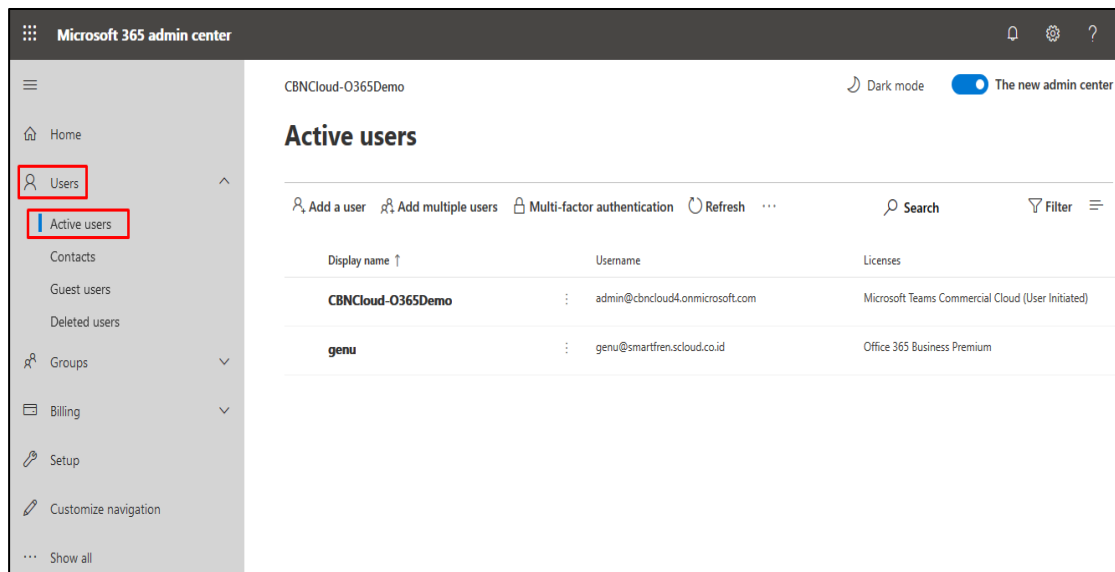


1. Pada dashboard Microsoft 365 Admin Center, pilih **Users** à **Active Users** kemudian pilih **Add a user**



2. Setelah itu akan muncul form isian yang diperlukan untuk account yang akan dibuat. Lengkapi semua isian dengan data yang sesuai, agar memudahkan dalam pendataan ataupun manage account oleh admin terkait.
Pada **Password Setting** direkomendasikan untuk memilih **Auto-generate password**. Jika semua isian sudah terisi lengkap, pilih **Next** untuk melanjutkan ke pengaturan **Product licenses**.

The screenshot shows the 'Add user' form in the Microsoft 365 Admin Center. The form is titled 'Set up the basics' and includes the following fields and options:

- Basics** (selected step)
- Product licenses**
- Optional settings**
- Finish**

The form contains the following input fields:

- First name** and **Last name** (text input fields)
- Display name *** (text input field)
- Username *** (text input field) with a dropdown menu showing 'office365.cbncldinfo'

The **Password settings** section includes two radio button options:

- Auto-generate password**
- Let me create the password**

3. Pada gambar dibawah merupakan tampilan license yang akan di gunakan user terkait, license dapat dipilih berdasarkan kebutuhan admin dalam berkontribusi layananannya. Kemudian pilih **Next** untuk setting tahap **Optional Setting**.

The screenshot shows the 'Add user' interface with a progress bar on the left. The steps are: Basics (checked), Product licenses (active), Optional settings (unselected), and Finish (unselected). The main content area is titled 'Assign product licenses' and includes the instruction: 'Assign the licenses you'd like this user to have.' Below this is a 'Select location *' dropdown menu with 'Indonesia' selected. Underneath, there is a section for 'Licenses (0) *' with four options: 'Assign user a product license' (selected), 'Exchange Online (Plan 1)' (unselected), 'Microsoft Flow Free' (unselected), and 'Office 365 Business Premium' (unselected). A final option is 'Create user without product license (not recommended)' (unselected).

4. Pada menu **Optional Setting** dapat diatur role yang diperlukan untuk account tersebut. Apakah akan login menggunakan password yang sudah di buat oleh admin, atau melakukan login dan melakukan reset password untuk account tersebut.

The screenshot shows the 'Add user' interface with a progress bar on the left. The steps are: Basics (marked with a red X), Product licenses (marked with a red X), Optional settings (active), and Finish (unselected). The main content area is titled 'Optional settings' and includes the instruction: 'You can choose what role you'd like to assign for this user, and fill in additional profile information.' Below this are two input fields: 'Roles (User: no administration access)' and 'Profile info'. At the bottom, there are 'Back' and 'Next' buttons.

5. Setelah isian sudah lengkap pilih **Finish**. Dengan itu account sudah berhasil dibuat.

Add user [Close]

Progress: Basics (X), Product licenses, Optional settings (✓), **Finish**

You're almost done - review and finish adding

Assigned Settings
Review all the info and settings for this user before you finish adding them.

Display and username

- ⊗ Please provide a display name.
- ⊗ Please provide username.

[Edit](#)

Password

[Back] **Finish adding**