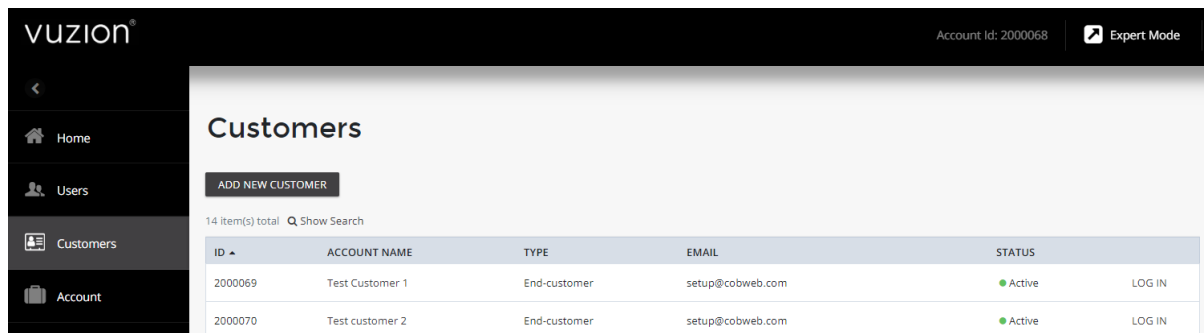
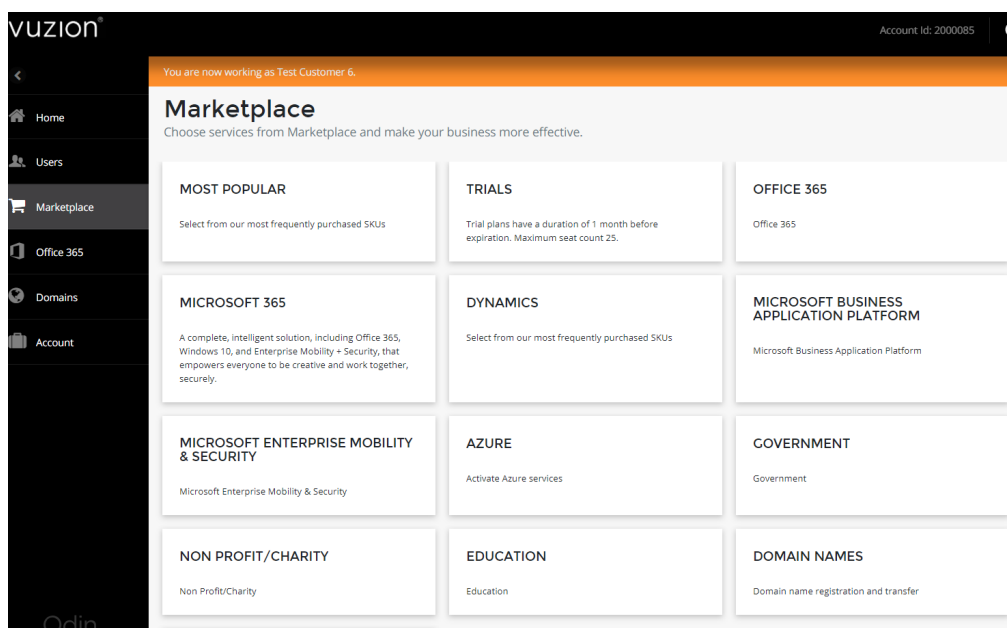


To order licence for customers int Vuzion CORE, please follow the below instructions:

1. Open a web browser and navigate to <https://core.vuzion.cloud> – sign in using your Vuzion CORE credentials
2. Now you are signed in, click **Customers** on the navigation tab on the left.
3. Click **Login** alongside the customer you wish to administer.



4. You will now be inside the **Customer's Control Panel** in Vuzion CORE.
5. Click **Marketplace** on the left navigation tab.
6. Using the categories, search for the subscription you wish to purchase. **Please note, if you wish to purchased Education or Charity licences, please speak to your Vuzion Account Manager who will make these plans available for purchase.**



7. Find and click on the subscription you wish to purchase, then scroll to the bottom and click **Next**.
8. If you have already purchased Office 365 on this account before, the Customer's onmicrosoft.com domain will be shown to confirm which tenant you are buying licences for. If you have not previously purchase Office 365 for this Customer, you will need to confirm if this is for a new tenant or if the Customer has an existing tenant. **You will also be asked to complete Microsoft Attestation for this customer.**

Specify Microsoft Account

Office 365 is a part of Microsoft Online Services and it requires a Microsoft account. If you have already used Office 365 or other similar Microsoft services, you may want to continue using your existing Microsoft account.

SIGN UP FOR NEW MICROSOFT ONLINE ACCOUNT

USE EXISTING MICROSOFT ONLINE ACCOUNT

New Microsoft User ID

@ .onmicrosoft.com

New Password

CONTACT DETAILS

First Name

Last Name

Email Address

Phone Number

I confirm that this person has agreed with the latest version of the Microsoft Cloud Agreement.

CANCEL
BACK
NEXT

9. To sign up for a new tenant, simply enter in your chosen Microsoft User ID and password (these will be pre-populated for you but can be changed if required).

If you are using an existing Microsoft tenant, we advise to send the Customer the dual CSP invite first before proceeding further. Please refer to the Dual CSP invite guide on www.vuzion.cloud/core

Once the dual CSP invite link has been accepted by the Customer, proceed to option **Use an Existing Microsoft Online Account** and enter in the login credentials of a Global Administrator user on the tenant.

10. Click **Sign in to Office 365 Portal**
11. Vuzion CORE will then confirm the Dual CSP invite link has been accepted. Please note: if you chose not to send the Dual CSP invite link, you will now be prompted to accept the CSP invite link. **At this stage, please ensure pop-up blockers are disabled within your web browser as they can affect the usability of Vuzion CORE.**

12. Click **Next**.

13. Now select the licence quantity required and click **Next**.

RESOURCE	NEW LIMIT	MAX LIMIT	FEE
Additional Licenses			
Office 365 Business	<input type="text" value="1"/>	300 License	£9.48/License per month
Extra Storage			
Office 365 Extra File Storage	<input type="text" value="0"/>	10,000,000 GB	£0.24/GB per month

CANCEL BACK NEXT

14. Click **Don't Link a Domain** if the customer already has active domains in their Office 365 portal. Alternatively, if the Customer wishes to purchase a new domain, click **Link a Domain to a Service**.

LINK A DOMAIN TO SERVICE
Register new domain or select some registered by you already.

DON'T LINK A DOMAIN
You will be able to do this later.

CANCEL BACK FINISH

15. Click **Finish** and then **Purchase**.

16. Once the order has been placed, this will provision in Vuzion CORE. New Office 365 orders can take a couple of hours to complete provisioning. The maximum time orders can take to complete provisioning is 48 hours.