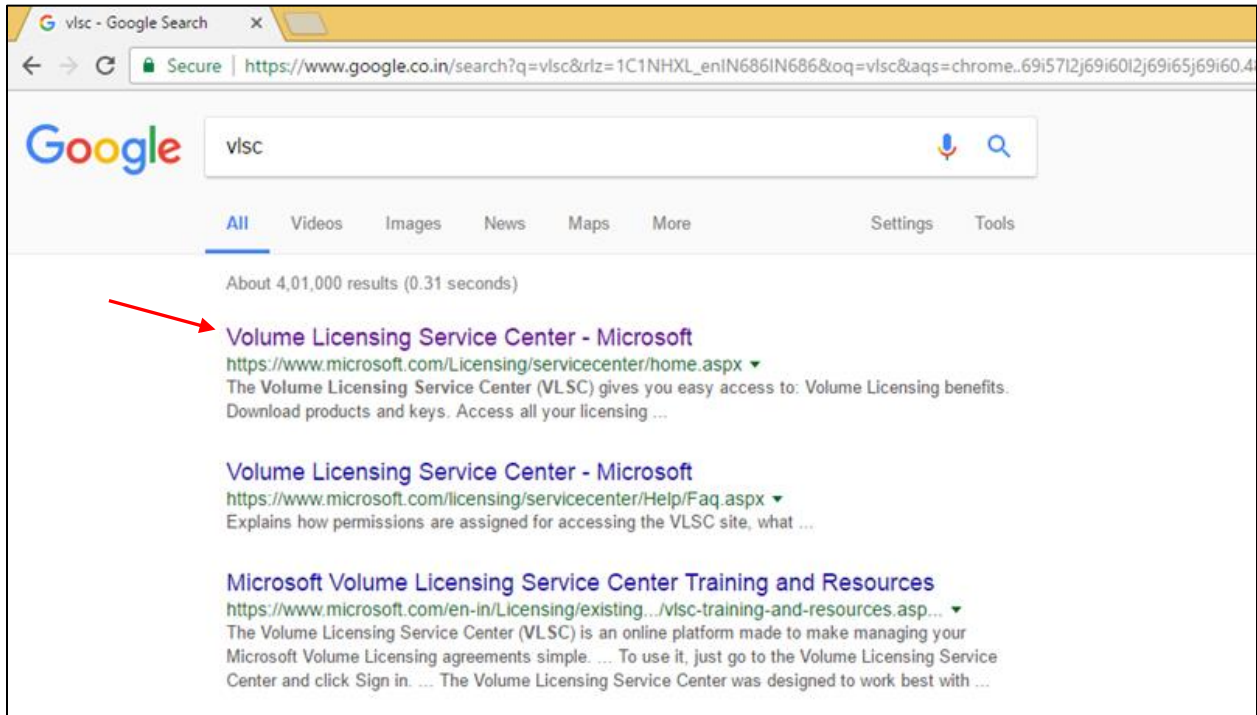


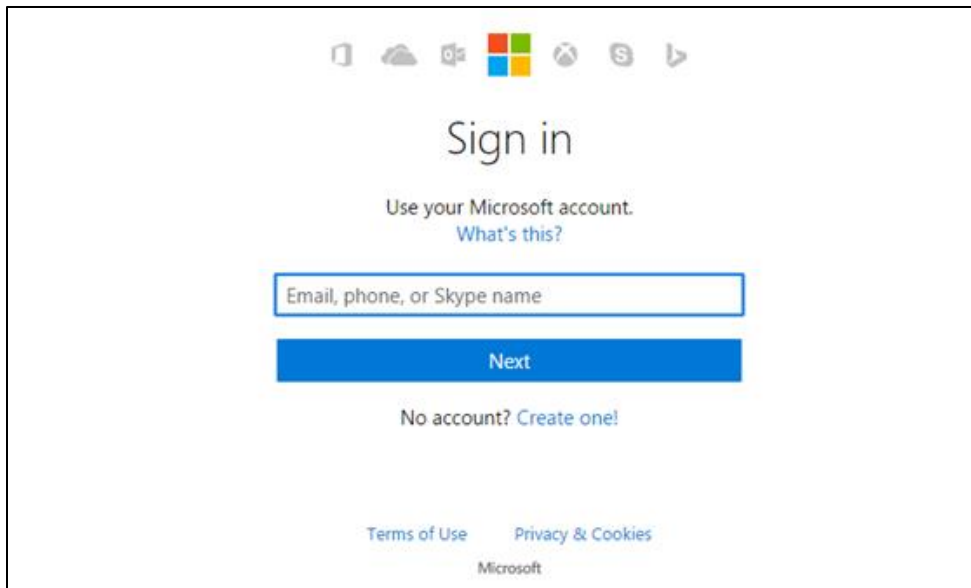
Step 1: - Open internet browser (chrome,mozilla,internet explorer) and enter VLSC and click on the first link as shown below.



Step 2: - Click on **Sign In** to go to the login page.

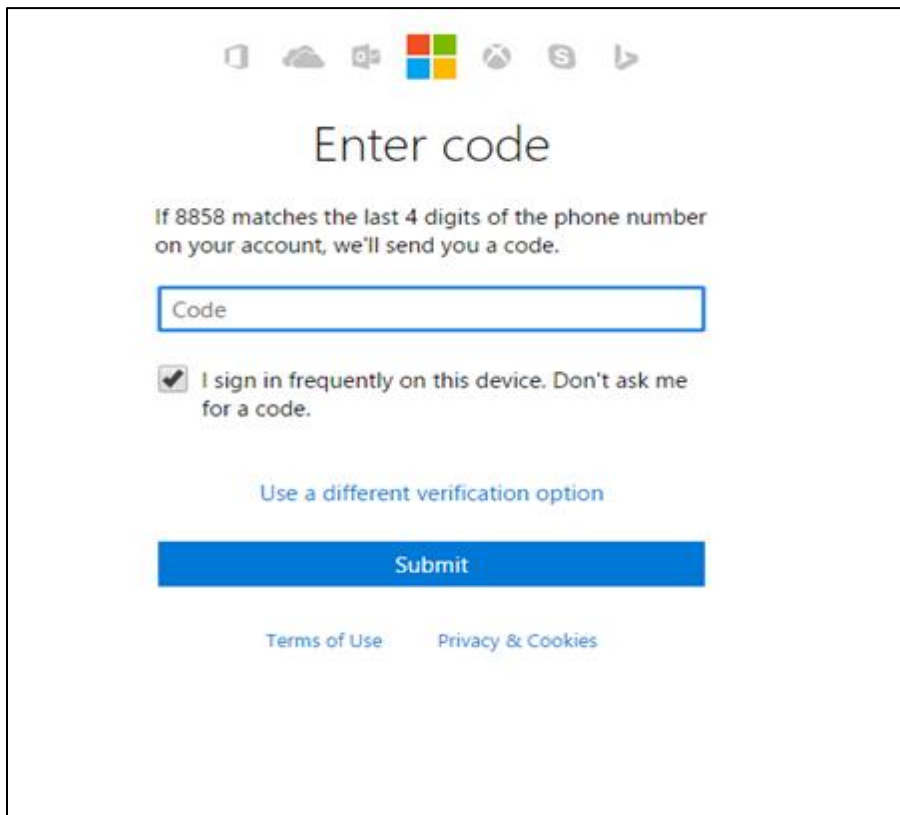


Step 3: - Enter your VLSC Login ID and Password.



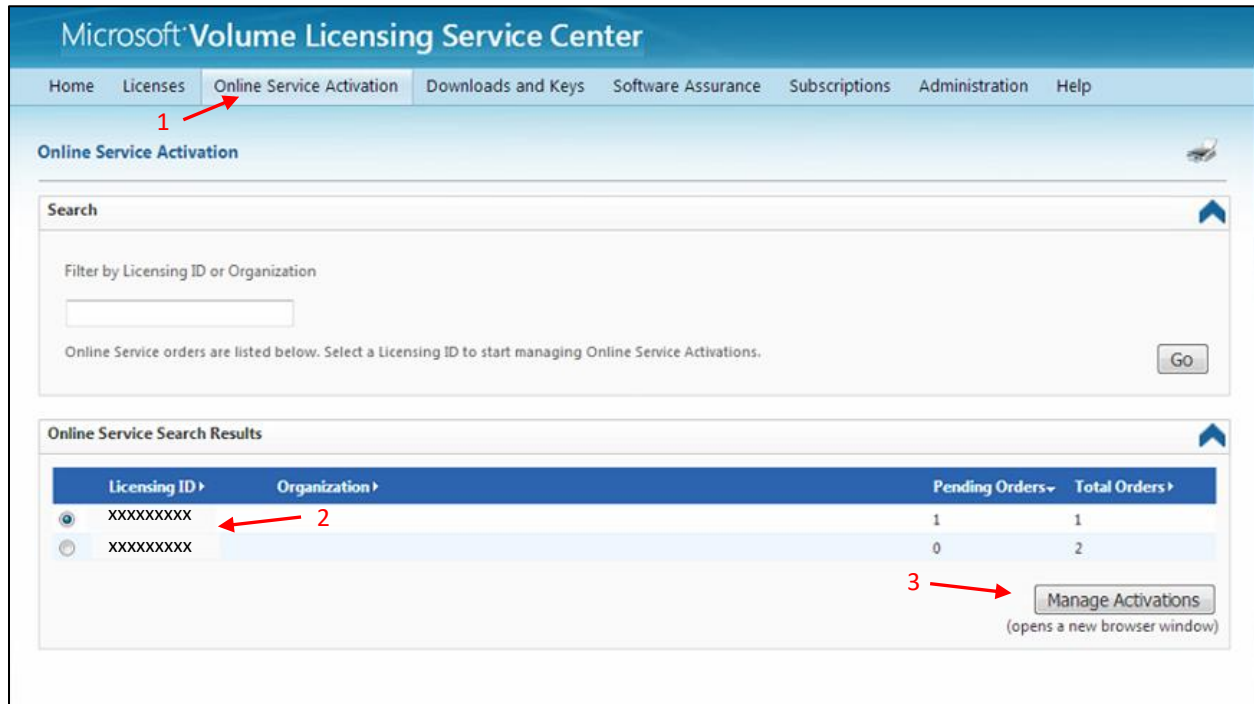
The screenshot shows the Microsoft sign-in interface. At the top, there are several icons: a Windows logo, a cloud, a speech bubble, the Microsoft logo, a game controller, a speech bubble with 'S', and a play button. Below these icons, the text "Sign in" is displayed in a large font. Underneath, it says "Use your Microsoft account." followed by a link "What's this?". A text input field contains the placeholder text "Email, phone, or Skype name". Below the input field is a blue button labeled "Next". Underneath the button, it says "No account? Create one!". At the bottom, there are links for "Terms of Use" and "Privacy & Cookies", and the Microsoft logo.

Step 4: - Verify your account by entering the verification code received with text message or email.

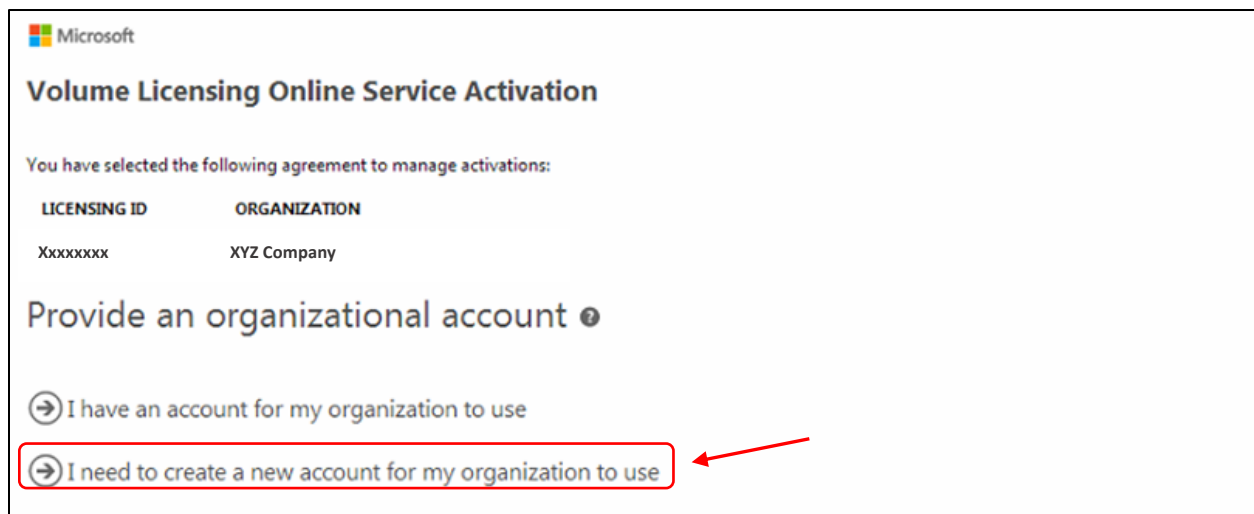


The screenshot shows the Microsoft "Enter code" verification page. At the top, there are several icons: a Windows logo, a cloud, a speech bubble, the Microsoft logo, a game controller, a speech bubble with 'S', and a play button. Below these icons, the text "Enter code" is displayed in a large font. Underneath, it says "If 8858 matches the last 4 digits of the phone number on your account, we'll send you a code." A text input field contains the placeholder text "Code". Below the input field, there is a checkbox that is checked, followed by the text "I sign in frequently on this device. Don't ask me for a code." Below this, there is a link "Use a different verification option". At the bottom, there is a blue button labeled "Submit". At the very bottom, there are links for "Terms of Use" and "Privacy & Cookies".

Step 5: - Once you reach the home page, click on **Online Service Activation** > Select the **license ID** to be redeemed and then Click **Manage Activation** it should open a new window. If a new window doesn't open, then check to see if the pop-up was blocked.



Step 6: - Click on **I have an account for my organization to use** it will redirect you to office 365 login page where you need to login with the administrator credentials.



Step 7: - Fill all the details in the columns as show below, create the login ID and passwrod for office 365 portal in the last columns and hit submit.

You have selected the following agreement to manage activations:

LICENSING ID	ORGANIZATION
[REDACTED]	[REDACTED] Pvt Ltd

Provide an organizational account

Create a new organizational account

* FIRST NAME [REDACTED] * LAST NAME [REDACTED]

* COUNTRY India

* EMAIL ADDRESS [REDACTED]

* DOMAIN NAME [REDACTED]

* USER ID admin @ [REDACTED] onmicrosoft.com

* CREATE PASSWORD [REDACTED] * CONFIRM PASSWORD [REDACTED]

BACK CONTINUE

Please wait while we create your account.

me entered is available.

Step 8: - Once the account is created you will be redirected to the screen as shown below click on continue to login to office 365 portal with the login ID created.



Volume Licensing Online Service Activation

You have selected the following agreement to manage activations:

LICENSING ID	ORGANIZATION
[REDACTED]	[REDACTED] Pvt Ltd

Provide an organization account

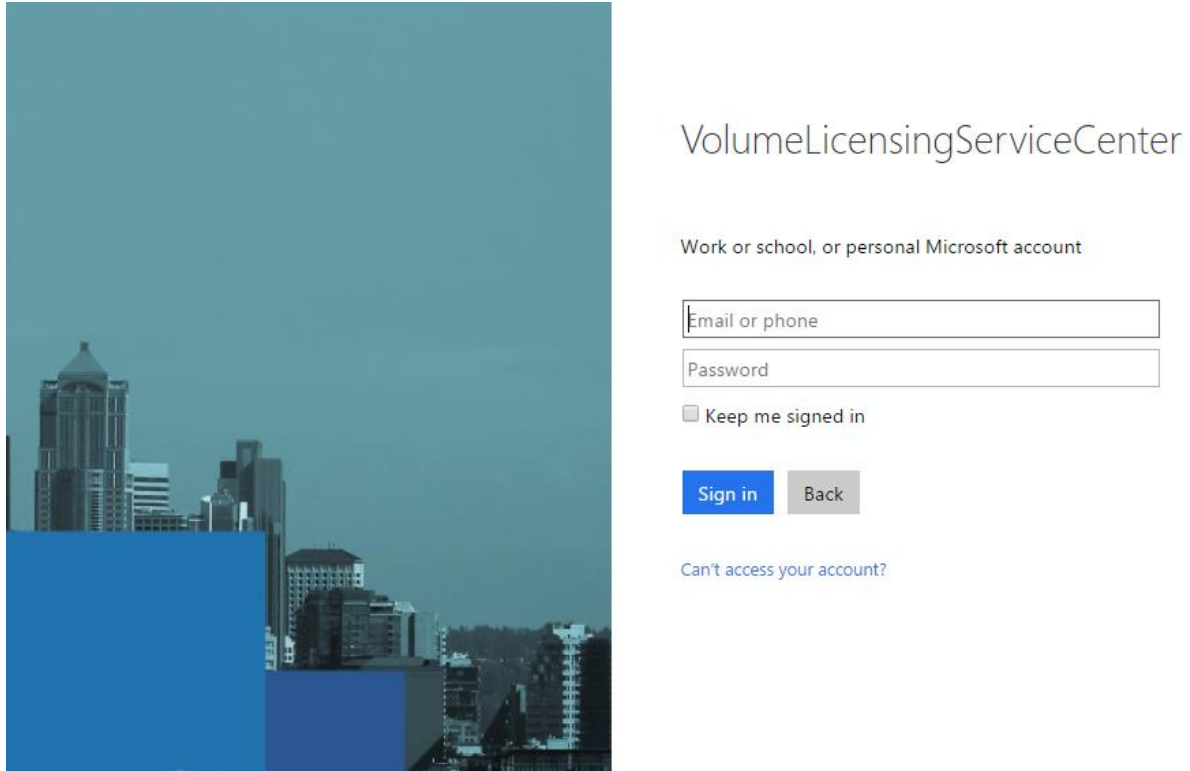


[REDACTED] Pvt Ltd organizational account successfully created. We've sent a confirmation email to [REDACTED]

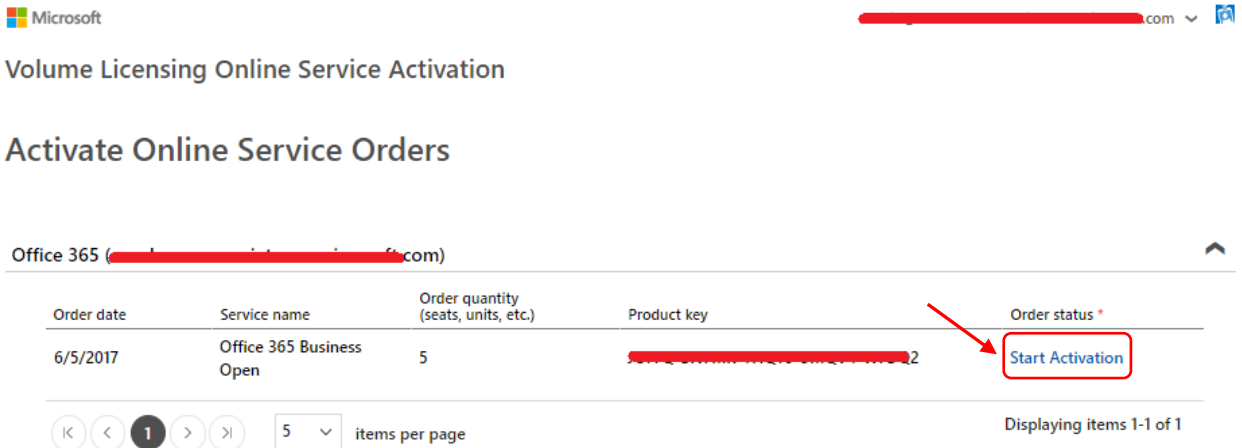
To view your activations, we need you to sign-in with your organizational account.

CONTINUE

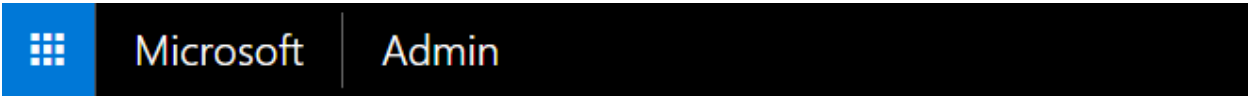
Step 9: - Once you hot Continue, enter the Login Id and Password for the office 365 portal you just created on the previous screen.



Step 10: - On the next screen you will see the license details, product key (not necessary to note) and the Start Activation. Click **on Start Activation** here and proceed further.



Step 10: - Click Next here to activate the online services.



activate online service

The product key below is for your current order

Product key:

✔ 5 users

[Add another product key](#)

[Cancel](#)

Step 11: -

Enter the address where you will be using the service. The address determines taxes and subscription availability.

* Address 1

Address 2

* City

* Pincode:

State / province:

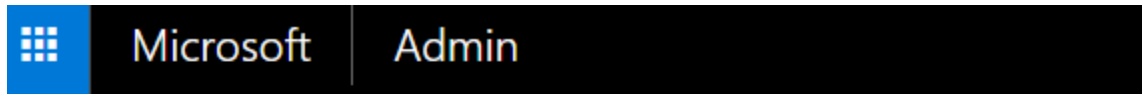
Phone:

CST Number:

VAT Number:

[Cancel](#)

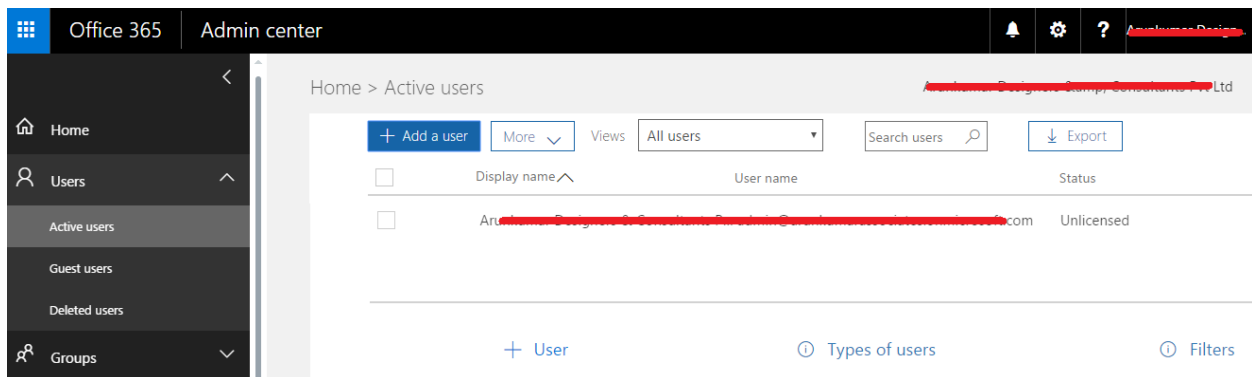
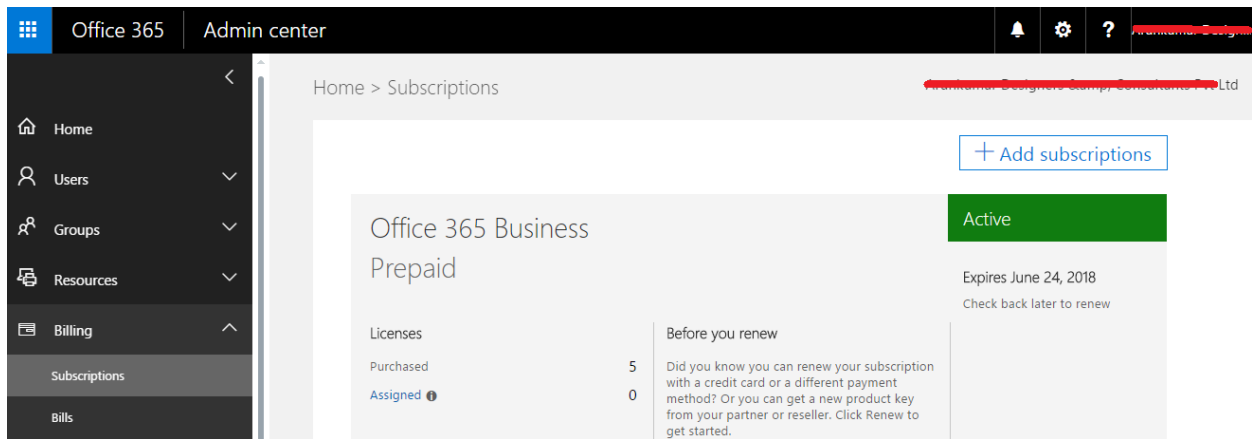
Step 12: -




everything look right?

Office 365 Business
5 users - 1 year subscription

activate





User 1
user1@████████████████████.com

First name Last name

Display name *

User name * @

Location

∨ [Contact information](#)

∧ [Password](#) Admin-created

Auto-generate password

Let me create the password

Password * Strong

Make this user change their password when they first sign in

∨ [Roles](#) User (no administrator access)

∧ [Product licenses *](#) Office 365 Business

∨ Office 365 Business On
5 of 5 licenses available

Create user without product license Off

They may have limited or no access to Office 365 until you assign a product license.

