#### **Summary**

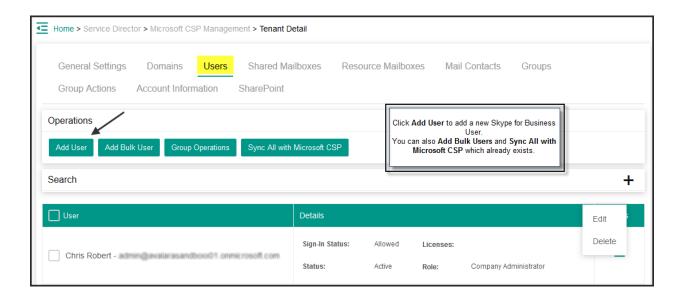
This article provides brief detail to manage CSP service i.e. how to add & manage Exchange & Skype for business Users under Microsoft CSP tenant.

### **Applies To**

This article applies to MachPanel build v6.2.10 and above.

### Adding Users, assigning roles, Licenses etc.

- Navigate to the following path: Home » Service Director » Microsoft CSP Management » Accounts.
- From Options column select Manage. You can add Skype for business or Exchange online Users, Click on Add User as shown below:

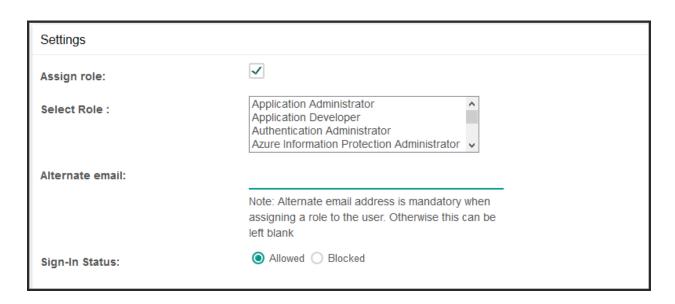


Provide users primary details in Add User section as shown below:



## Add Users in CSP/O365/NCE

• In **Settings** section, assign Role and select Role, provide Sign-In Status etc.



• In Licenses section, Select location and select licenses.



Click Save when done.

#### **Group Operations.**

In User menu, using Group Operation following task can be performed.



# Add Users in CSP/O365/NCE



Now, You can add email alias as "First name initial.Last name (j.smith)" as shown below



Important Note: If you get following error on adding User: Error in syncing SfB user. Details: Error in fetching SfB user from Office 365. Details: Error Processing command: The remote name could not be resolved.

Please review following KB to resolve this issue

first: http://kb.machsol.com/Knowledgebase/Article/54539

MachPanel Knowledgebase

https://kb.machsol.com/Knowledgebase/55705/Add-Users-in-CSPO365NCE