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:

Home > Service Director > Microsoft CSP Management > Tenant Detail				
General Settings Domains Users Shared Ma Group Actions Account Information SharePoint	ilboxes Resource Mailboxes Mail Contacts Groups			
Operations Add User Add Bulk User Group Operations Sync All with Search	Click Add User to add a new Skype for Business User. You can also Add Bulk Users and Sync All with Microsoft CSP which already exists.	+		
User	Details	Edit		
Chris Robert - admin@avaiaras.andbox01 onmicrosoft.com	Sign-In Status: Allowed Licenses: Status: Active Role: Company Administrator	Delete		

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

General Settings Account	Information Domains Users	Shared Mailboxes	Resource Mailboxes Mail Cor	ntacts Groups	SharePoint
Teams Policies Group	Actions				
Add User					Go Back
General Settings					
Select User:	Create New User				
* First Name:					
* Last Name:					
*User Display Name:					
"User Principal Name:			@nmicrosoft.c	om -	
* Password:			Generate Random		
			Minimum length is 12 and must lower case letter, 1 number and	contain at least 1 upp 1 special character.	er case letter, 1
* Confirm password:					
Password never expires:			Setting might get overridden	by Org password po	slicy.
Send email:					

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

Settings	
Assign role:	\checkmark
Select Role :	Application Administrator Application Developer Authentication Administrator Azure Information Protection Administrator
Alternate email:	
	Note: Alternate email address is mandatory when assigning a role to the user. Otherwise this can be left blank
Sign-In Status:	Allowed O Blocked

• In Licenses section, Select location and select licenses.

Licenses			
Usage Location:	United States	•	
Assign Licenses:	Exchange Online Advan Office 365 Business Es Office 365 Business Pre Office 365 Enterprise E Office 365 Enterprise E	nced Threat Protection 1 of 1 licenses available + isentials 1 of 1 licenses available + emium 1 of 1 licenses available + 1 3 of 3 licenses available + 3 1 of 1 licenses available +	
Optional Fields			+
Save Cancel			

• Click **Save** when done.

Group Operations.

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

General Settings Account Information Domains Users Shared Malboves Desource I	Mailboxes Mail Contacts	Groups Shared	Point Teams	Policies Group Actions		
Add User Add Buik User Group Operations Sync all Users with Microsoft CSP						
Search						+
User	Details					Options
O365 Svc Admin - O365SvcAdmin@voicecallp.onmicrosoft.com	Sign-In Status: Status:	Allowed	Licenses: Role:	Company Administrator		=
Showing: 1-1 of 1					Showing per p	age 20 Change

	Energy Distribution	 Continuina -	

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

General Information	Add Email Alias	
Archiving	E-mail address local part:	O Primary SMTP e-mail local part
Permissions and Licenses		First name last name (john.smith)
Mailbox General Settinos		First name initial and last name (jsmith)
		First name and last name initial (johns)
Membership		Instraine inwardstraine (Smith John)
Litigation Hold		C Last name initial and first name (sjohn)
Add Email Alias		C Last name and first name initial (smithi)
Unified Messaging	Set as User Principal Name:	
Email Forwarding	Select Domain:	Nothing selected
Grant Permission	Save	
Remove Permission		
Calendar Permissions		
Automatic Reply		
Update Password		

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: <u>http://kb.machsol.com/Knowledgebase/Article/54539</u>

MachPanel Knowledgebase <u>https://kb.machsol.com/Knowledgebase/55705/Add-Users-in-CSP0365NCE</u>