# Creation of User - Microsoft 365 / ACTIVE directory

The form is sent to support@addpro.dk with the heading "User creation of \_\_\_\_\_\_\_"

The fields are filled in below by clicking on the fields to the right of the table.

|  |  |
| --- | --- |
|  | Your choices and information |
| Creation date (License is activated upon creation) | Click or tap to enter a date. |
| First name | Click or press here to write first name and, if applicable, middle name |
| Surname | Click or press here to write Surname |
| Desired Username (initials) | Click or tap here to write initials |
| Desired email address | Click or press here to write desired email address |
| Desired Password (otherwise we will send one) | Click or press here to write the password |
| User's mobile number (added in AD) | Click or press here to write mobile no. |
| Desired user rights copied from another user | Yes [ ]  No [ ]  |
| Name of user with desired rights | Click or tap here to write text. |
| *Grant of licenses* |
| Desired license type | Click or tap here to write text. |
| Is it desired that ITM8 expands the number of licenses if all purchased licenses are in use | Yes [ ]  No [ ]  |
| Special remarks | Click or press here to write the password |
| Add to Fri helpdesk | Yes [ ]  No [ ]  |

*User creation takes place with settlement of time spent or as part of a Helpdesk subscription.*

*Creation in Microsoft 365 and possibly AD creation is included in the FRI Helpdesk. Preparation of the user profile on the PC and other devices is carried out according to the time spent.*

|  |  |
| --- | --- |
| Creation approved by | Click or tap here to write text. |
| Email address | Click or press here to email address. |