

# D&S Helpdesk

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## Ordering for New tenant Office 365

Jason Pomery - 2022-03-08 - 0 Comments - in Office 365

Log on to Synnex CSP portal

- 1) Select Vendor Catalog from the top menu and choose **Microsoft New Commerce**
- 2) Select the appropriate product and Check Out
- 3) Click the plus sign beside customer to create a new customer
- 4) Fill in information requested. I've used our phone number and support as the email address
- 5) You will be asked to set up the tenet please make sure you use admin as the name and then whatever tenant name we can use.
- 6) Once this is successfully provision it will show up in the portal. The temporary username/password will be there for our use