Sunrise Communications AG Business Customers Thurgauerstrasse 101B 8152 Glattpark (Opfikon) Contact Work Smart Services E-mail worksmart@sunrise.net

# Sunrise



# **Sunrise Work Smart Marketplace** User Guide v 2.0

Work Smart Marketplace 2.0 2/23



# Contents

1	Our Work Smart Marketplace	3
2	Work Smart Marketplace Storefront	4
3	Configuration of account information	5
4	Ordering licenses	6
4.1	Ordering licenses	6
5	Managing existing subscriptions/licenses	11
5.1	Buy Licences: Purchase additional licenses	13
5.2	Buy add-ons: Purchasing additional add-ons	14
5.3	Cancel an add-on: Reducing/canceling an add-on	15
5.4	Cancel the Subscription: Reduce license	16
6	User Management	17
6.1	Creating a new user account	18
6.2	Manage Licenses	21
6.3	Reset Password	22
6.4	Delete user	23

Work Smart Marketplace 2.0 3/23



# 1 Our Work Smart Marketplace

We offer Sunrise customers the Sunrise Work Smart Marketplace to purchase and manage servicebased products such as Office 365 licenses. The system is based on the interworks.cloud platform. This platform is a clearly understandable and simple solution to manage cloud services. With it, you can provide and manage your service products. SubjectWork Smart MarketplaceVersion2.0Page4/23



# 2 Work Smart Marketplace Storefront

The system automatically creates a Storefront user login for every customer who uses servicebased products and makes it available to them.

You can use it to

- access an overview of purchase products (My WorkSpace/Billing)
- increase/reduce the number of products you've already purchased (Billing)
- buy service-based products (Apps & Services)

=	Sunrise	Q. Try searching for Services, Plans, Users or Customers		Ħ
	Featured			
•	Office 3955 Enterprise Moreot Encount of the field coldcocders environ and pet the IT costed and methods and the second of the interview of the second of the interview of the second of	Nexes 1 101 Microsoft 385 Business Microsoft Bits applications and much more. Check-and the most popular editions	Microsoft 365 Enterprise Microsoft Engowing everyore to costline and work together, security	
	Office 345	Mcrosoft 365	Moreout 365	
	from CHF 3.90 / Monthly	from CHIF 4.92 / Monthly	from CHF 3.90 / Monthly	
	Vew Flans	Vew Plans	Vew Plans	
		Show more		
	New			
	ahead intranet ahead a totations company Year daily companies for sharing involvedue, culture and communication.			
	ahead intransf			
	from CHF 400.00 / Monthly			

The following table contains an overview of the most important functions:

Menu	Function
Home	Storefront Homepage
Apps & Services	Overview of all products
My WorkSpace	Overview of purchased services
Billing	Increase/reduce the quantity of a product you've already purchased
My Account	User and bank account information
Cart	Basket



3 Configuration of account information

Work Smart Marketplace

2.0

5/23

We initially set up your Customer or Storefront Account.

Survise @ upc		Try searching for Services, Plane, Users or Cu	abnes	x° ±
· <u>·</u>	My Profile user Senings		. Laufizien opton.	
E Arjekstod Michael Conservation of data Compared and Conservation of data Compared and Conservation of the Conservation of	Charge your First name, Last name and your J Fired Name * Arijets Drail * orijets, idrizi@surnise.net	kozort ensil. Lest Nene * 	Charge the Date Tomas and Language untility of your performan. Bath Howat * Language * dd:hmn/yyyy • English • •	
System Ensured losses	> Sing shear Chap is held, shear an early op mark the shear and shear met there the ing Anner 1. Cart Both Rear at 1977 777	Andrama. Satasend Satasend Mark Provide Mark Provide Mark Provide States Satasend Mark Provide Satasend Mark Provide Mark Provide Ma	Eligi fatani Beling Grane Ina Inara Panani tra undur parchitego anten din Anno Eskil Beling Grane	
	Concurrent Sessions	<b>Ner</b> 34/10,011 3743	types 	
4.322 Series Conventions 48		Al Plans do ret indude VII. estantila Tarren altime Powered by Distanced	Cantan Eastynnay, Capt Home, Tarpin	- Mag

You can access the information stored by us through "MyAccount". This information can be amended at any time; store the changes by clicking on the "Update" button.

Subject Version Page SubjectWork Smart MarketplaceVersion2.0Page6/23



# 4 Ordering licenses

Via "Categories" or "Apps & Services" you get access to a large selection of software licenses from different providers, which have been selected and tested by Sunrise.

=	Sunrise 🖲 upc			Q <sub>2</sub> Try mething for Services, Flans, Union of Contartients		* ±
*		Work Smar	t			
•	-	Communication and co beyond corporate bord				
		Filters				
		(*************************************	reas (naciation) (any (nonescore)			
			roducts			
		-	abead intranet	AudioCodes C448HD Teams		
			. The first originates for more presenting, taken and previouslation	Annual Special Services y suscitations and prove	0	
					~	
			from CHIF 0.067 monthly	CHF0.00 / Link	Octo an any present to process your depict.	
			Configure Try Service	Add to Basket		
			AudioCodes C450HD Teams	Azure Active Directory		
		s ==		<ul> <li>Annotation and Annotation</li> </ul>		
			CHIF 0.50 / Unit	from CH# 0.00 / Homeship		

# 4.1 Ordering licenses

Use the menu or the search function to find a license. Click on "View Plans" or the product name (depending on the product).

Constant and the second	ticing (4) fice 365 F1 (Enterprise) CHF 0.00 Add to Stated	tenniny Annaliy Office 365 Ef (Herprise) Office 365 Ef (Herprise) Office 365 Ef (Herprise)	Q. Filter Plans ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	
Engineer priv pagin with the latent collaboration waves and get the fit optimum Analysis priv and the private statement wavestrate private wavestrate private statement ● ● Charl set	CHF 0.00	CHF 0.00	~	
Office 365			Add to Basket	
Available / from CHF 0.00 / Monthly	Idd-ons vanced Communications	Available Add-ons	Try Service Available Add-ons Available Add-ons	
3. Editors & Pricing > 5.0 The second	CHP 0.00 vanced Communications (Nonprofit Staff Pricing) CHP 0.00	CHF 0.00	Crif 0.00 0	
	venced Communications Promo CHF 0.00	Advanced Communications Promo	Advanced Communications Promo	
**	CHF 0.00 dio Conferencing (Honprofit Staff Pricing) CHF 0.00	CHF 0.00	CHP 0.00	
	mestic and International Calling Plan CHF 0.00	Domestic and International Calling Plan CHP 0.00	Business Apps (free) CHF 0.00	

The pop-up window shown above will open.

Work Smart Marketplace 2.0 7/23



You can find the following functions on this screen:

- 1. Overview: Product description
- 2. Features: Product features
- 3. Editions & Pricings: An overview of the individual editions within a product or product suite.
- 4. Account type: Choose between monthly or annual billing.
- 5. Next/Previous button: Show additional products from this suite.

*Note:* Features may vary from product to product or suite to suite. *Note 2:* You will only see the "Add to Basket" button if you are logged in.

To place an order, please proceed as follows:

1. Select the desired product by using the Next/Previous button.

🔲 Sunrise 🛡 upc		Q, Try set	sching for Services, Plane, Users or Customers		<b>∺</b> ° ±
•		Editions & Pricing (4)	Monthly Annually	Q. Filter Plana	
	Office 365 Enterprise	Office 365 F1 (Enterprise)	Office 365 E1 (Enterprise)	Office 365 E3 (Enterprise)	
0	Employer your people with the latest collaboration services and get the IT control and flexibility you need to run your business smoothly, your vey.	CHF 0.00 Add to Basket	CHF 0.00 Add to Besket	CHF 0.00 Add to Basket	
	🗣 Office 365 🏦 all industrias	Available Add-ons	Available Add-ons	Try Service Available Add-ons	
	from CHF 0.00 / Monthly	Advanced Communications	Advanced Communications	Advanced Communications	0
	Editions & Pricing	Advanced Communications (Nongrofit Staff Pricing)	Advanced Communications (Nonprofit Staff Pricing) CHP 0.00	Advanced Communications (Nonprofit Staff Pricing) CHF 0.00	
	Features >	Advanced Communications Promo	Advanced Communications Promo CHF 0.00	Advanced Communications Promo CHF 0.00	
		Audio Conferencing CHF 0.00	Audio Conferencing CHF 0.00	Audio Conferencing CHF 0.00	
		Audio Conferencing (Nonprofit Statt Pricing) CHF 0.00	Audio Conferencing (Nonprofit Staff Pricing) CHP 0.00	Audio Conterencing (Nonprofit Statt Pricing) CHP 0.00	
		Domestic and International Calling Plan CHF 0.00	Domestic and International Calling Plan CHF 0.00	Business Apps (free) CHF 0.00	
		Accessite Active New	Anna Anna Anna Anna Anna	Annual and Tolonalisan Astron Non	×
		Overview			

SubjectWork Smart MarketplaceVersion2.0Page8/23



Sunrise 🛡 upc	Q, Try s	searching for Services, Plans, Users or Customers		₩ ±
	Editions & Pricing (4)		Q, Filter Plans	
Office 365 Enterprise     finance use segment and account of the inter- container where any present and a finance of the inter- mediate where the intermediate of	Office 365 F1 (Enterprise) CHF 0.00	Meetiny Annualy Office 365 E1 (Enterprise) CHF 0.00 Add to feature	Office 365 E3 (Enterprise) CHE 0.00 Add to Braket	
terration, per resp.     @ other sea     dimension     from CHF 0.00 / Monthly	Available Add-ons	Available Add-ons	Try Service Available Add-ons	0
Edition & Pricing         >           Overview         >           Peabures         >	Advanced Communications (Nanyorit Statt Pricing) CHP 0.00	Advanced Communications (Nanprofit Staff Pricing) CHF 0.00	Advanced Communications (Nonprofit Staff Pricing) CHP 0.00	
	CHF 0.00	CHF 0.00	CHF 0.00	
	Audio Contenencing Neorports Staff Pricing) CHP 0.00	Audio Conferencing (Norprofit Balf Pricing) CHF 0.00	Audio Conterencing (Nonportel Statt Pricing) CHIP 0.00	
	Overview	n ann an Anna Anna Anna Anna Anna Anna	An annalis and Talanakis and Antipations	

2. After finding the correct product, choose the Account Type (billing type).

3. Click on "Add to Basket"

=	Sunrise 🛡 upc	Q. Try	searching for Services, Plans, Users or Customers		* ≭
		Editions & Pricing (4)		Q. Filter Plans	
•			Monthly Annually		
	Office 365 Enterprise	Office 365 F1 (Enterprise)	Office 365 E1 (Enterprise)	Office 365 E3 (Enterprise)	
6	Empower your people with the latest collaboration services and get the 17 control and feed bit your wave for nur your twitness emposity, your way.	CHE 0.00 Add to Besket	CHF 0.00 Add to Basket	CH∉ 0.00 Add to Bester	
	🗞 Office 365			Try Service	
		Available Add-ons	Available Add-ons	Available Add-ons	
	from CHF 0.00 / Monthly	Advanced Communications	Advanced Communications CHF 0.00	Advanced Communications	0
	Editions & Pricing				<b>=</b> 1
	Overview >	Advanced Communications (Nonprofit Staff Pricing) CHF 0.00	Advanced Communications (Nonprofit Staff Pricing) CHF 0.00	Advanced Communications (Nonprofit Staff Pricing) CHF 0.00	
	Features >	Advanced Communications Promo	Advanced Communications Promo	Advanced Communications Promo	
		CHF 0.00	CHF 0.00	CHF 0.00	
		Audio Conferencing CHF 0.00	Audio Conferencing CHF 0.00	Audio Conferencing CHE 0.00	
		Audio Conferencing (Nonprofit Staff Pricing) CHF 0.00	Audio Conferencing (Nonprofit Staff Pricing) CHF 0.00	Audio Conferencing (Nonprofit Staff Pricing)	
		Domestic and International Calling Plan CHF 0.00	Domestic and International Calling Plan CHF 0.00	Business Apps (free)	
		name and a first a first	A		•
	· · · · · · · · · · · · · · · · · · ·	Overview			A



SubjectWork Smart MarketplaceVersion2.0Page9/23

Under Quantity, enter the required number (1). You can add a friendly name to this order if you wish (2). You can add "add-ons" in the same screen (example: Phone System) (3).
 Note: Only three add-ons are shown on a page. You can find more information under the "Page menu" (4). Keep an overview of your payments at any time, under "What you pay" (5)

=	Sunrise 👹 upc		Q. Try searching for Services, Plans, Users or Customers		
	Add to Basket		Add Office 365 F1 (Enterprise) to Basket		
	Proceed to checkout		Monthly Annually		
•	Continue shopping		Product Name Quantity	Price	
	Cancel		O Office 365 F1 (Chterprise)	CHF 0.00 / Monthly	
6					
	Total before Tax CHF 0.00 Prote: CHF 0.00		Do you want to define a friendly name for your subscription?		
			Fill in your preferred name in the following field		
	Total CHF 0.00				
		3.	Do you want extra add-ons? Below is a list of product's wellable add-ons		
			, All-in . Quality .	Price	
			Advanced Communications	CHF 0.00 / Monthly	
			Advanced Communications (Nonprofit Staff Pricing)	CHF 0.00 / Monthly	
			Advanced Communications Promo	CHF 0.00 / Monthly	
			[32 add-ons] Current page 1 🗸 inte	owing: 1 - 3 from (1) < > 4	
		5.	What You Pay		
		-	Product Quantity Unit Price Discourt	Total	
			Office 365 F1 (Enterprise) 1 CHF 0.00 / Monthly 0.00 %	CHF 0.00	

5. Click on "Proceed to checkout" to get to the next page, with a short overview of the items in your basket. If everything is correct, click on "Checkout"

≡	Sunrise 👹 upc		Q Try searching for Services, Plans,	Jsers or Customers			¥ <sup>0</sup> ±
	3 Baskat Items		Billing Information			Confirmation	
÷							
	My Basket	1 Basket Items					
6	<b>T</b>	Product Name		Quantity	Unit Price	Discount Tota	
Ŭ	•••	Office 365 F1 (Enterprise)  Audio Conferencing		1	CHF 0.00 / Monthly CHF 0.00 / Monthly	0.00 % CHF 0.01	
			•	Checkout			
	© 2021 Sunrise Communication AG					Contact Data privacy,	/ Legal matters / Imprint Help
			All Prices do not include VA				
			Contact Us Terms of Use Powered By 🧲	interworks.cld	pud"		

SubjectWork Smart MarketplaceVersion2.0Page10/23



6. You will be forwarded to the Checkout page, on which your billing address is listed. Click on "Checkout" to get to the checkout overview.

=	Sunrise 👹 upc		Q. Try searchin	g for Services, Plans, Users or Cus	omers	2 <sup>9</sup> 2
	Basket Items			2 Billing Information		3 Confirmation
<b>↑</b> Ⅲ	Checkout	2 Billing Information				
6		Billing Address Address muster 11 Country Switzer land Pat Code 8052	City Zürich State / Province Phone +41.76.777.77.77			like to receive your involces? estille of your existing billing contact in My Account as been set
				Back	Checkou	
	© 2021 Sunrise Communication AG		All	rices do not include VAT.		Contact Data privacy / Legal matters / Imprint Help

7. Your order will now be supplied.

=	Sunrise 🕲 upc	Q. Try search	ing for Services, Plans, Users or	Customers		) <u> </u>
	3 Basket Items		2 Billing Information		3 Confirmation	n
	3 Confirmation					
•	$\checkmark$ Your order submission has been completed					
	Subscriptions		Quantity	Activation Date	Billing Cycle	Managa Your Service
6	Office 365 F1 (Enterprise)		1	29/01/2021	Monthly	1
	© 2021 Sunrise Communication AG	Al Centact Us Terms of Use	Prices do not include VAT. Powered By Dinten	works.cloud"	Contact Data pri	acy//cquimatives/imprint ivelp

SubjectWork Smart MarketplaceVersion2.0Page11/23



# 5 Managing existing subscriptions/licenses

If you have active subscriptions that have been made available via the marketplace, you have the option of managing them via the "Billing" area.

•	Sunrise 👹 upc			Q. Try searching for	Services, Plans, Users or Customers		Ξ	
•	6		Orders #	Status	End Customer	Order Date	View All Orders	)
	-		000703	Executed		29/01/2021	CHF 0.00	
	Billing		000702	Executed		25/01/2021	CHF 0.00	
			000672	Executed		22/01/2021	CHF 0.00	
	Subscriptions Assets	>	2 Active Subscriptions				View All Subscriptions	J
			Assets There are no assets to disp	ay			^	
	© 2021 Sunrise Communication AG					Contact	Data privacy / Legal matters / Imprint	

Use the dropdown function to filter the list by the following criteria:

- Active Subscriptions: Active licenses
- All Subscriptions: All licenses
- Cancelled Subscriptions: Reduced/canceled licenses
- Suspended Subscriptions: Interrupted licenses
- Trial Subscriptions: Trial licenses

The list can be exported using the Excel icon 🔽.

=	Sunrise 🕲 u	рс		Q. Try	searching for Services	, Plans, Users or Custo	ners				Ħ	<u>.</u>
	Subscript	ions										
•	All Subse	riptions	~ <b>~</b>							_		
	= A2		Subscription	Next Invoice	Quantity	Status	Unit Price	Discount	Subscription Amoun		Actions	
•	J	+	Office 365 F1 (Enterprise)	28/02/2021	1 Licenses	Active	CHF 0.0	0 / Monthly	0 %	CHF 0.00		
6												
								Cu	rrent page 1 🗸	showing: 1 - 2 from 2	< >	

SubjectWork Smart MarketplaceVersion2.0Page12/23



	Sunrise 🕲 u	рс		Q	iry searching for Servio	ces, Plans, Users or Custome	rs			Ĩ
	Subscript	ions								
l	All Subs		Subscription	Next Invoice	Quantity	Status	Unit Price	Discount	Subscription Amount	Actions
	0	+	Office 365 F1 (Enterprise)	28/02/2021	1 Licenses	<ul> <li>Active</li> </ul>	CHF 0.00 / Monthle	0%	CHF 0.00	
									Buy Licenses Buy add-ons Cancel an add-on	
									Cancel the subscrip	tion
L										
L								Current and	0 1 v showing: 1 - 2 from 2	
								Current pag	a T A Brownigh T - T HOLLT	

The function menu can be opened via the three points ••••.

The functions are:

- Buy Licenses: Purchase additional licenses
- Buy add-ons: Purchase additional add-ons
- Cancel an add-on: Reduce add-ons
- Cancel the Subscription: Reduce license

Alternatively, you can click on the name of the relevant subscription/license.

Su	bscriptions						
	All Subscriptions						
	E AZ Subscription						
Į	+ Office 365 F1 (Ente	rprise)					
=	Sunrise 🕲 upc		Q Try searching	g for Services, Plans, Users or	Customers		¥ 1
•	n	What You Pay					View The Purchase History
	U.	Product / Add-On		Quantity	Unit Price	Discount	Final Unit Price Actions
•	Office 365 F1 (Enterprise) Status Active	Office 365 F1 (Enterprise)		1	CHF 0.00	-	CHF 0.00
6	Quantity: Next Invoice:	Subscription is under price prote	tection until 28/01/2022 .				
	1 Licenses 28/02/2021	Subscription is under price protection u	until 28/01/2022 .				
	Buy Licenses Buy Licenses W Cancel an add-on Cancel the subercytion Amount: CHF 0.00 / MeetiNy						
	© 2021 Sunrise Communication AG						Contact Data privacy / Legal matters / Imprint Help

Work Smart Marketplace 2.0 13/23



The same menu can be called up via "I want to..." as via the three dots •••• under Subscriptions.

The functions are:

- Buy Licenses: Purchase additional licenses
- Buy add-ons: Purchase additional add-ons
- Cancel an add-on: Reduce add-ons
- Cancel the Subscription: Reduce license

#### 5.1 Buy Licences: Purchase additional licenses

To purchase additional quantities of a license you've already purchased, click on "Buy Licences".

	What You Pay				View The Purchase History
<b>1</b>	Product / Add-On	Quantity	Unit Price	Discount	Final Unit Price Actions
Office 365 F1 (Enterprise)	Office 365 F1 (Enterprise)	1	CHF 0.00	-	CHF 0.00
Status Active	Audio Conferencing	1	CHF 0.00	-	CHF 0.00
Quantity: Next thuoice: 1 Licenses 28/02/2021 Licenses Buy Licenses Buy add-ons Vil Cancel an add-on	Subscription is under price protection until 28/01/2022 .				

A lightbox opens where you can enter the number of additional licenses that you want to purchase:

Purchase of	extra license			×
Please define	how many <mark>l</mark> icen	ses you need		
Extra licenses	1			
	Cancel		Submit	

Enter the number of additional licenses that you want to purchase and click on "Submit". The order is executed in the background, and your licenses are provided in a few minutes.



Work Smart Marketplace
2.0
14/23

#### 5.2 Buy add-ons: Purchasing additional add-ons

To purchase additional add-ons, click on "Buy add-ons".

	Quantity	Unit Price	Discount	Final Unit Price Actions
50)	1	CHF 0.00	-	CHF 0.00
	1	CHF 0.00	-	CHF 0.00
	ee) or price protection until 28/01/2022 . protection until 28/01/2022 .	1 r price protection until 28/01/2022 .	1 CHE 0.00	1 CHP 0.00 -

A lightbox opens where you can select an add-on and enter the quantity:

Buy ad	d-ons		×
	want to buy extra add-ons for ??? s a list of the available add-ons		
	Add-on	Quantity	Price
	Advanced Communications	1	CHF 0.00 / Monthly
	Advanced Communications (Nonprofit Staff Pricing)	1	CHF 0.00 / Monthly
	Advanced Communications Promo	1	CHF 0.00 / Monthly
		[26 Entries] 1	2 3 4 5 6 7 8 9
	Cancel	Checkout	

Choose the add-on and enter the quantity. You can execute the order by clicking on "Checkout". The order is executed in the background, and your add-ons are provided in a few minutes.



SubjectWork Smart MarketplaceVersion2.0Page15/23

#### 5.3 Cancel an add-on: Reducing/canceling an add-on

To cancel an add-on or reduce the number of add-ons, click on "Cancel an add-on"

γ ^
tions

A lightbox opens; here, you can select an add-on and enter the quantity of add-ons to reduce/cancel:

Office 365 F1 (Enterpris	se) - Cancel Add-ons			×
Select which add-ons you	want to cancel from subscriptior	"Office 365 F1 (Enterpi	rise)"	
Below is a list of the add-o	ns you have purchased.			
Add-on				Quantity
Audio Conferencin	g		1L	icenses
			[1 Ent	ries] 1
Cancellation Instructions				
Enter here any instructions	s you may have			
	Cancel	Submit		
L.				

Choose the add-on and enter the quantity to reduce/cancel. Then, click on "Submit" to carry out the cancelation.



Work Smart Marketplace 2.0 16/23

Subject Version

Page

#### 5.4 Cancel the Subscription: Reduce license

To cancel or reduce a license, click on "Cancel the subscription"

=	Sunrise 👹 upc		Q Try searching for	Services, Plans, Users o	Customers			Ĭ	-
		What You Pay					View The Purcha	ase History A	
•	<b>U</b>	Product / Add-On		Quantity	Unit Price	Discount	Final Unit Price	Actions	
	Office 365 F1 (Enterprise)	Office 365 F1 (Enterprise)		1	CHF 0.00	-	CHF 0.00		
<u> </u>	Status	Audio Conferencing		1	CHF 0.00	-	CHF 0.00		
6	Active Quantity: Next Invoice:	Subscription is under price protection	on until 28/01/2022 .						
	1 Licenses 28/02/2021	B Subscription is under price protection until	28/01/2022 .						
	I stant to * Buy Licenses Buy add-ons								
	WI Cancel an add-on Cancel the subscription								
	Amount: CHF 0.00 / Monthly								
	© 2021 Surrise Communication AG						Contact Data privacy / L	egal matters / Imprin	t Help

A lightbox opens where you can enter the quantity of licenses to reduce/cancel:

Cancellation Request			×
Cancel your subscription: ???			
How Many ??? you want to cancel?	•		
Cancellation Instructions			
Enter here any instructions you ma	y have		
			11
	Cancel	Submit	

Enter the number of licenses that you want to cancel and click on "Submit" to carry out the cancelation.

Work Smart Marketplace 2.0 17/23



#### 6 User Management

As soon as you have purchased one or more licenses (currently only applies to Microsoft CSP licenses) via the Sunrise Work Smart Marketplace, you can access the User Management console via the menu button "My Workspace" and then "Setup".

Via the User Management console, you can conveniently perform the following functions without having to jump to the Microsoft Admin Portal:

- Create and delete users
- Assign licenses
- Resetting passwords

=	Sunrise	Q. Try searching for Services, Plans, Users or Customers		⊮ ≇
	Cloud Services			
٨	Microsoft Partner Cloud Services			
	Marcosoft Cloud Services		sotup	
	Product Name Microsoft 365 Business Basic (Small business)	Licenses		
6				
	© 2021 Surrise Communication AG	All Prices do not include VAT.	Contact Data privacy / Legal matters / Imprint Help	
		All Prices do not include VAI. Contact Us Terms of Use Powered By <b>Dinterworks</b> cloud"		

Figure: My Workspace



Figure: User Management Console

SubjectWork Smart MarketplaceVersion2.0Page18/23



#### 6.1 Creating a new user account

1. In the user overview, you can create and manage additional users via the "Add User" button.

Microsoft Cloud Services	Users List # † Dayley Home		UserNerre		, Assgred	
			User Name		Aminord	
Microsoft Cloud Services						
	1 Max Muster	Y		Y	1 License ···· î	
Users: 1					a area/1010	
Add User						
	H 4 1 F H				- 1 - 1 of 1 items	
	Add User	Users 1 Add tour	Upers 1 Ad Uper Upers Lat	Uvers Lat	Uters 1 Lues Lat	uer: 1 Ad Uur Uerr: Lit >

- 2. A pop-up opens where you can enter the following data, similar to the Admin Center.
- Firstname & Last Name
- Display Name
- Username\*
- Location
- Password (auto generated or assign password)
- E-mail address for initial password sending
- Option to change the password at the initial login

\*IMPORTANT: Currently, Microsoft's interface only supports the \*.onmicrosoft.com domain.

Work Smart Marketplace 2.0 19/23



=	Sunrise	Add User ×	₩ *
		Create Liber   Augo Inter  Augo Inter  Augo Inter  Augo Inter  Augo Interes  Augo Interes Augo In	
٠	Users L		
	Microsoft Cloud Services	Display Name*	
6	Users: 1	Utername*	
Ĭ	Add User	Switzerland (Cr0)	
	Users List >	Password	
		Ado generate Fassword     Let Me Create Ressord	
		Password Confirm Password	
		End Persona To Email Upon Completion*	
		Force User to Change Plasmood Upon First Sign In	
	м	Cisee Next 1 - 1 of 1 fams	

3. In the next step, select which roles the user should receive.

=	Sunrise	Add User ×	¥° ±
↑  ©	Microsoft Cloud Services Users: 2 Adducer	Create that     Create th	Angus T 1.Lones •• No.Lones ••
		4 1 <b>3</b> N	

Work Smart Marketplace 2.0 20/23



Sunrise	Add	User			×			¥°,
	_	Create User	Assign Role	3 Assign Lice	mses			
	Users L Mi	ase assign the licenses you'd like this user to have. crosoft 365 Apps for business 1 licenses available crosoft 365 Business Basic			•			
Microsoft Cloud Services	1 Mi	1 licenses available crosoft 365 Phone System - Virtual User #10 licenses available			Ð	Ŧ	1 License ····	
Users: 2 Add User Users Call 3	2 Mi 100 Mi 99	rosoft Power Automate Free crosoft Power automate Free crosoft Teams Exploratory #100 licenses available ndows Store for Business			•		No Licenses	
	25	f 25 licenses available Close	•	Finish				
		13						
	H 4 1						+ 1 - 2 of 2 items	

4. In the last step you can assign the desired license to the user.



SubjectWork Smart MarketplaceVersion2.0Page21/23

#### 6.2 Manage Licenses

At the user you will find the option "Manage Licenses" via the respective item menu.

nrise	Q, Try	searching for Services, Plans, Users or Customers	
••	Users List		
	# 🕇 Display Name	User Name	Assigned
Microsoft Cloud Services	Ţ		T
	1 Max Muster		1 License
Users: 2	2 Maximilina Tester	.onmicrosoft.com	No Licenses •••
Add User			Manage Licenses
Users List			Reset Pessword
Users List			Delete
	14 4 1 b b		v

This menu allows you to assign the available licenses (click on the activation icon) to the user:

	Sunrise		Manage Licenses ×	¥° ±
<ul> <li>■</li> <li>■</li> <li>●</li> <li>■</li> <li>●</li> <li>■</li> <li>■</li></ul>	Surrise	Users List	Manage Licenses vol di like tik user to have. Microsoft 365 Russies Basic 1 et 1 license switchis Microsoft 365 Physies Basic 1 et 1 license switchis Microsoft 365 Physies Basic 1 et 1 license switchis Microsoft 365 Physies Physies 1 et 1 et	
		H K T F H	- 1 - 2 of 2 terns	



SubjectWork Smart MarketplaceVersion2.0Page22/23

#### 6.3 Reset Password

At the user you will find the option "Reset Password" via the respective item menu.

Sunrise Woot Smart Markinglace	Q. Try searching for Services	Plans, Users or Customers	ÿ
	Users List		
Microsoft Cloud Services	# † Display Home	User Name	Assigned
Users: 2	1 Max Muster 2 Maximilina Tester	onmicrosoft.com	1 License ····
Add User			Manage Licenses Reset Password
Users List >			Delete
	H 4 1 H		- 1 - 2 of 2 items

This menu allows you to reset the password of the respective user. You have the following options:

- Auto-generate Password: A secure password is assigned by the system.
- Let Me Create Password: You can independently assign a password to the user.

In addition, you can use "Force User to Change Password Upon First Sign In" to prompt the user to change the password at the first login and "Send Password To Email Upon Completion" to email the password to the user.

=	Sunrise	Reset Password ×	÷
٠	Users List	Auto-generate Password     Let Mc Grade Password     Confirm Password     Confirm Password     confirm Password     confirm Password     confirm Password	
•	Microsoft Cloud Services 1. Max Muster	Force User to Charge Password Upon First Bigs In     T     Stred Password To Email Upon Completion     ILicense     T	
6	Users: 2 2 Maximilina Tester	er Clase Reef conmicrosoft.com No Licenses	
	Lisers List >		
	N 4 1 5 N	- 1 - 2 of 2 items	

SubjectWork Smart MarketplaceVersion2.0Page23/23



#### 6.4 Delete user

At the user you can find the "Delete" option via the respective item menu.

≡	Sunrise Wood Smart Materiplice		Q. Try set	arching for Services, Plans, Users or Customers		≍° ±
•		Users List				
			Display Name	User Nome	Assigned	
	Microsoft Cloud Services		Y		T	
Ê.		1	Max Muster		1 License ····	-
6	Users: 2 Add User	2	Maximilina Tester	.onmicrosoft.com	No Licenses	
	Add User				Manage Licenses Reset Pessword	
	Users List >				Delete	
		нч	1 Þ. H.		1 - 2 of 2 iter	15

Via this menu you can delete the respective user:

					¥° ±
		Are you sure you want to delete this user ? $\begin{tabular}{c} \begin{tabular}{c} \begi$			
	Users List	Close	Delete		
	# † Display Name				
Microsoft Cloud Services		T	Y		
	1 Max Muster			1 License	
Users: 2 Add User	2 Maximilina	Tester	.onmicrosoft.com	No Licenses	
Add User					
Users List					
					N         4         1         >         N         1.2.22 terms