



Step by Step Guide for Users whose company has an Existing AAD Tenant



Topics covered

- Determining if Company has an existing AAD tenant and domain
- Partner adds users to the AAD Directory
- Adding your AAD login to DOC
- Resources to support you

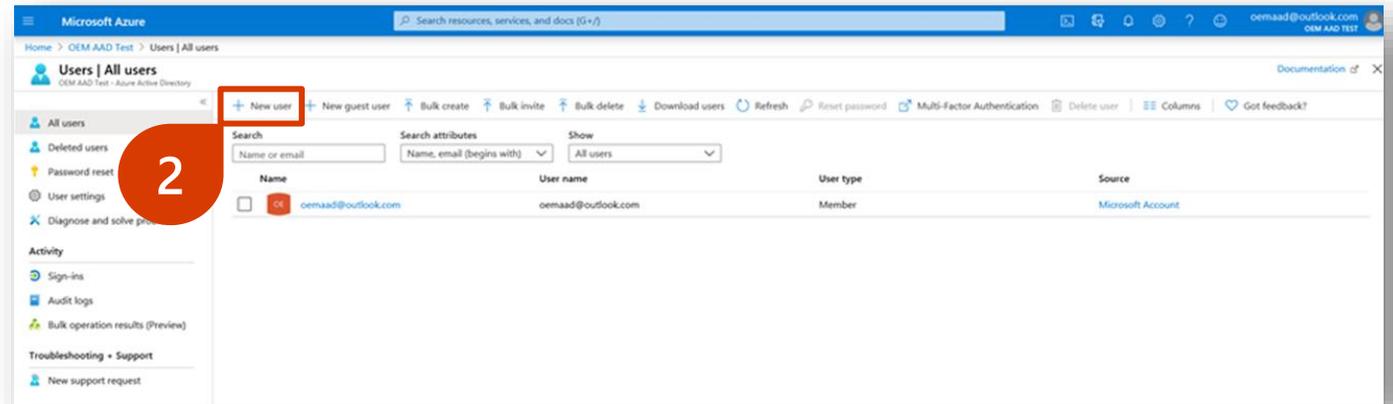
How will you know if your Company has an existing AAD tenant and domain

You will need to check with your local IT Team if your company has an existing AAD Tenant and domain (including @onmicrosoft.com accounts) that they are using to access Microsoft Tools and Systems. If yes, follow the steps below. If no, see the step by step guide for setting up an Azure Active Directory.

1. First your Company IT Department will need to check if you are in your company's Azure Active Directory. They will need to confirm your AAD email address
2. If not, they will need to [follow these steps](#) to add you to the directory
3. Once you are added to your company's AAD, you will need to follow [the step by step guide](#) to add your AAD email address to your DOC login

Add Users to the Directory – step 1 & 2

1. On the [Azure Active Directory](#) page, select [All Users](#) to view all the users in the directory.
2. Select [+ New user](#) to create a new user account.



Add Users to the Directory – step 3 & 4

3. Select the **Create user** option.
4. Fill in the details for the new user.

The screenshot shows the Microsoft Azure portal interface for adding a new user. The page title is "New user" and the breadcrumb is "Home > OEM AAD Test > Users | All users > New user". There are two main options: "Create user" (selected and highlighted with a red box) and "Invite user". The "Create user" option is described as "Create a new user in your organization. This user will have a user name like alice@oemaadtest.onmicrosoft.com. I want to create users in bulk". The "Invite user" option is described as "Invite a new guest user to collaborate with your organization. The user will be emailed an invitation they can accept in order to begin collaborating. I want to invite guest users in bulk". Below the options is a "Help me decide" link. The "Identity" section contains the following fields: "User name" (with an example "Example: chris" and a dropdown for the domain "oemaadtest.onmicrosoft.com"), "Name" (with an example "Example: 'Chris Green'"), "First name", and "Last name". The "Groups and roles" section shows "0 groups selected" and "User" role. The "Settings" section has "Block sign in" set to "No" and "Usage location" as a dropdown menu. A "Create" button is at the bottom left.

Add Users to the Directory – step 5

5. Select **Create**.

The user account will be set up as abc@domain.onmicrosoft.com

The account can be added by the existing user to their DOC user profile to sign into DOC.

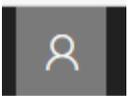
The screenshot shows the Microsoft Azure portal interface for creating a new user. The page title is "New user" and the breadcrumb is "Home > OEM AAD Test > Users | All users > New user". There are two main options: "Create user" (selected) and "Invite user". The "Create user" option includes a description: "Create a new user in your organization. This user will have a user name like alice@oemadtest.onmicrosoft.com. I want to create users in bulk". The "Invite user" option includes a description: "Invite a new guest user to collaborate with your organization. The user will be emailed an invitation they can accept in order to begin collaborating. I want to invite guest users in bulk". Below these options is a "Help me decide" link. The "Identity" section has fields for "User name" (tester), "Name" (tester aad), "First name", and "Last name". The "Password" section has radio buttons for "Auto-generate password" (selected) and "Let me create the password". There is an "Initial password" field with a masked password and a "Show Password" checkbox. The "Groups and roles" section shows "0 groups selected". A red box highlights the "Create" button at the bottom.

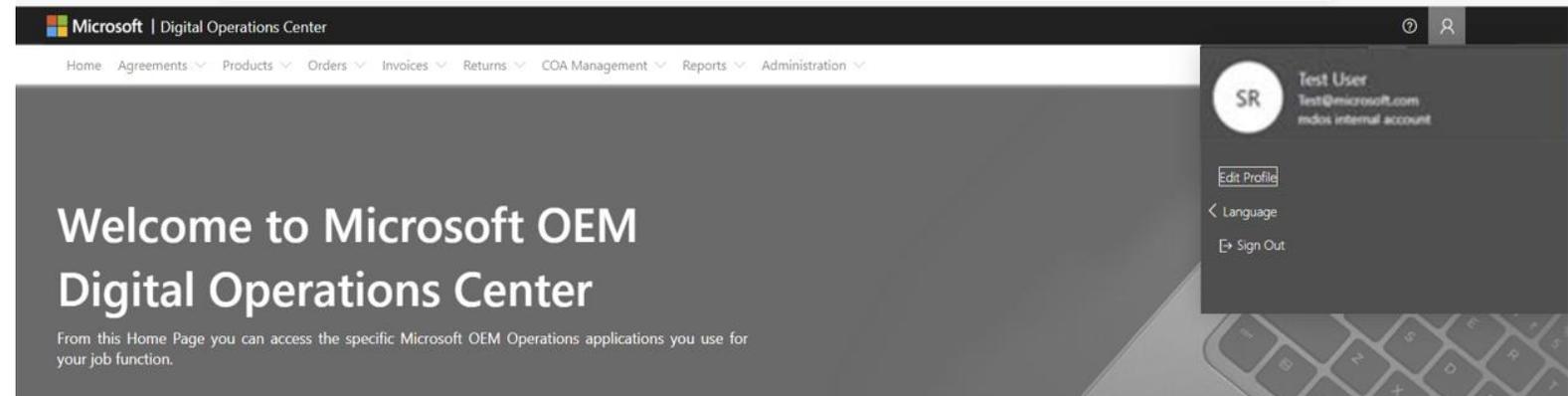
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Adding your AAD work account login to DOC – step 1

If you are not already set-up to use your work account, then you will need to add it to your DOC Profile

Sign into DOC by clicking on <https://www.microsoftoem.com/>

1. Click the icon  and then select [Edit Profile](#)



Adding your AAD work account login to DOC – steps 2-4

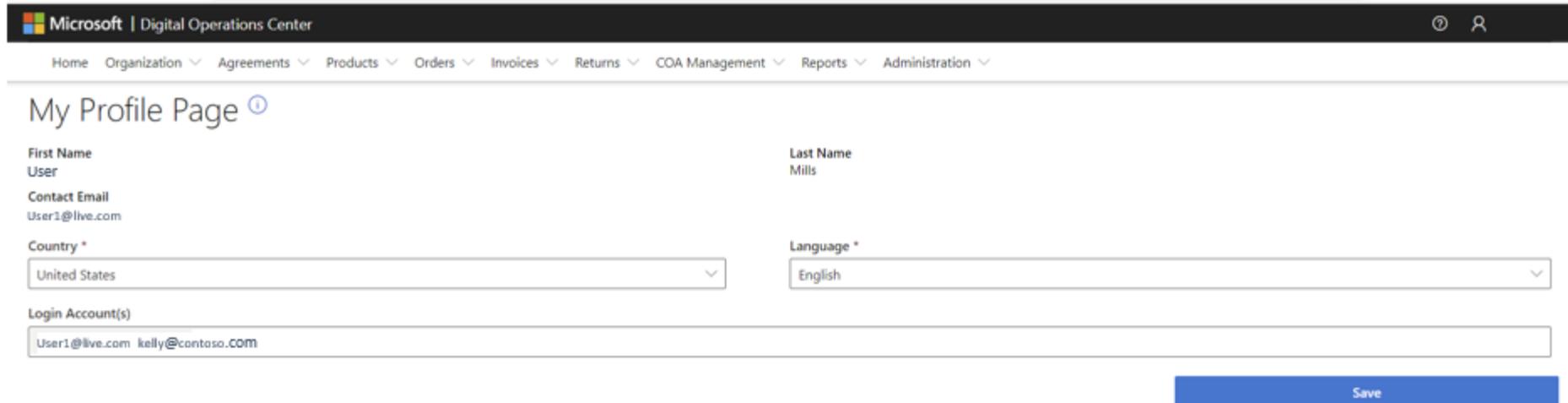
You will be brought into the My Profile Page

2. You will see your current username in the Login Account(s) Box
3. Enter your work account in the Login Account(s) box
4. Then click Save

The screenshot shows the Microsoft Digital Operations Center interface. At the top, there is a navigation bar with the Microsoft logo and the text 'Digital Operations Center'. Below this is a menu with items: Home, Organization, Agreements, Products, Orders, Invoices, Returns, COA Management, Reports, and Administration. The main content area is titled 'My Profile Page'. It contains several fields: 'First Name' (User), 'Last Name' (Mills), 'Contact Email' (User1@live.com), 'Country' (United States), and 'Language' (English). Below these is the 'Login Account(s)' field, which contains 'User1@live.com' and 'kelly@contoso.com'. A blue 'Save' button is located at the bottom right of the form. Three red teardrop-shaped callouts with white numbers are overlaid on the image: '2' is positioned over the 'Login Account(s)' field, '3' is positioned over the 'Login Account(s)' field, and '4' is positioned over the 'Save' button.

Adding your AAD work account login to DOC – validate

- Sign out, then sign back into <https://www.microsoftoem.com/> using your work account and login.
- Be sure to select “Work account” when signing in.
- Verify that the DOC landing page appears and that you can navigate normally across the application.
- Select My Profile. Your work account should now appear in the Login Account (s) field.
- Going forward, you will be able to sign into <https://www.microsoftoem.com/> using your Work account.
- Only use your work account login from now on.



The screenshot shows the 'My Profile Page' in the Microsoft Digital Operations Center. The page header includes the Microsoft logo and the text 'Digital Operations Center'. A navigation menu contains links for Home, Organization, Agreements, Products, Orders, Invoices, Returns, COA Management, Reports, and Administration. The profile page displays the following information:

First Name User	Last Name Mills
Contact Email User1@live.com	
Country * United States	Language * English
Login Account(s) User1@live.com kelly@contoso.com	

A blue 'Save' button is located at the bottom right of the form.

DOC and MDOS Support

For questions about DOC or MDOS please contact

msoemops@microsoft.com

AAD Support

For Questions about your AAD Tenant, support options are below

Raise a ticket on the Azure Portal

https://portal.azure.com/#blade/Microsoft_Azure_Support/HelpAndSupportBlade/newsupportrequest

Telephone Support

<https://support.microsoft.com/en-us/help/4051701/global-customer-service-phone-numbers?ocid=IA-4027136-AdminCU>

Live chat:

<https://support.microsoft.com/en-us/contactus/?ocid=IA-4027136-CU>

The M365 Data Protection team can help admins who need support with password reset.

Partners can [Self Serve](#) or can at Call (800) 865-9408 (toll-free, US only). If you are outside the United States, see the [Global Support Phone Numbers](#).

