

Creating a new Office 365 tenant with Dicker Data CSP

For **new** Office 365 tenants only

Cloud through Microsoft
CSP through Dicker Data



This guide is for **creating** a new Office 365 tenant

[Click here for configuring existing Office 365 tenants](#)

Please note:

Some resellers prefer to create and configure a new tenant using a trial licence, and then apply the CSP licensing to this tenant at a later date.

Please see [here](#) to sign up for a new trial with Microsoft directly.

Once your tenant has been provisioned, follow this guide to configure Dicker Data as the CSP Provider: mbz.nz/configure

New End User Request to Dicker Data

An Outlook email template is located here:
mbz.nz/purchase

Details	Explanation	Example
Reseller company name	Reseller company name	
Name of contact at Reseller	Name of contact at Reseller	
Email address of Reseller contact	Email address of Reseller contact	
Reseller request ID:	This is kept on record and can be used to track all previous alterations in seat numbers or changes to a plan	CSP-199568
Reseller MPN ID Number:	7 digit Microsoft Partner Network (MPN) ID can be found by logging in here: mbz.nz/mpn	4005270
Licence type:	A full list can be found here: mbz.nz/csp For assistance finding the correct plan see here: mbz.nz/flow or mbz.nz/plans	Office 365 E3
Number of licences:	Number of seats required for each Licence type	17
Company Name:	Name of the end user who is subscribing to the service	Steve's Plumbing Ltd
Primary Contact First Name:	First name of the end user contact	Steve
Primary Contact Last Name:	Last name of the end user contact	Anderson
Address Line 1:	Contact address for end user	123 Fake St
Address Line 2:	Contact address for end user	
Address Line 3:	Contact address for end user	Townsville
Address Line 4:	Contact address for end user	1020
Phone Number:	Contact number for end user	+64 9 270 3000
Tenant ID:	This is also known as a tenant ID, it must be unique to the end user and only contain alphanumeric characters. If the requested domain is already taken, NOTE: Dicker Data will suffix this with 'nz' e.g. stevesplumbing is taken, we will use stevesplumbingnz unless otherwise requested	stevesplumbingnz.onmicrosoft.com
Contact Email:	Valid contact email address for end user that is <i>not</i> in O365	stevesplumbing@hotmail.com

If your security policies block the downloading of that email, please try here:
mbz.nz/alternate

Send customer details to Dicker Data and request a new Office 365 tenant to be created for you.

Confirmation Email

Your new Office 365 tenant information

Reseller:

Customer: Test
Contact:

Customer Address: 1 Carmont P
Auckland 1060
0
New Zealand

Customer Tenant Name: test413.onmicrosoft.com
Microsoft tenant ID: -9de3-4275-99ca-9bc622bf3763 *(for support purposes)*

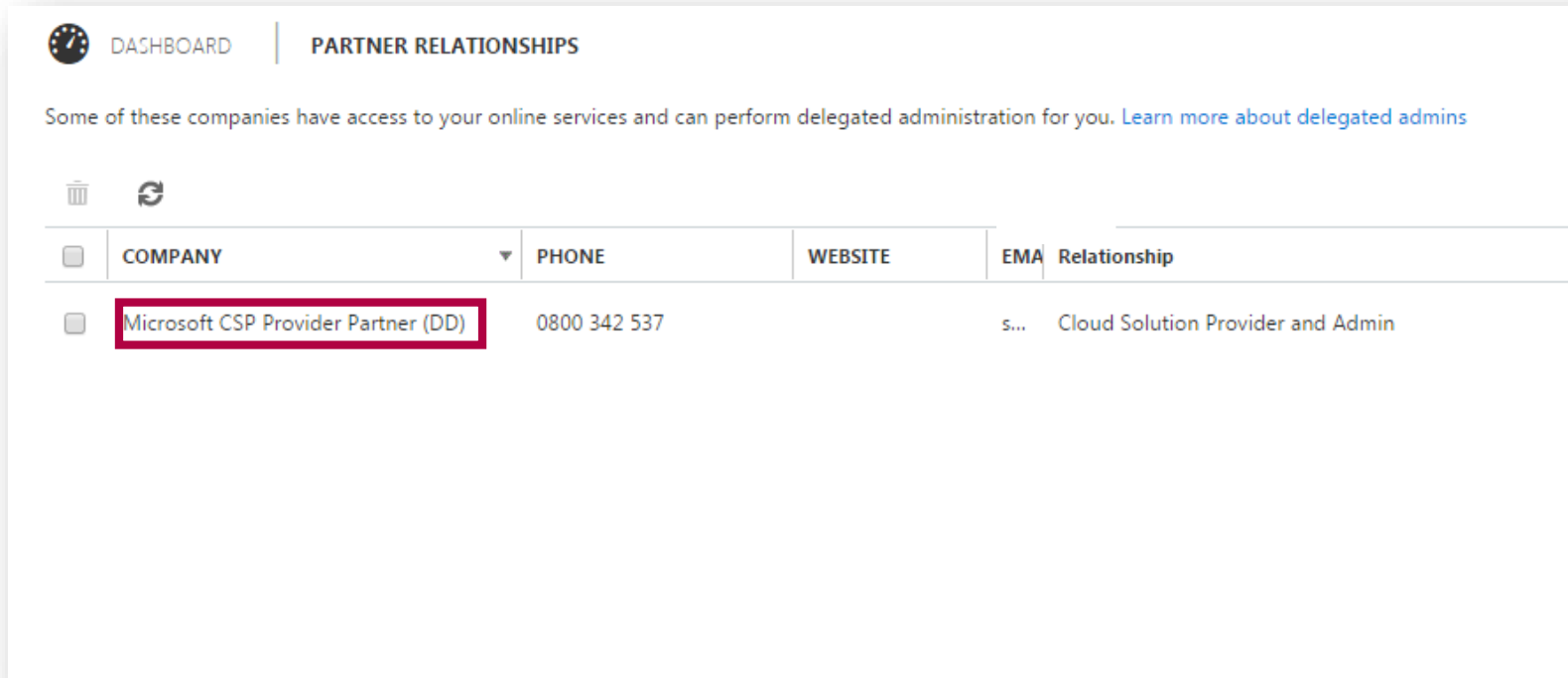
Admin Account Login: admin@ test413.onmicrosoft.com
Admin Account Password: QUNBO

Licence Type: Office 365 ProPlus

Licence Quantity: 2 user licenses

New tenant confirmation provided back to the reseller, containing admin credentials for the tenant.

End User Tenant



DASHBOARD | PARTNER RELATIONSHIPS

Some of these companies have access to your online services and can perform delegated administration for you. [Learn more about delegated admins](#)

🗑️ ↻

<input type="checkbox"/>	COMPANY	PHONE	WEBSITE	EMA	Relationship
<input type="checkbox"/>	Microsoft CSP Provider Partner (DD)	0800 342 537		s...	Cloud Solution Provider and Admin

In End User's Office 365 Admin portal, Microsoft CSP Provider Partner (DD) is listed in Partner Relationships list as Microsoft Cloud Solution Provider

Your tenant is now provisioned, and ready to be configured.

To add additional licences, please use this process: mbz.nz/ordering

It is recommended that you also add yourself as a Delegated Administrator for your customer. Please follow this guide to do so: mbz.nz/da

Please speak to Dicker Data for information on migrations and deployments.