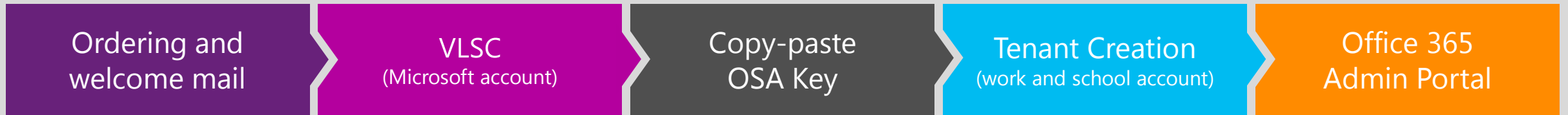# Online Service Activation – New Office 365 Customers

Summary

➢ Online Service Activation is being streamlined for Open Programs Office 365 customers on November 17, 2014
➢ Key handling will be eliminated for all customers, and Office 365-only customers may skip VLSC
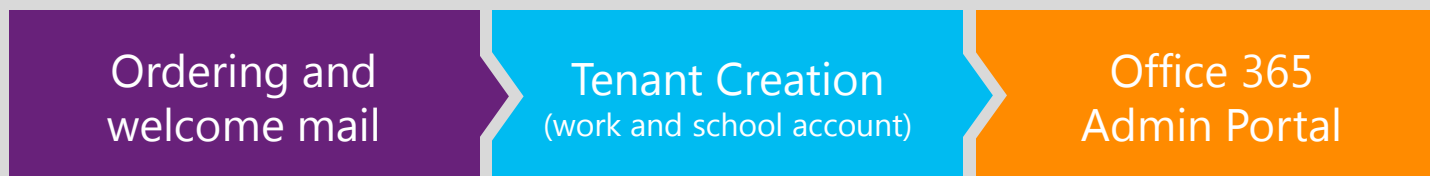
Previous Process: All customers

| Ordering and welcome mail | VLSC (Microsoft account) | Copy-paste OSA Key | Tenant Creation (work and school account) | Office 365 Admin Portal |

Updated Process: Customers purchasing Office 365 & other products

| Ordering and welcome mail | VLSC (Microsoft account) | Tenant Creation (work and school account) | Office 365 Admin Portal |

Updated Process: Customers purchasing only Office 365

| Ordering and welcome mail | Tenant Creation (work and school account) | Office 365 Admin Portal |

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Online Service Activation – Office 365 Renewals

Summary

➢ Renewal customers also benefit from the streamlined process, which eliminates keys and consolidates the interface for adding and renewing seats
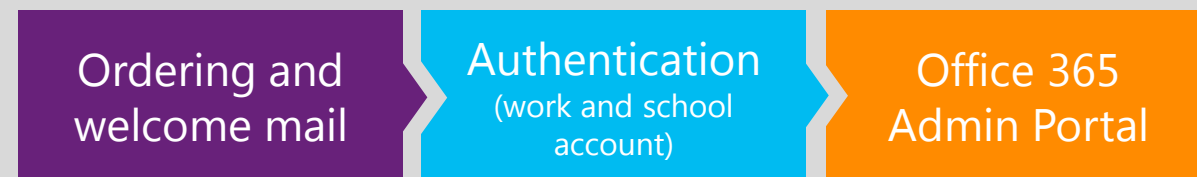
Previous Process: All customers

Ordering and welcome mail → VLSC (Microsoft account) → Copy OSA Key → Authentication (work and school account) → Office 365 Admin Portal → Paste OSA Key

Updated Process: Customers renewing Office 365 & other products

Ordering and welcome mail → VLSC (Microsoft account) → Authentication (work and school account) → Office 365 Admin Portal

Updated Process: Customers renewing only Office 365

Ordering and welcome mail → Authentication (work and school account) → Office 365 Admin Portal

Resources

VLSC Training and User Guides

Cloud SureStep and Modern Biz

Learn more about the Open Programs licensing on MSCOM & MPN

Find out more about Office 365

Learn how to purchase through Volume Licensing