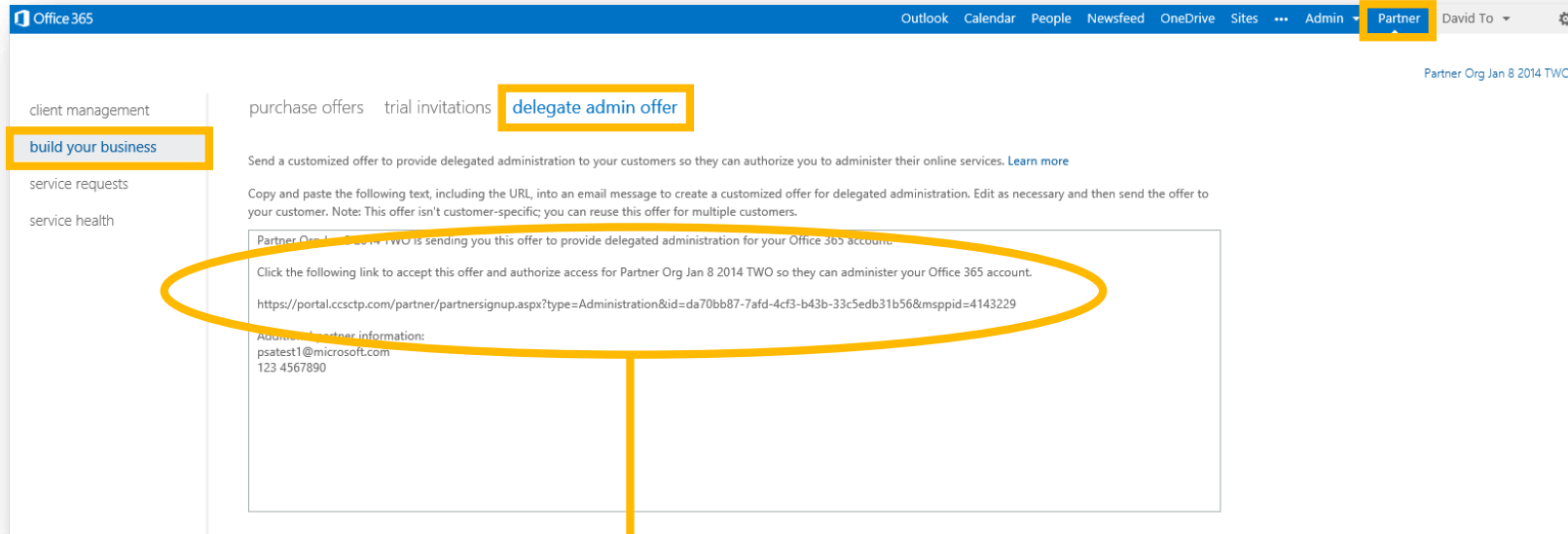


Setting up delegated administration



Copy and paste the delegated admin request link into an email and send to you customer

Under build your business, click delegate admin offer

Customer

Office 365 Delegated Administration Invitation

Administrator
Tue 4/16/2013 1:51 PM
Inbox; Sent Items

To: Administrator;

Zulu Consulting Services is sending you this offer to provide delegated administration for your Office 365 account.

Click the following link to accept this offer and authorize access for Zulu Consulting Services so they can administer your Office 365 account.

<https://portal.microsoftonline.com/partner/partnersignup.aspx?type=Administration&id=2e05bcd4-d9af-4d24-b024-e9730be8f50d&msppid=4005271>

Additional partner information:
zuluconsultingservices@outlook.com
425-891-1556

Office 365

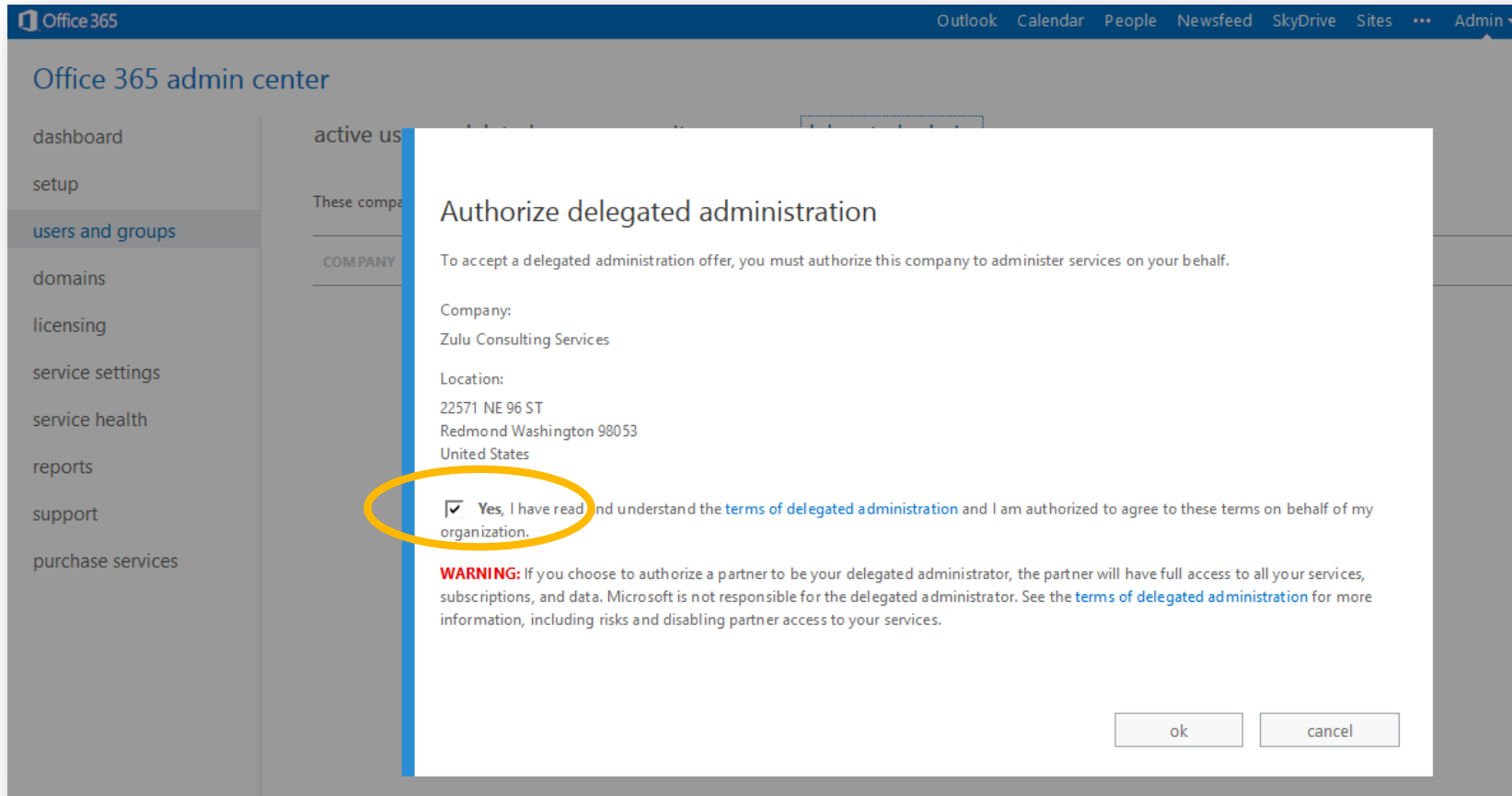
Delegated administration offer
Zulu Consulting Services has offered to administer your online services. Sign in to take advantage of this offer.

Partner information
[Zulu Consulting Services](#)

By continuing, you agree that Microsoft can share your ongoing contact and subscription information with this partner. For more information, please review the [privacy notice](#).

Customer receives delegated administration offer and clicks on link

Customer



Office 365 admin center

Outlook Calendar People Newsfeed SkyDrive Sites ... Admin

dashboard
setup
users and groups
domains
licensing
service settings
service health
reports
support
purchase services

active users

These companies

COMPANY

Authorize delegated administration

To accept a delegated administration offer, you must authorize this company to administer services on your behalf.

Company:
Zulu Consulting Services

Location:
22571 NE 96 ST
Redmond Washington 98053
United States

Yes, I have read and understand the [terms of delegated administration](#) and I am authorized to agree to these terms on behalf of my organization.

WARNING: If you choose to authorize a partner to be your delegated administrator, the partner will have full access to all your services, subscriptions, and data. Microsoft is not responsible for the delegated administrator. See the [terms of delegated administration](#) for more information, including risks and disabling partner access to your services.

ok cancel

Customer accepts
delegated
administration
offer and terms

Customer

The screenshot shows the Office 365 Admin Center interface. The top navigation bar includes links for Outlook, Calendar, People, Newsfeed, SkyDrive, Sites, and an Admin dropdown menu. The left sidebar contains navigation options: dashboard, setup, users and groups (highlighted), domains, licensing, service settings, service health, reports, support, and purchase services. The main content area is titled 'Office 365 admin center' and features tabs for active users, deleted users, security groups, and delegated admins (highlighted). Below the tabs, a message states: 'These companies have access to your online services and can perform delegated administration for you.' A table lists the delegated administrators:

<input type="checkbox"/>	COMPANY ▲	PHONE	WEBSITE	EMAIL
<input checked="" type="checkbox"/>	Zulu Consulting Services	425-891-1556		zuluconsultingservices@outlook.com

In Customer's Office 365 Admin portal, Partner is listed as delegated admin

Partner

Confirmation: Zulu Consulting Services now has administrative permissions. | [View this email in your browser](#)

Zulu Consulting Services now has administrative permissions

Microsoft

This message confirms that Zulu Consulting Services has been authorized by your company representative, admin@zuluconsulting.onmicrosoft.com, to act as a delegated administrator for your Microsoft Online Services account.

Partner Support Information:

Delegated administrator: Zulu Consulting Services
E-mail address: zuluconsultingservices@outlook.com
Phone number:

Sincerely,
The Microsoft Online Services Team

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399
This message was sent from an unmonitored e-mail address. Please do not reply to this message.
[Privacy](#) | [Legal](#)

Microsoft

Partner receives confirmation email