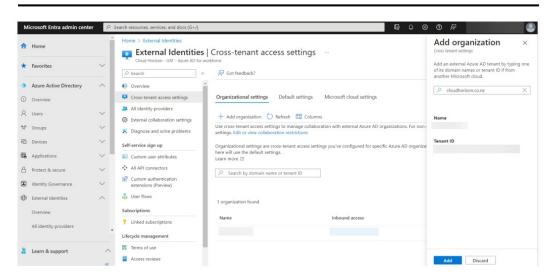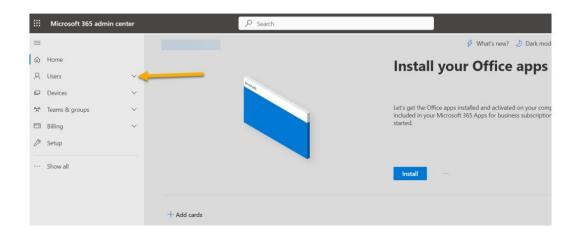# Cloud Creation Manager Checklist
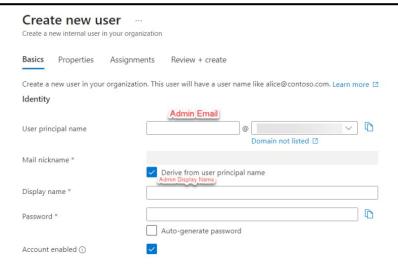

1 Go to https://entra.microsoft.com - Then go to External Identities and add Cloud Horizon as a organization with default settings.

2 Go to https://admin.microsoft.com - Select Users then select Active Users

3 Create Admin user for Cloud Horizon with a Microsoft E3 License and SharePoint Admin role and Teams Admin Role. Then Email the username and password to support@cloudhorizon.co.nz.