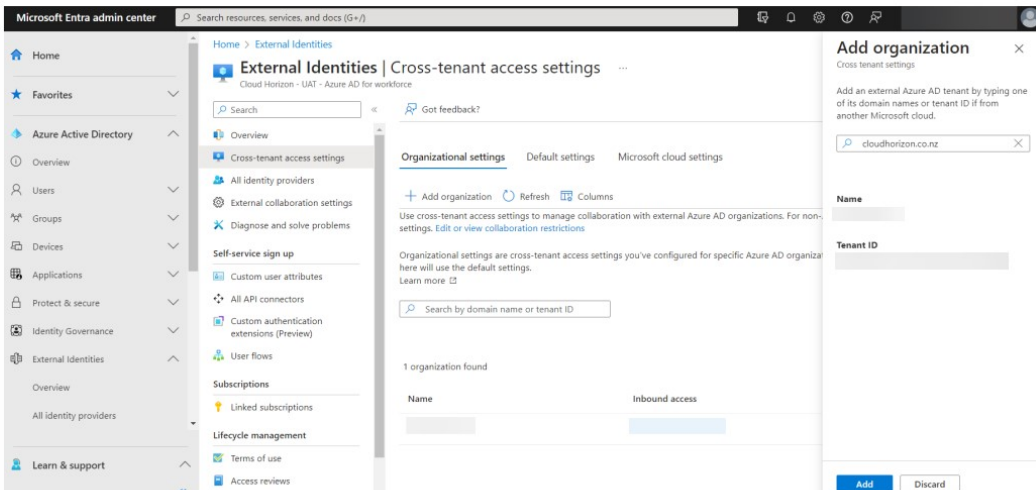
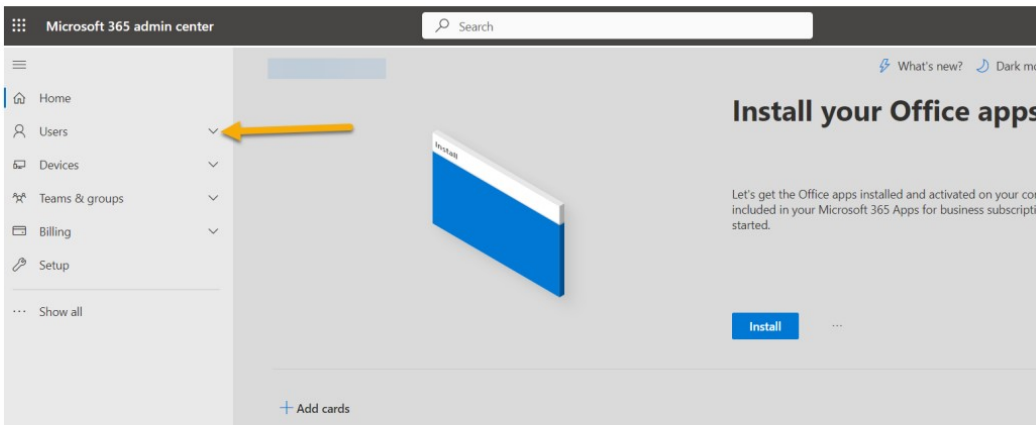


# Cloud Creation Manager Checklist



- 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

### Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Create a new user in your organization. This user will have a user name like alice@contoso.com. [Learn more](#)

Identity

User principal name  @  [Domain not listed](#)

Mail nickname \*

Display name \*  Derive from user principal name [Admin Display Name](#)

Display name \*

Password \*  [Auto-generate password](#)

Account enabled

- 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](mailto:support@cloudhorizon.co.nz).