



**Customers who wants to sign up New Tenant ID:**

1. Go to <https://smehub.m1.com.sg/servlet/Turbine/frm/single/>
2. Key in your SME Hub Email/Username and select **“FORGOT PASSWORD”**.

A login form with the M1 logo at the top. Below the logo are two input fields: 'E-mail or Username' and 'Password'. Below the password field is a link that says 'FORGOT PASSWORD?'. At the bottom right is an orange button with the text 'LOGIN'.

3. Key in your username (email) and click on **“SUBMIT”** button. Reset password instructions will be sent to your email.

A form for password reset. At the top is the M1 logo. Below it is the text 'To reset your password, please first identify your account'. Underneath is a label 'Username' followed by an input field. At the bottom left is a grey button labeled 'CANCEL', and at the bottom right is an orange button labeled 'SUBMIT'.

4. Once you have signed in, click on the **“Microsoft 365”** icon.



Dashboard

Users

Marketplace

**Microsoft 365**

Account

5. Select **“SIGN UP FOR NEW MICROSOFT ONLINE ACCOUNT”**.
6. Key in your desired Tenant ID and Global Admin login. To check the Tenant ID’s availability, you may use this tool: <https://o365.rocks/>

Dashboard

### Activate Office365 Account

**Specify Microsoft Account**

Microsoft 365 is a part of Microsoft Online Services and it requires a Microsoft account. If you have already used Microsoft 365 or other similar Microsoft services, you may want to continue using your existing Microsoft account.

**SIGN UP FOR NEW MICROSOFT ONLINE ACCOUNT**

USE EXISTING MICROSOFT ONLINE ACCOUNT

New Microsoft User ID

admin @  .onmicrosoft.com

New Password

7. Complete the details for Microsoft Customer Agreement and select **“OK”**.

**Microsoft Customer Agreement**

Provide the contact details of the person who has agreed with the Microsoft Customer Agreement.

#### CONTACT DETAILS

First Name  
e.g.: John

Last Name  
e.g.: Smith

Email Address  
e.g.: john@mycompany.com

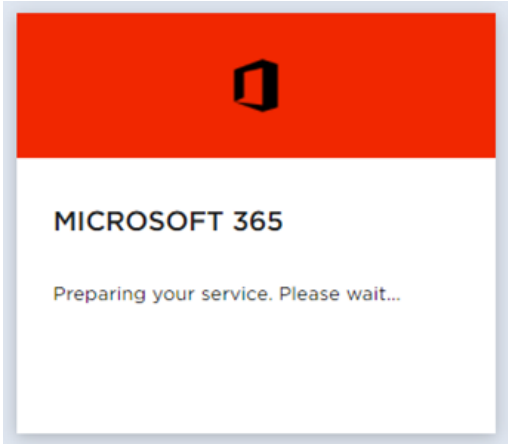
Phone Number  
e.g.: +1 (222) 333-44-55

I confirm that this person has agreed with the latest version of the [Microsoft Customer Agreement](#).

**OK**



8. Your Microsoft licenses will be in midst of provisioning and based on the Service Level Agreement with Microsoft, this can take up to 72 hours. You may logout from SME Hub.





**Customers with existing Microsoft Tenant ID**

1. How to check your existing Microsoft Tenant ID?
  - Method 1: M365 Admin Center -> Settings -> Domains
  - Method 2: Log in to <https://portal.azure.com> > Find the Azure Active Directory blade. >Once in Azure Active Directory, click on Domain Names and copy the tenant ID under Name

**Steps to link existing Microsoft Tenant ID**

1. Go to <https://smehub.m1.com.sg/servlet/Turbine/frm/single/>
2. Key in your SME Hub Email/Username and select **“FORGOT PASSWORD”**.

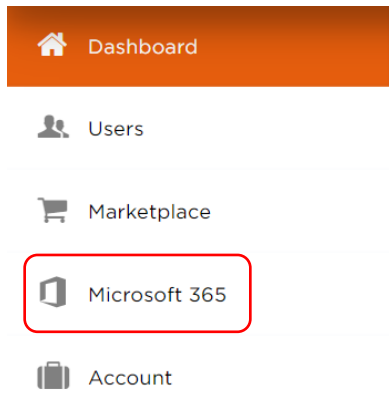
A login form with the M1 logo at the top. It contains two input fields: 'E-mail or Username' and 'Password'. Below the password field is a link that says 'FORGOT PASSWORD?'. At the bottom right is an orange button with the text 'LOGIN'.

3. Key in your username (email) and click on **“SUBMIT”** button. Reset password instructions will be sent to your email.

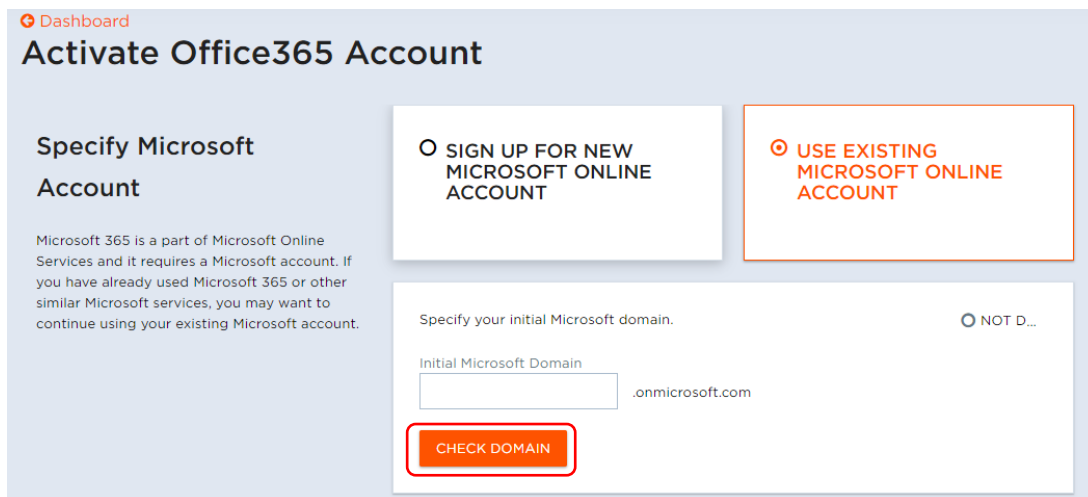
A form for resetting a password. It features the M1 logo at the top. Below the logo is the text 'To reset your password, please first identify your account'. Underneath is a label 'Username' followed by an input field. At the bottom left is a grey button labeled 'CANCEL', and at the bottom right is an orange button labeled 'SUBMIT'.



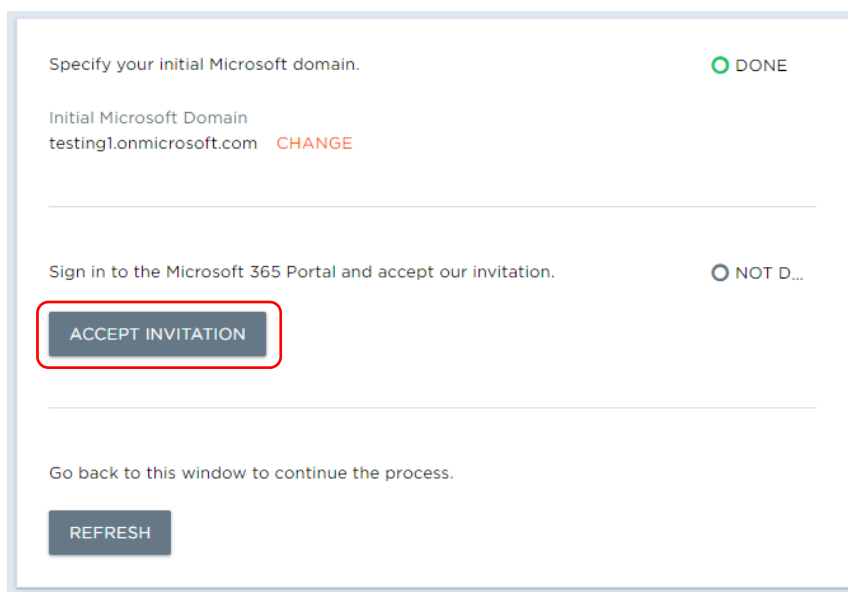
- 4. Click on **“Microsoft 365 icon”**.



- 5. Select **“USE EXISTING MICROSOFT ONLINE ACCOUNT”**.
- 6. Key in your existing Tenant ID and click on **“CHECK DOMAIN”** Button.



- 7. Please get a Global Admin for your current Microsoft Tenant ID to click on **“ACCEPT INVITATION”** button.





- 8. Global Admin will be directed to their Microsoft 365 Admin Centre to delegate Rights to us.

### Accept agreement & authorize partner

Accepting M1 Net Ltd and Ingram Micro Asia LTD as your Microsoft Two- Tier allows you to get administrative support from them. Establishing a relationship with them does not change or modify your existing subscriptions, nor does it change the terms of those subscriptions.

**Partner company**

M1 Net Ltd  
10 International Business Park  
Singapore 609928  
Singapore  
96827364

**Partner company**

Ingram Micro Asia LTD  
205 Kallang Bahru S  
Singapore 339341  
Singapore  
96827364

**Relationship**

Reseller

**Admin roles**

Global administrator  
Helpdesk administrator

Yes, I acknowledge that I have read and understood the [Microsoft Customer Agreement](#) and that I am authorized on behalf of my organization to agree to these terms and accept the agreement. Your partner may require you to sign additional terms to administer your account.

- 9. After step 8 is done, go back to SME Hub to select “REFRESH” button and click “OK”.

Specify your initial Microsoft domain. ○ DONE

Initial Microsoft Domain  
testing1.onmicrosoft.com CHANGE

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Sign in to the Microsoft 365 Portal and accept our invitation. ○ NOT D...

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Go back to this window to continue the process.



10. Your Microsoft licenses will be in midst of provisioning and based on the Service Level Agreement with Microsoft, this can take up to 72 hours. You may logout from SME Hub.

