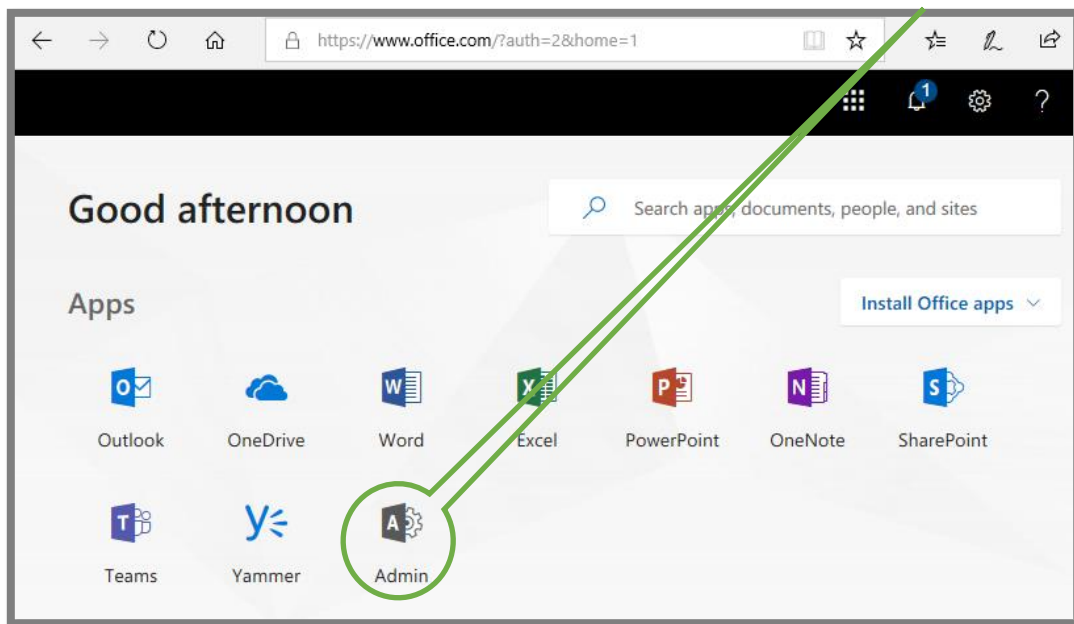


# Office 365 – allow us to take over your existing subscription

**Overview:** in order for us to take gracefully become your supplier for Office 365 Microsoft provide a simple **invitation link** for you to click on and accept. This ensures **100% up-time** and absolutely **no changes to your existing configuration**. Once the invitation link has been accepted, we are able to *complement* the excellent Microsoft Support with our own support and *bill you directly* for the services at our attractive rates. You still retain all your rights to contact Microsoft directly, but now also enjoy our *additional* support and billing.

## Step 1: Sign in as “Admin” to your existing Microsoft Office 365 account

Go to <https://portal.office.com> and sign in with a username or email address that has “Global Admin” privileges\*. You’ll know if you have “Admin” privileges when you’ve signed in because you will see the “Admin” icon:

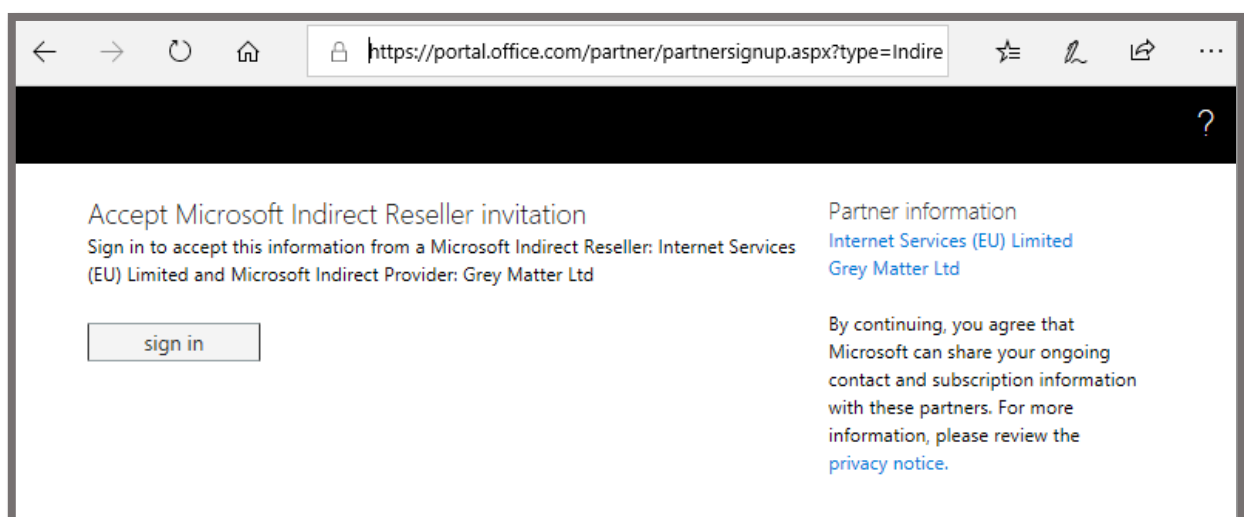


\* If you do *not* have “Global Admin” privileges, you may need to contact your existing supplier (of Office 365) and instruct them to provide you with such privileges. Alternatively, send them a copy of this guide and instruct *them* to click and accept the link on your behalf.

## Step 2: Click the invitation link

You can click on the flowing link or *Copy & Paste* it into your browser; click the “sign in” button (if shown).

<https://portal.office.com/partner/partnersignup.aspx?type=IndirectResellerRelationship&id=895506db-3907-4ad1-8efc-76dc508409cd&csp=1&msppid=4524016&indirectCSP=c130de51-c824-4534-89c4-ec5e2d6441a5>



### Step 3: Accept the invitation

Tick the box “Yes” and click the button “**Authorize Indirect Reseller**”. We’ll do the rest – that’s it, thank you!

Admin center

## Accept Microsoft Indirect Reseller invitation

Accepting Internet Services (EU) Limited as your Microsoft Indirect Reseller and Administrator and Grey Matter Ltd as your Microsoft Indirect Provider and Administrator enables you to purchase offers and get administrative support from them. Establishing these relationships does not change or modify your existing subscriptions, nor does it change the terms of those subscriptions.

**Grant Delegated Admin Permission.** The granted permission can be removed, once the relationship has been established.

Indirect Reseller	Indirect Provider
Internet Services (EU) Limited	Grey Matter Ltd
Location	Location
Regus House	The Old Maltings
Falcon Drive	Prigg Meadow
Cardiff	Ashburton
CF10 4RU	Devon
United Kingdom	TQ13 7DF
	United Kingdom

☒ **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.

**Authorize Indirect Reseller** **Cancel**

Admin center

## Accept Microsoft Indirect Reseller invitation

Successfully accepted delegated administration offer.

**Close**