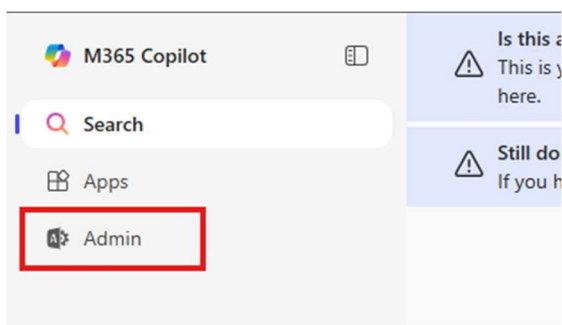# How to add new Global Admin to M365

A step by step guide on creating a new user and apply Global Admin permissions in a Microsoft Tenancy
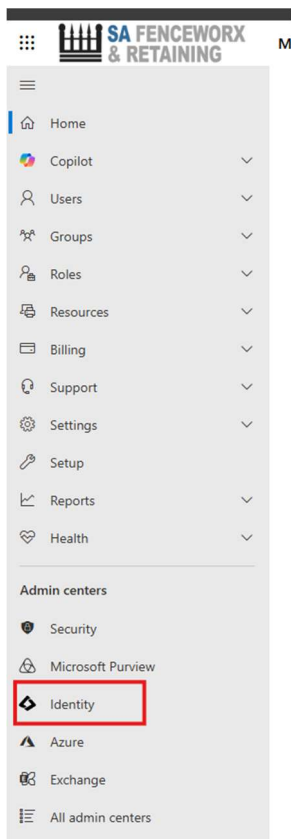
Go to M365 and login with a current GA account:

https://www.office.com/

Now click Admin on the bottom left-hand side

Now on the left hand side click "Identity" which will take you to the Entra ID portal

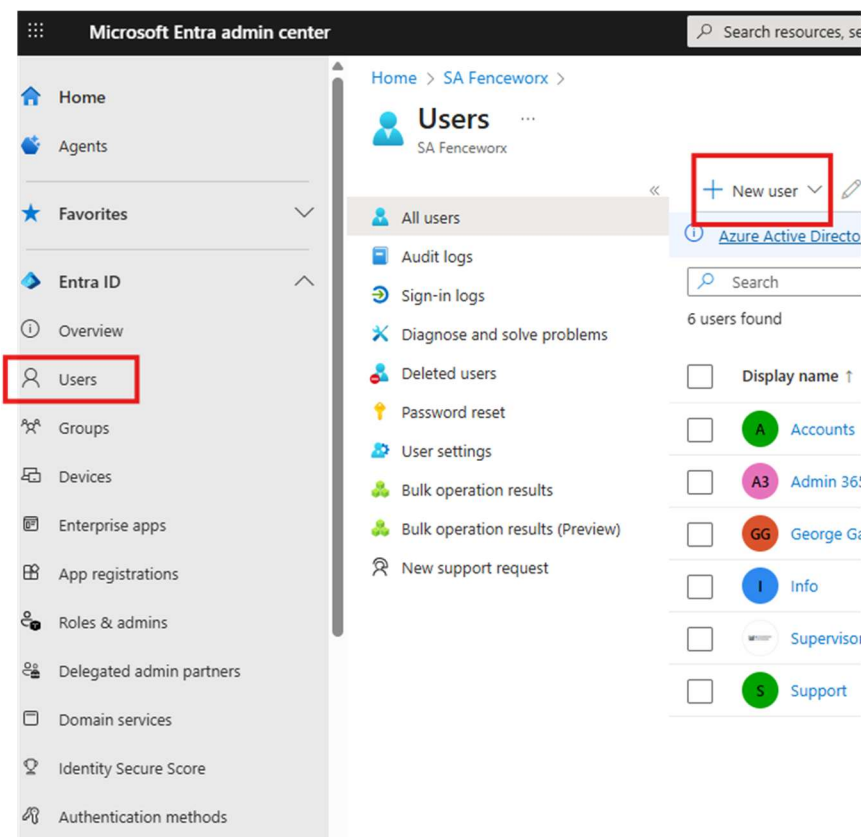It will open a new window.

On the left click "Users" and click the " + New User"

From the dropdown pick Create New User

Now add in name of the email and select the domain you want to use for the email login. Set the display name and password

Then click Review + Create

It will ask you to confirm and click Create again
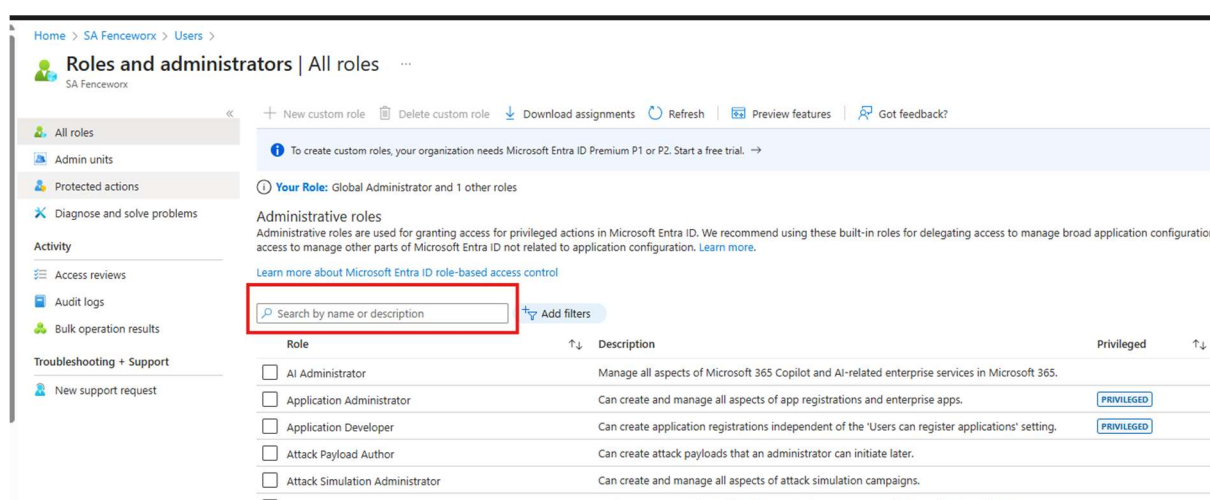
Now we have the new user account lets apply Global Admin premissions to it.

On the left click :Roles & Admin" if you are not logged in currently as a GA you cannot do this action.
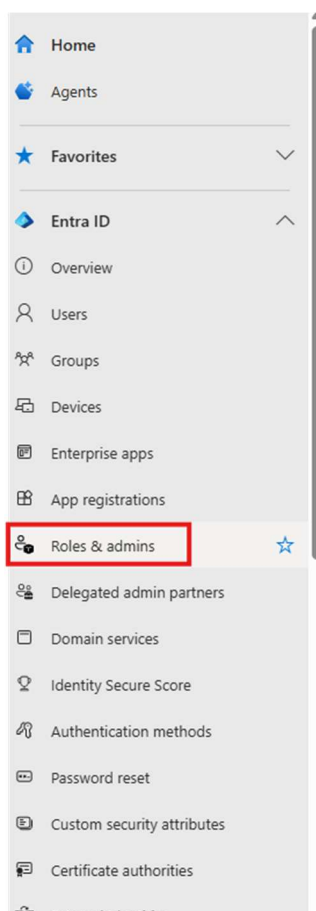
In the search box put in "Global admin"

Click The Global Admin Roll

Now click "add Assignents"

A little side panel will appear and ask you to pick a user:
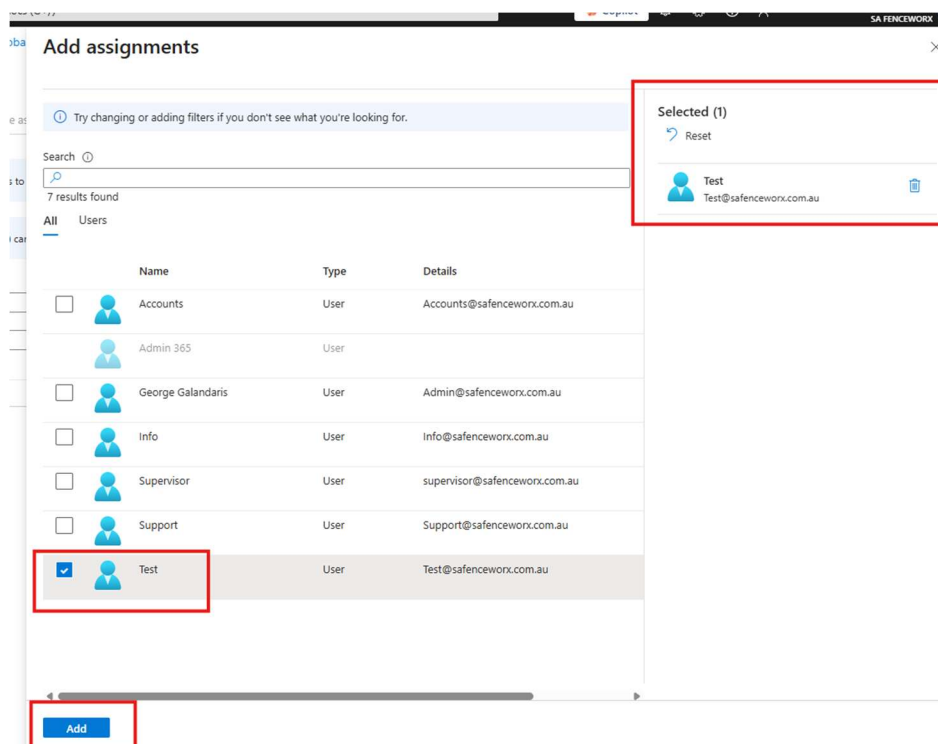
Now you should see your new GA user in the list

You are good to go 😊