

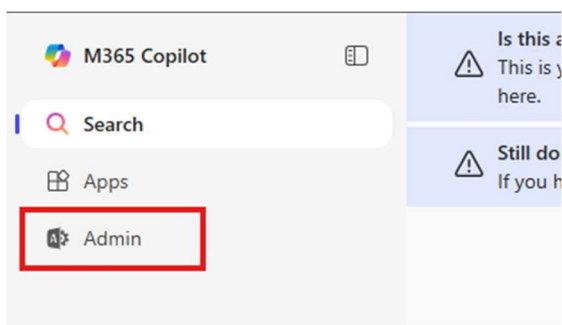
How to add new Global Admin to M365

A step by step guide on creating a new user and apply Global Admin permissions in a Microsoft Tenancy

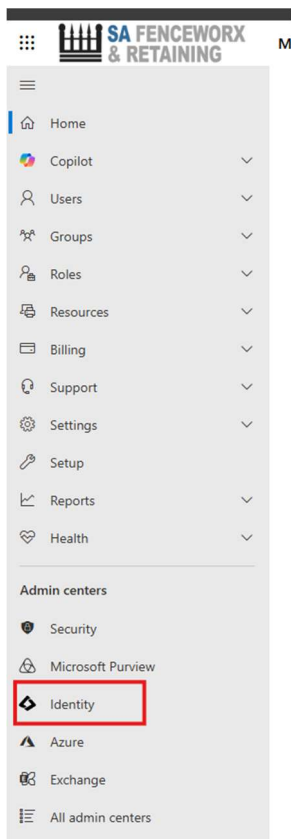
Go to M365 and login with a current GA account:

<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

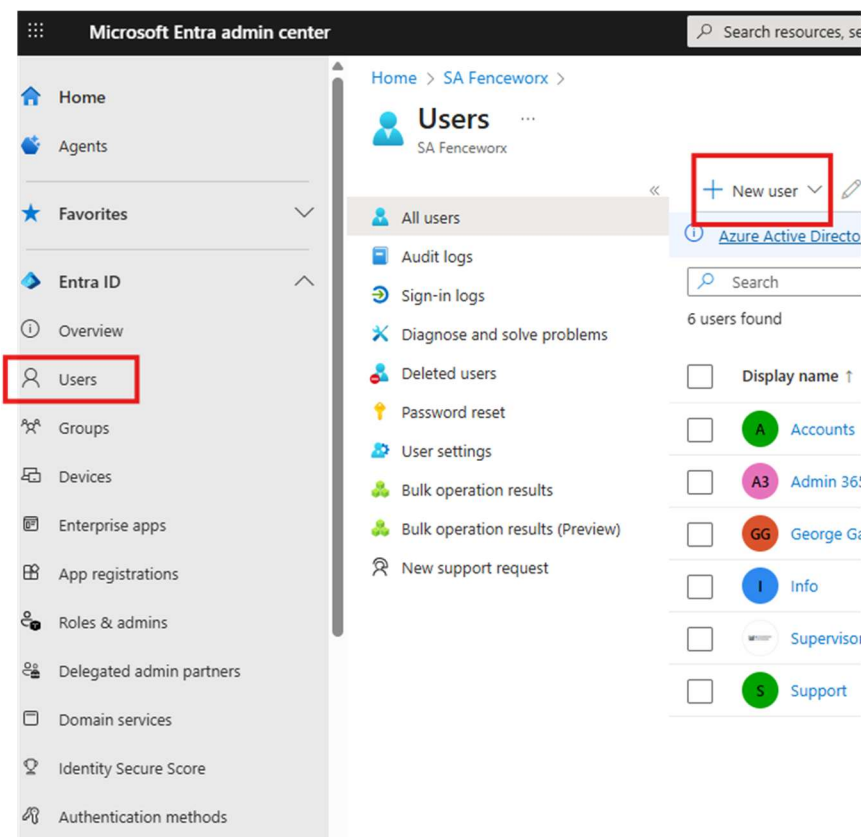


Email us today at help@leadercloud.com.au

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

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 *

 @ safencworx.com.au

Domain not listed? [Learn more](#)

Mail nickname *

☒ Derive from user principal name

Display name *

Password *

☒ Auto-generate password

Account enabled ⓘ

☒

Email us today at help@leadercloud.com.au

Then click Review + Create

[Basics](#) [Properties](#) [Assignments](#) [Review + create](#)

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User principal name * @ [Domain not listed? Learn more](#)

Mail nickname * ☒ Derive from user principal name

Display name *

Password * ☒ Auto-generate password

Account enabled ☒

[Review + create](#) [Previous](#) [Next: Properties](#)

It will ask you to confirm and click Create again

[Home](#) > [SA Fenceworx](#) > [Users](#) >

Create new user

Create a new internal user in your organization

[Basics](#) [Properties](#) [Assignments](#) [Review + create](#)

Basics

User principal name

Display name

Mail nickname

Password ☒ Auto-generate password

Account enabled ☒

Properties

User type

Assignments

Administrative units

Groups

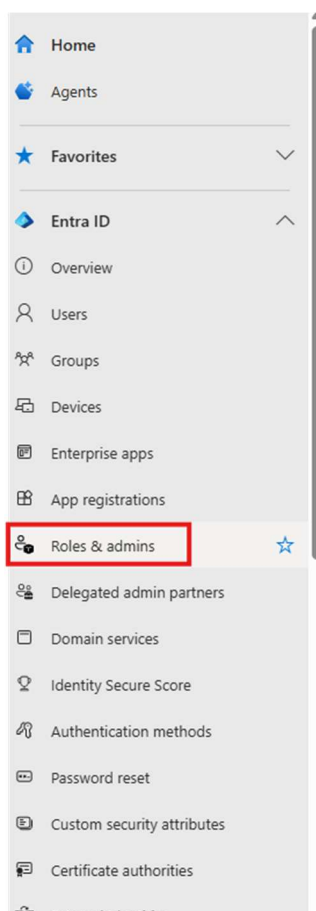
Roles

[Create](#) [Previous](#) [Next](#)

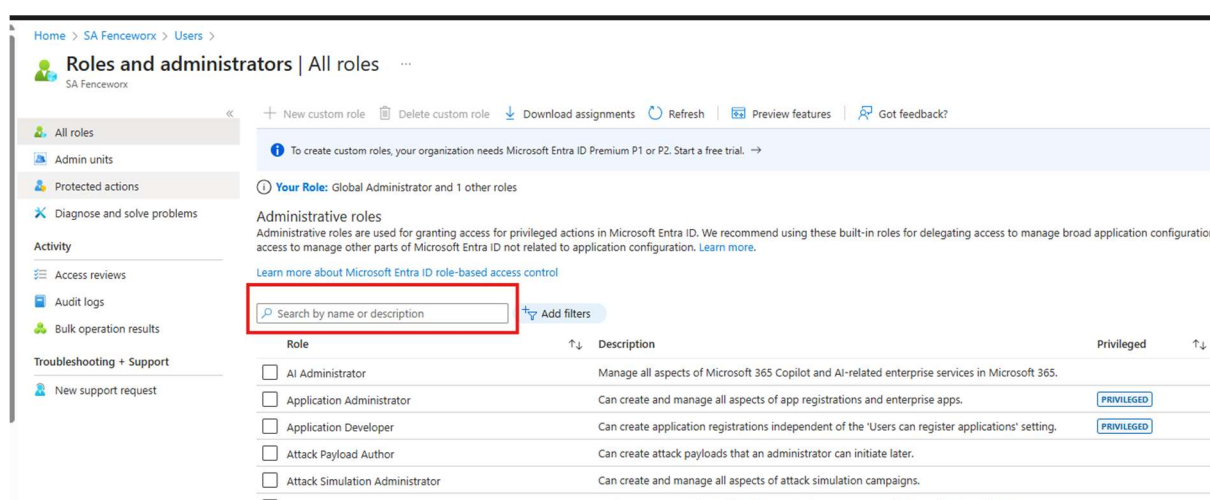
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Now we have the new user account lets apply Global Admin premissions to it.

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

Home > SA Fenceworx > Users > Roles and administrators | All roles

SA Fenceworx

+ New custom role | Delete custom role | Download assignments | Refresh | Preview features | Got feedback?

To create custom roles, your organization needs Microsoft Entra ID Premium P1 or P2. Start a free trial. →

Your Role: Global Administrator and 1 other roles

Administrative roles
Administrative roles are used for granting access for privileged actions in Microsoft Entra ID. We recommend using these built-in roles for delegating access to manage broad application or access to manage other parts of Microsoft Entra ID not related to application configuration. [Learn more.](#)

[Learn more about Microsoft Entra ID role-based access control](#)

global admin

Role	Description	Privileged
<input type="checkbox"/> Global Administrator	Can manage all aspects of Microsoft Entra ID and Microsoft services that use Microsoft Entra identities.	PRIVILEGED
<input type="checkbox"/> Global Reader	Can read everything that a Global Administrator can, but not update anything.	PRIVILEGED

Now click “add Assignments”

Home > SA Fenceworx > Users > Roles and administrators | All roles > Global Administrator

Global Administrator | Assignments

All roles

+ Add assignments | Remove assignments | Download assignments | Refresh | Manage in PIM | Got feedback?

You can also assign built-in roles to groups now. [Learn More](#)

Your delegated admin partner(s) can use this role to manage your tenant. See your Delegated admin partner(s).

Search

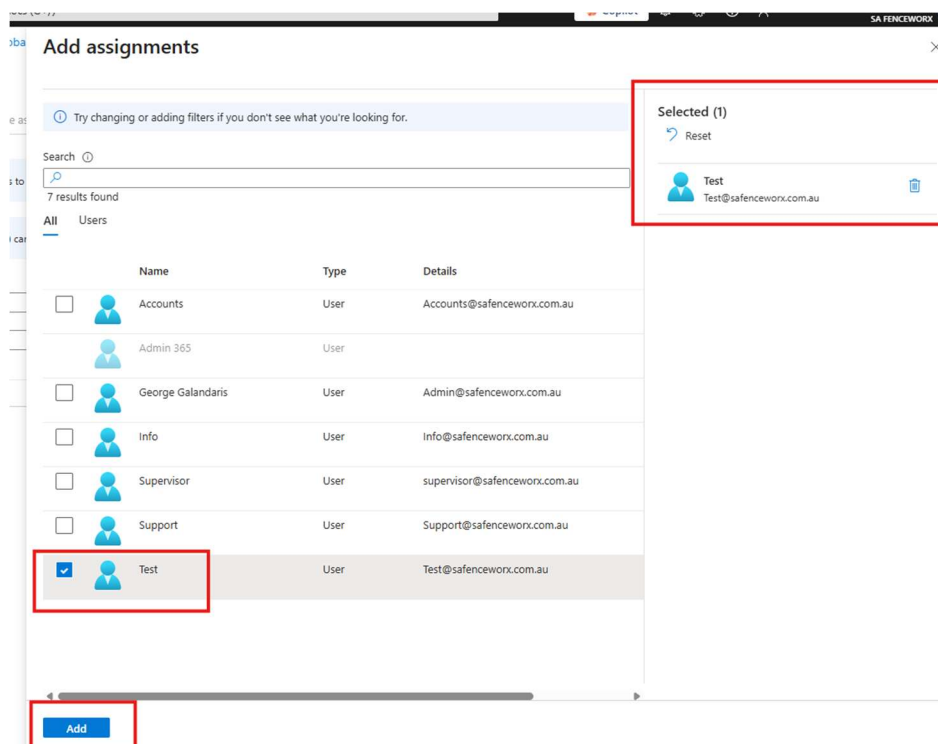
Search by name

Type

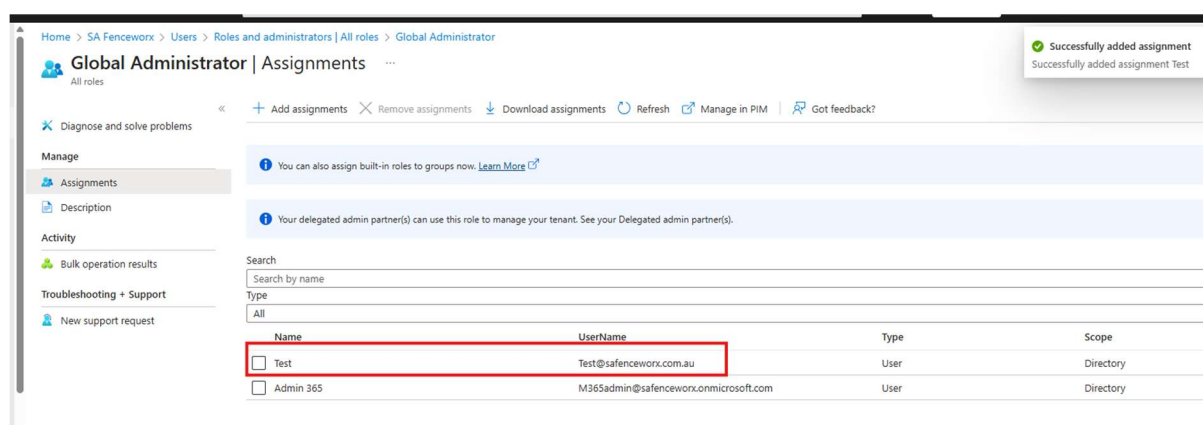
All

Name	UserName	Type
<input type="checkbox"/> Admin 365	M365admin@safenceworx.onmicrosoft.com	User

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 😊