

# Microsoft Cloud Services (O365, ...) from Swisscom Swisscom Marketplace Short Manual for Customer Administrators

<https://businessapps.swisscom.ch/home>

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Generic Marketplace help pages:

<https://www.swisscom.ch/en/business/sme/help/mobile-apps/marketplace.html>

# Change the number of O365 licenses of an existing license type (up-/downgrade)

Click on «Manage», «Business Apps», «Update Subscription»:

The screenshot shows the Swisscom Marketplace interface. At the top right, there are links for 'Help & Support', 'Andreas Schmid Swisscom', 'Andreas Schmid', and 'English'. The Swisscom logo and 'Marketplace' text are on the left. Below this is a navigation bar with 'My Business Apps', 'My Business Marketplace', and 'Manage' (highlighted in yellow). A dark blue secondary navigation bar contains 'Dashboard', 'Business Apps' (highlighted in yellow), 'Users', 'Assign Business Apps', 'Billing', and 'Company Settings'. The main content area is titled 'Manage Business Apps' with a help icon. It features a 'Show Filters' button, a search bar, and a list of applications. The first application is 'Microsoft Office 365 from Swisscom' with a progress bar showing '0 / 1 Users'. To its right are 'Update Subscription' (highlighted in green) and 'Manage' buttons. Below the application name, it shows 'Edition: Exchange Online Kiosk', 'Recurring fee: Free', 'Owner: Andreas Schmid', and 'Your access rights: View and Edit'.

Then follow the ordering wizard. Important is to use the contract number (PRO-number) as billing method.

Currently, to order a new license type you have to contact Swisscom. Fill the [contact form on our website](#).



# Add another person to access the Swisscom Marketplace and manage O365 licenses

Click on «Manage», «Users», Invite Users»:

Help & Support | Andreas Schmid Swisscom | Andreas Schmid | English

swisscom | Marketplace

My Business Apps | My Business Marketplace | **Manage**

Dashboard | Business Apps | **Users** | Assign Business Apps | Billing | Company Settings

MANAGE USERS

- Users**
- Groups
- Roles

## Manage Users ?

[+ Invite Users](#)

Show Filters

Account	Contact Info	Business Apps	Status	Role
<b>Andreas Schmid</b> Product Manager ENT	andreas.schmid1@swisscom.com	0 Business Apps <a href="#">Assign Apps</a>	Enabled	Company Admin

### Invite Users

Add Emails

Email  Role ? **Company Admin**

Give the user company admin rights:

The user needs to have or to create a «Swisscom Login» ([www.swisscom.ch/login](http://www.swisscom.ch/login)). If you have trouble creating one contact us under 0800 802 175 or [sdk.sib@swisscom.com](mailto:sdk.sib@swisscom.com)