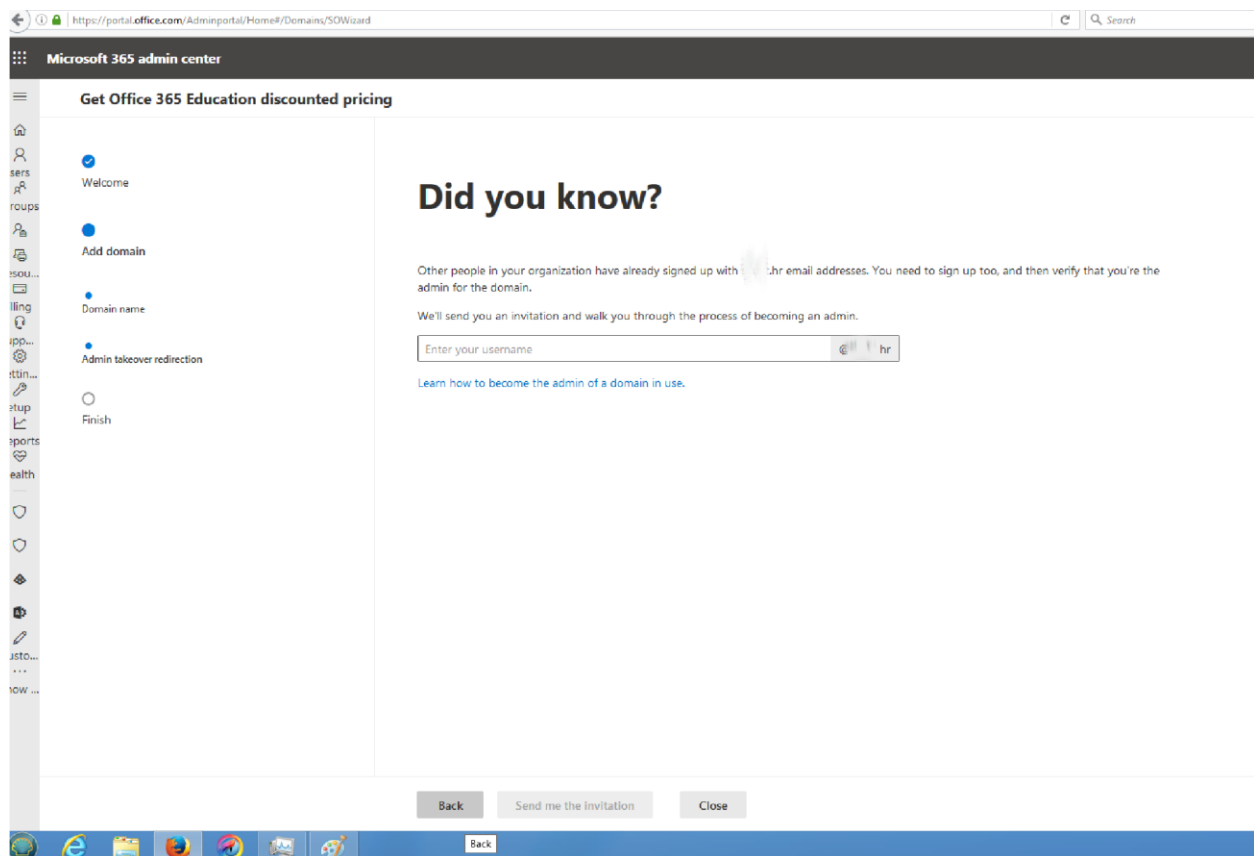


Postupak preuzimanja Office365 domene

Autor:

Matej Jurak
Technology Solutions Professional for Education
v-matejjurak@microsoft.com
+385 99 5826 138

Ako ste u procesu opisanom na stranici <https://www.aaiedu.hr/za-davatelje-usluga/prilagodeneaplikacije-i-servisi/microsoft-office-365> došli na korak "Add domain" ("Dodaj domenu") postupak bi se mogao zakomplicirati u slučaju da je netko prethodno koristio e-mail ustanove korisnik@domena.hr za korištenje Office 365 sustava...

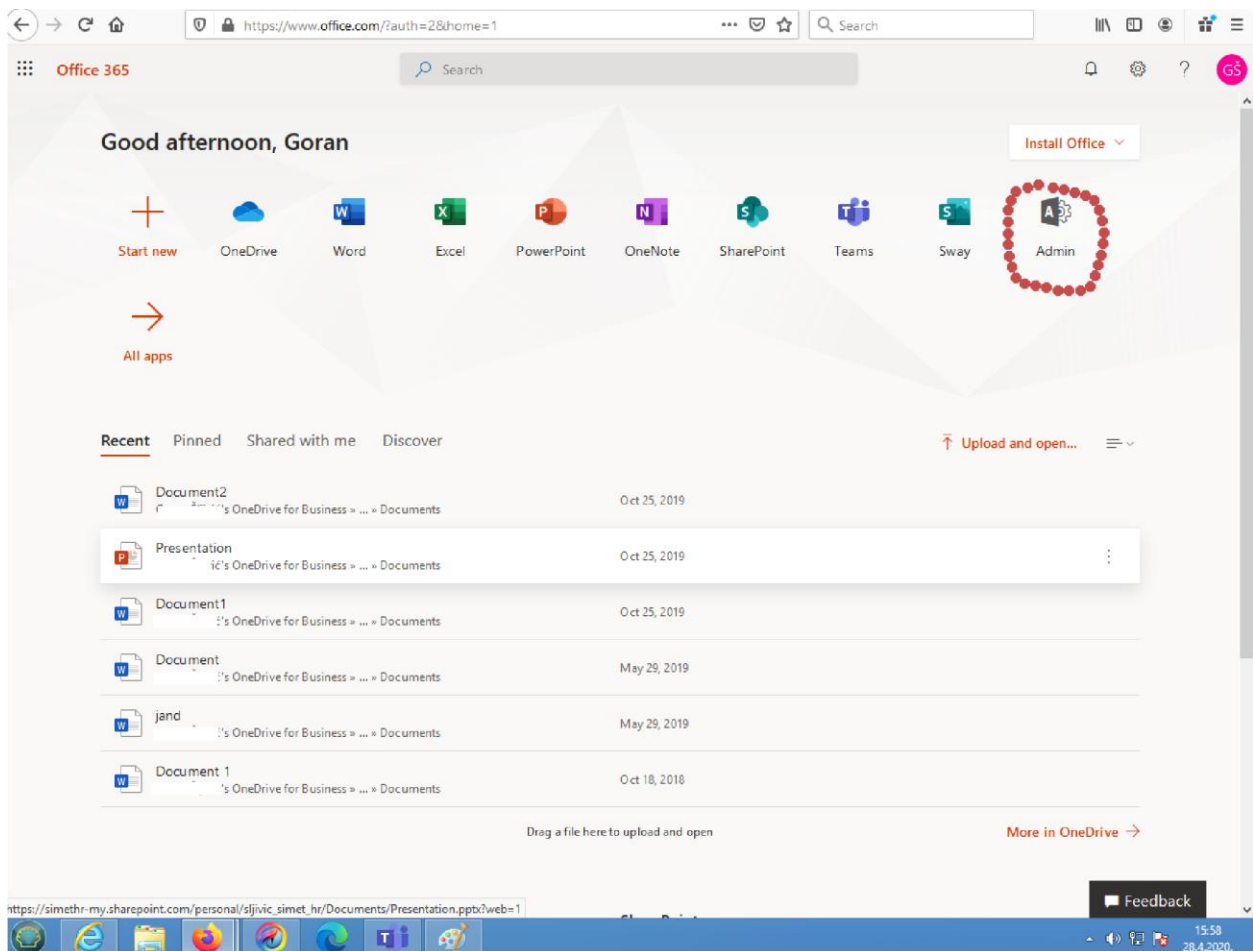


U tom slučaju morate pokrenuti postupak nazvan "Take over an unmanaged directory as administrator in Azure Active Directory" : <https://docs.microsoft.com/en-us/azure/active-directory/users-groupsroles/domains-admin-takeover>

Problem u korištenju Power BI portala je u nejasnom, nepoznatom korisniku koji ima admin ovlasti jer se više korisnika služilo prijavom preko e-maila domene. Pokušaj prijave sa jednim postojećim korisnik@domena.hr e-mailom nije pokrenuo željeni e-mail sa verifikacijskim kodom za "Become the Admin of domain" proceduru.

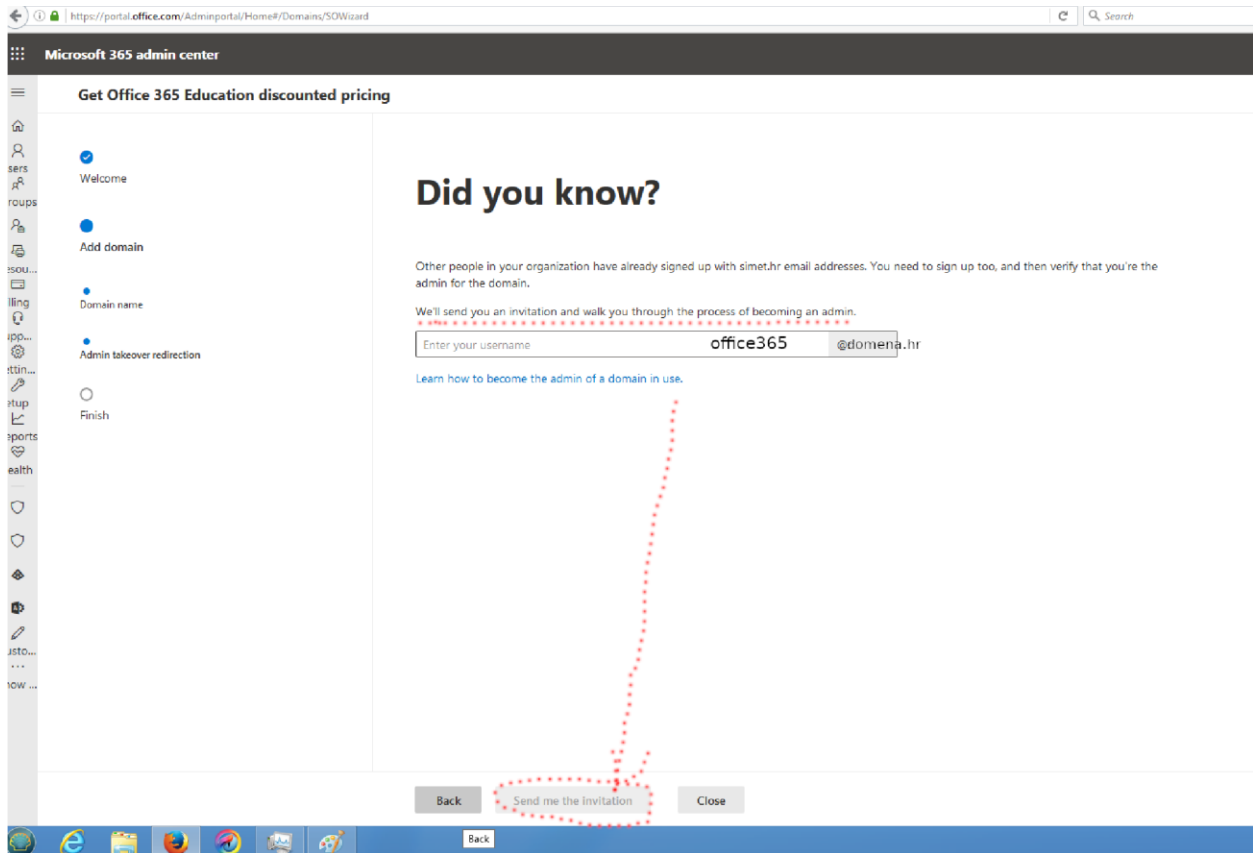
Međutim pronašli smo 2 moguća načina za preuzimanja domene.

1. Možete pokušati na stranici www.office.com gdje ste za prijavu koristili e-mail ustanove, provjeriti da li takav korisnik ima značku "Admin".

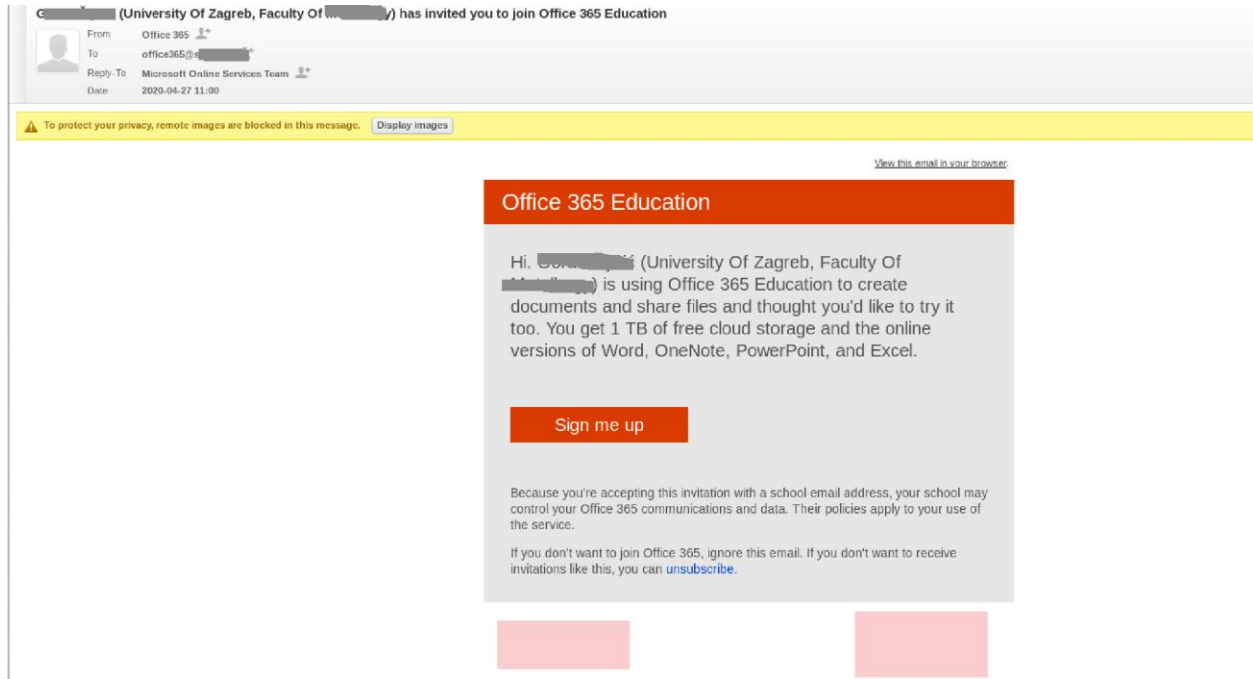


U ovakvom slučaju kad je admin uloga uključena klikom na ikonu "admin" započeti postupak preuzimanja domene.

2. Ukoliko nema ove mogućnosti, možete otvoriti namjenskog korisnika e-maila na svom serveru. U našem primjeru je otvoren e-mail office365@domena.hr. Nakon otvaranja e-maila možete proces pokrenuti iz admin sučelja na kojem želite koristit domenu.hr.

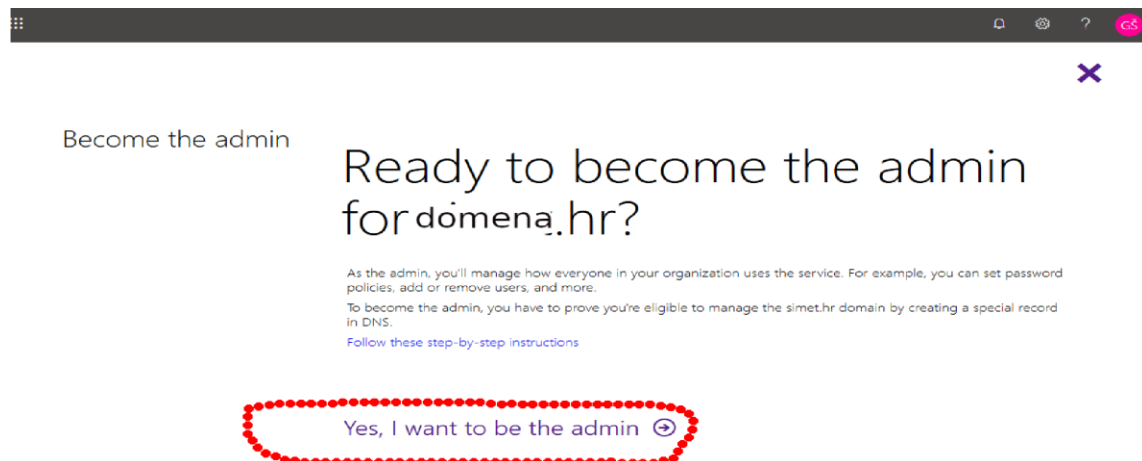


Putem poveznice možete napraviti registraciju na uslugu Office 365 sa e-mailom ustanove office365@domena.hr.

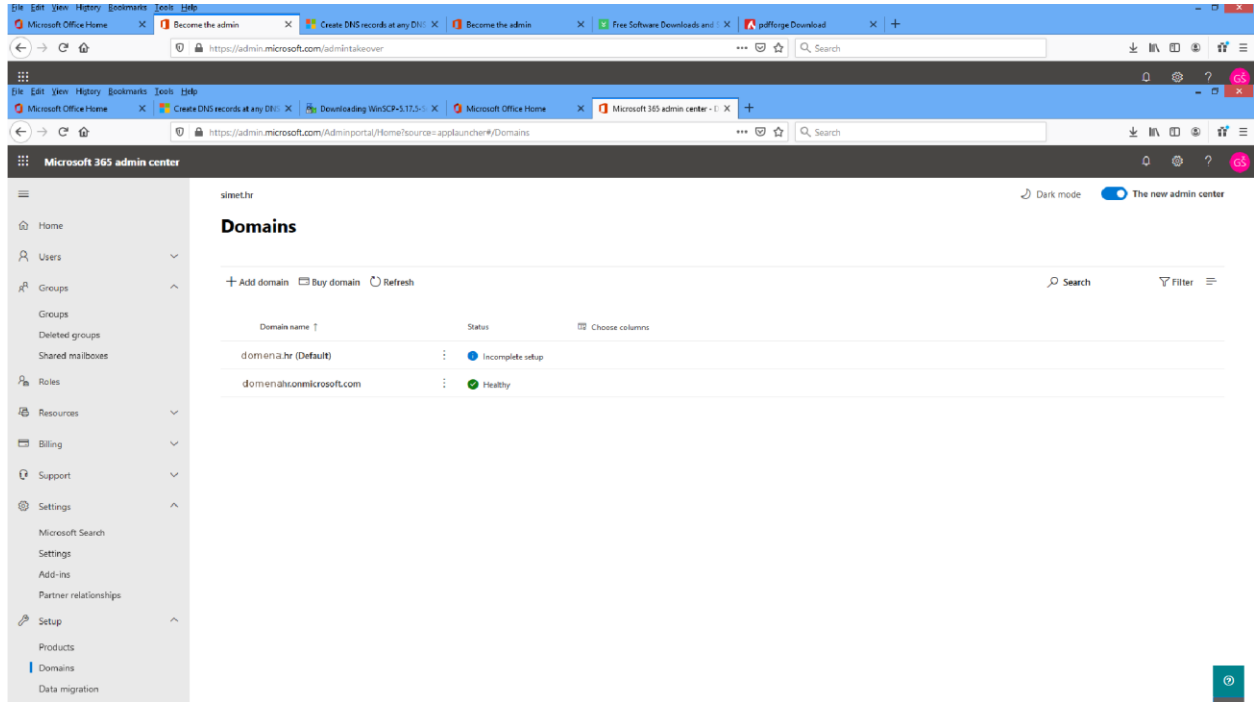


Nakon izvršene prijave sa tim računom, dobijate poveznicu "Become the admin" "Ready to become the admin for domena.hr". Potvrdite: "Yes, I want to be the admin".

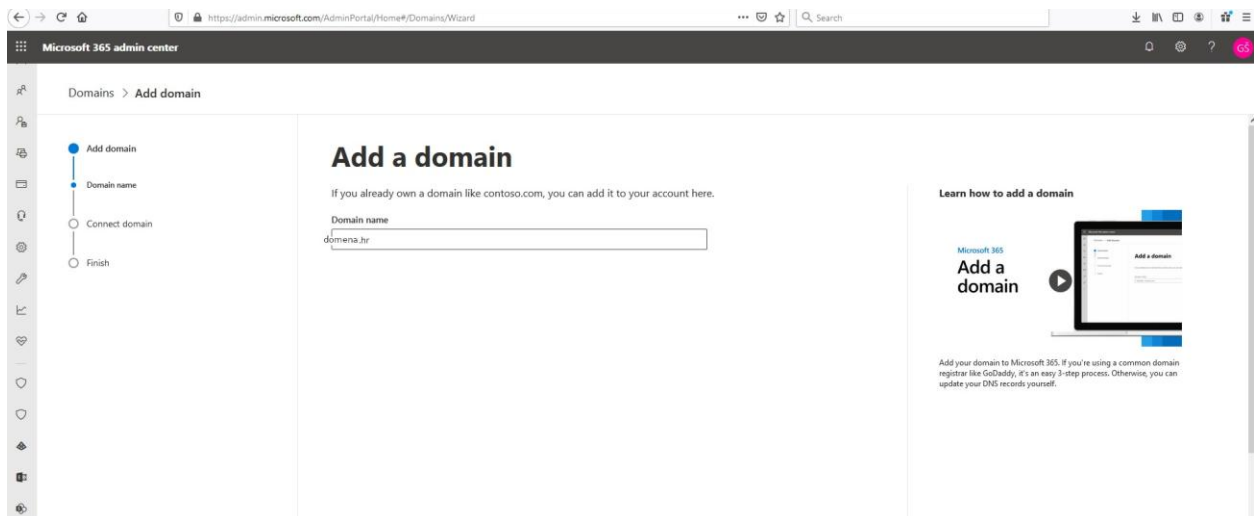
Mi smo imali prvi slučaj i započinjemo postupak preuzimanja domene.

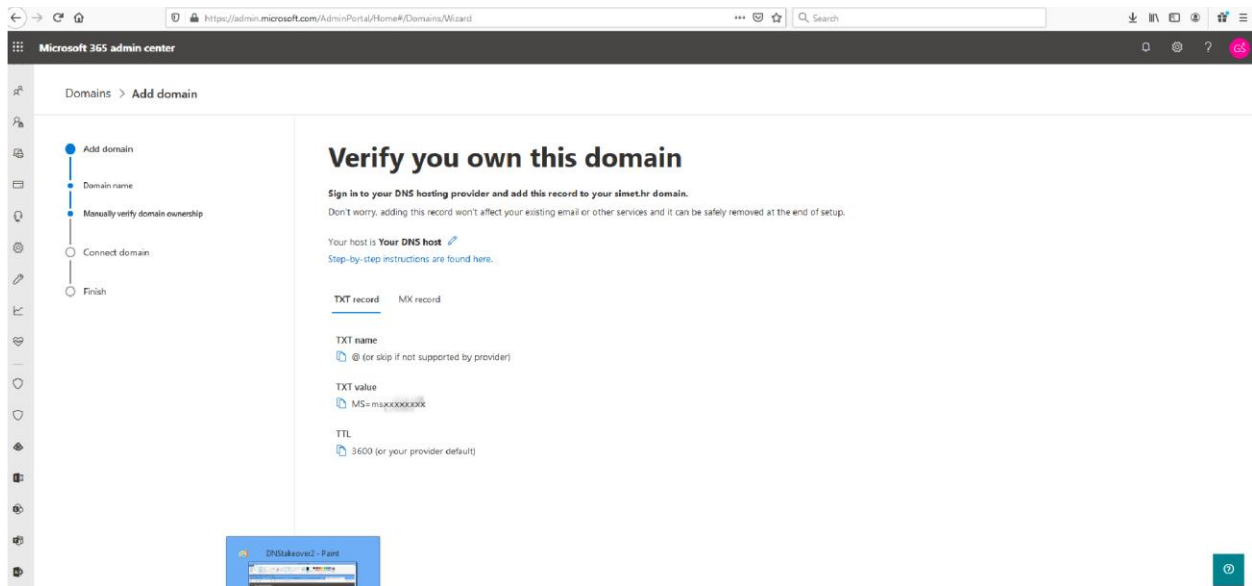


Vaša domena je sada zadana na tenantu sa kojeg je želite odjaviti. Sam tenant u našem primjeru je dobio generirano ime u MS oblaku oblika domenahr.onmicrosoft.com "Incomplete setup" zanemarite za sada, jer je na tom tenantu ionako ne želite koristiti.

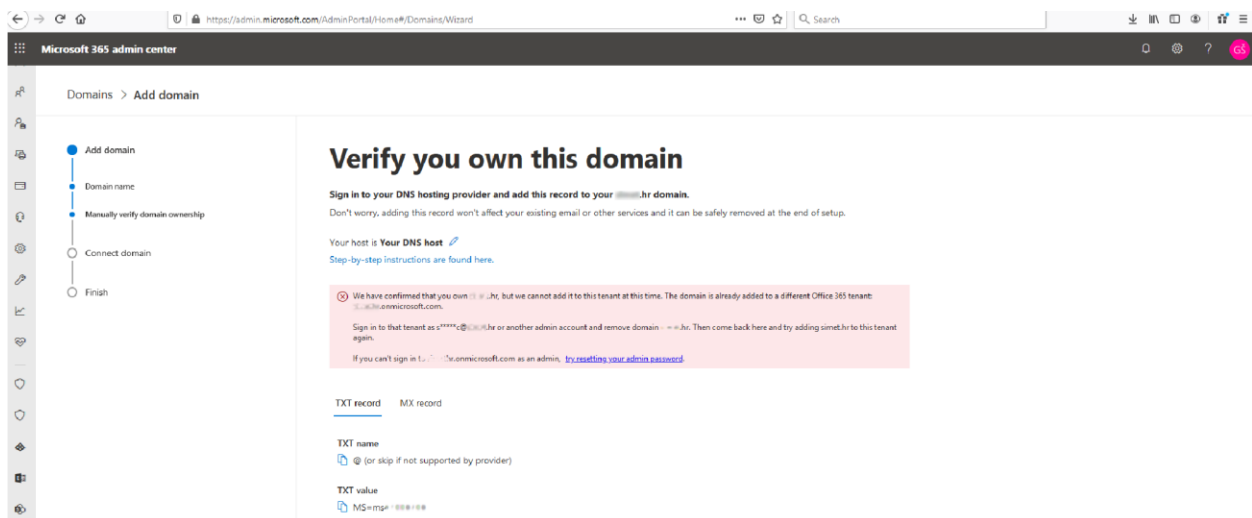


Prijavljujemo se na tenant na kojem želimo prijaviti domenu, korisnikom administratorom admin@domena365.onmicrosoft.com. Zapis oblika MS= msxxxxxxx unosimo u svoj DNS.

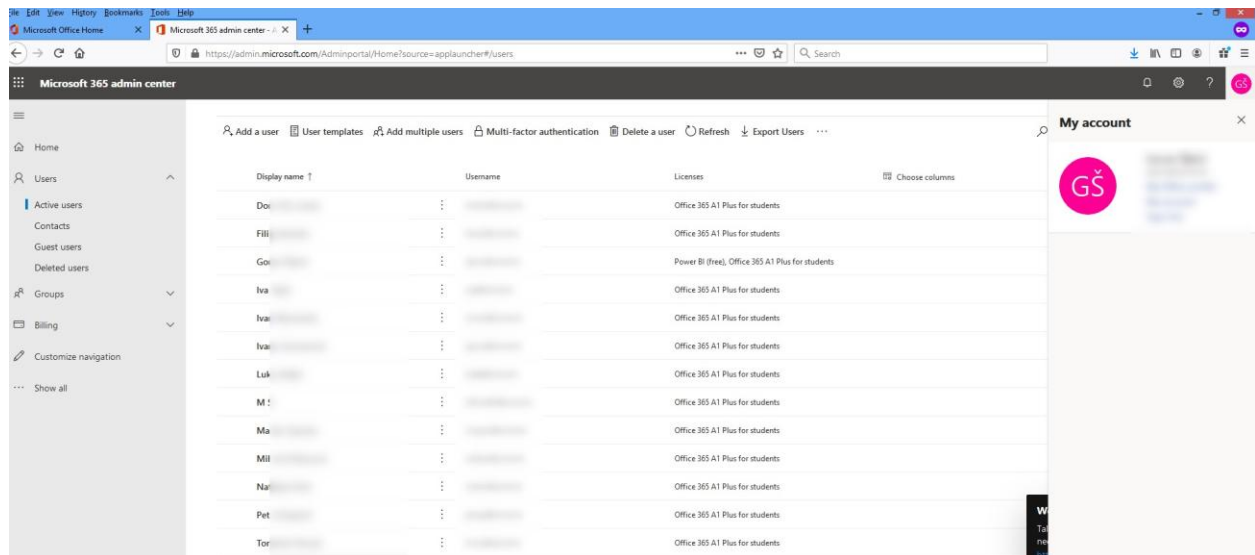




Dobijamo upozorenje sa se domena.hr upotrebljava na tenantu sa kojeg smo započeli preuzimanje domene. Preporuka je da se koristi administrator oblika imena admin@domenahr.onmicrosoft.com.



Nakon prijave na tenant domenahr.onmicrosoft.com putem korisnik@domena.hr administratora, možemo kroz Users - Active users vidjeti ukupan broj korisnika koji su napravili registraciju uz pomoć e-maila.



Najbolje bi bilo prije brisanja domene domena.hr postojeće korisnike kontaktirati i upozoriti da si pohrane bitne podatke ako ih imaju ona OneDrive. Da prilikom prelaska na AAI@EduHr prijavu ne dođe do konflikta istih korisničkih imena na 2 različita tenanta.

Prije postupka brisanja korisnika i domene oblika domena.hr je preporučeno napraviti administratora admin@domenahr.onmicrosoft.com.

The screenshot displays the Microsoft 365 Admin Center interface for adding a user. The page is titled "Add a user" and is divided into two main sections: "Set up the basics" and "Assign product licenses".

Set up the basics: This section is currently active and contains the instruction: "To get started, fill out some basic information about who you're adding as a user." It includes a progress indicator with steps: Basics, Product licenses, Optional settings, and Finish.

Assign product licenses: This section is the focus of the current step. It contains the following elements:

- Select location ***: A dropdown menu showing "Croatia".
- Licenses (1) ***: A section with a collapse/expand arrow. It contains three options:
 - Assign user a product license**
 - Microsoft Power Automate Free**
9998 of 10000 licenses available
 - Office 365 A1 Plus for students**
Unlimited licenses available
 - Power BI (free)**
Unlimited licenses available
 - Create user without product license (not recommended)**
They may have limited or no access to Office 365 until you assign a product license.
- Apps (2)**: A section with a collapse/expand arrow.

At the bottom of the page, there are two buttons: "Back" and "Next".

Add a user

- ✓ Basics
- ✓ Product licenses
- **Optional settings**
- Finish

information.

Roles

Admin roles give users permission to view data and complete tasks in admin centers. Give users only the access they need by assigning the least-permissive role.

[Learn more about admin roles](#)

User (no admin center access)

Admin center access

Global readers have read-only access to admin centers, while Global admins have unlimited access to edit all settings. Users assigned other roles are more limited in what they can see and do.

Exchange admin

Global admin

Global reader

Helpdesk admin

Service support admin

SharePoint admin

Teams service admin

User admin

Show all by category

Profile info

Back

Next

Add a user

- ✓ Basics
- ✓ Product licenses
- ✓ Optional settings
- **Finish**

Review and finish

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username

admin@emihonmicrosoft.com

[Edit](#)

Password

Type: Custom password

Send To: [Send To](#)

[Edit](#)

Product licenses

Location: Croatia

Licenses: Microsoft Power Automate Free

Apps: Common Data Service, Flow Free

[Edit](#)

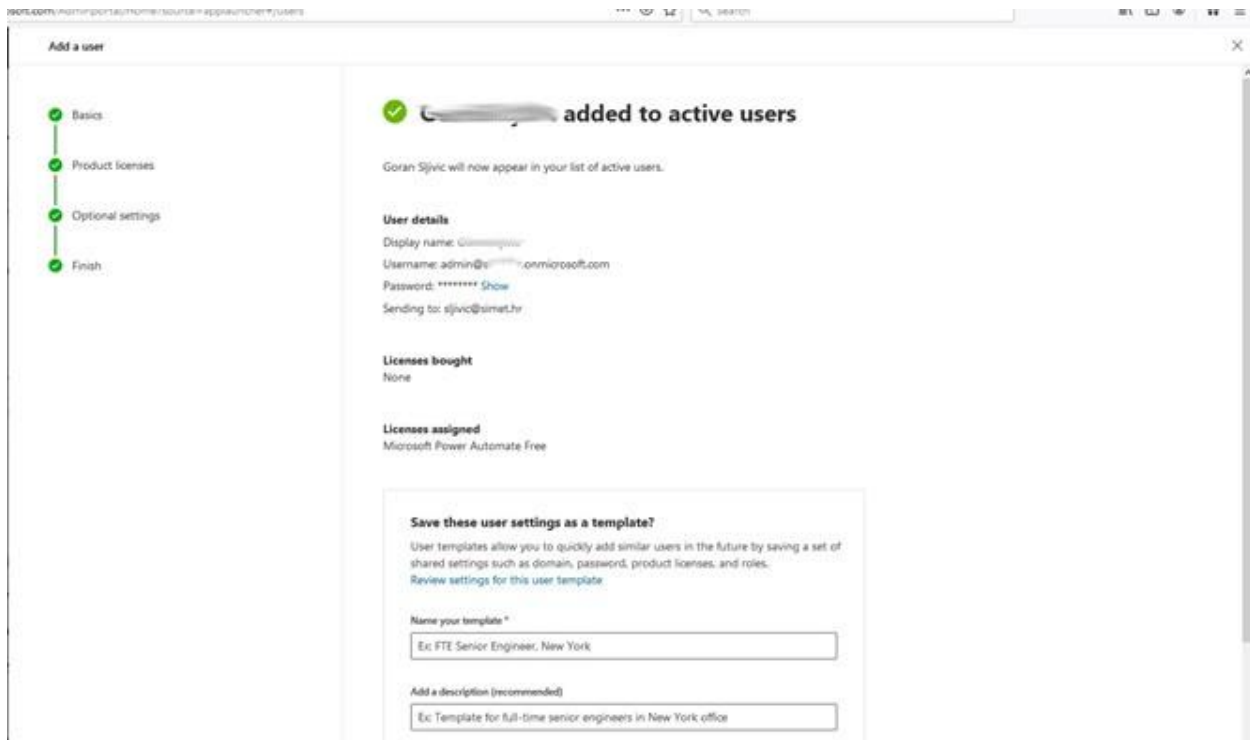
Roles

Global admin

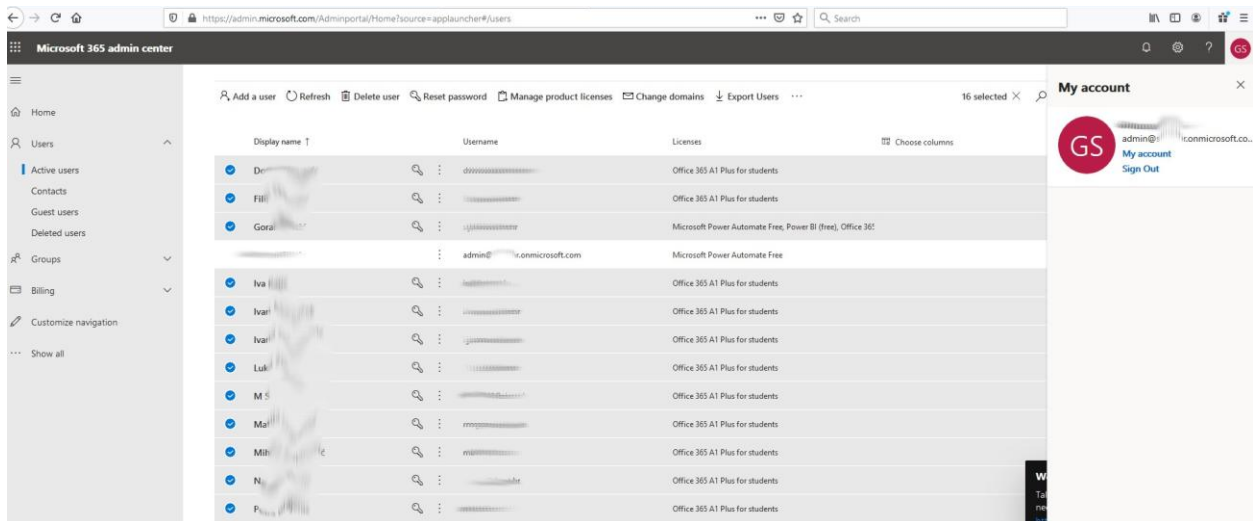
[Edit](#)

Back

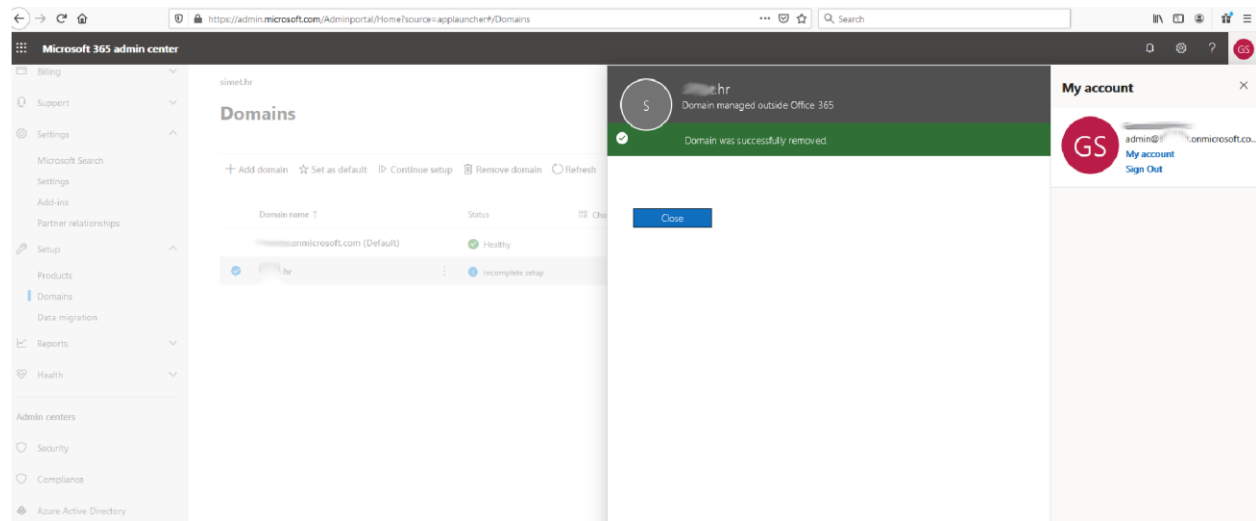
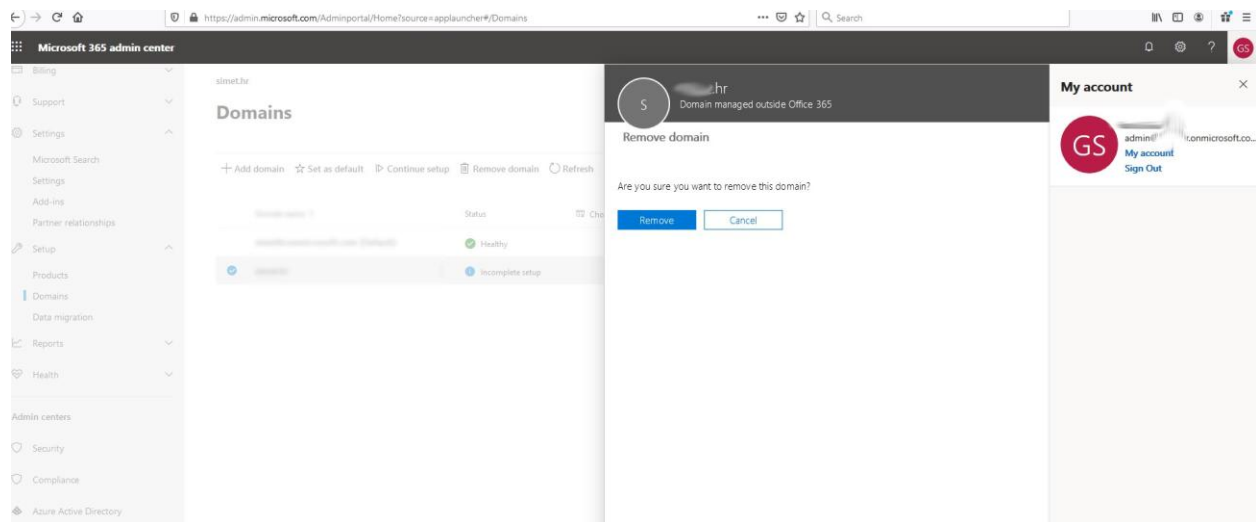
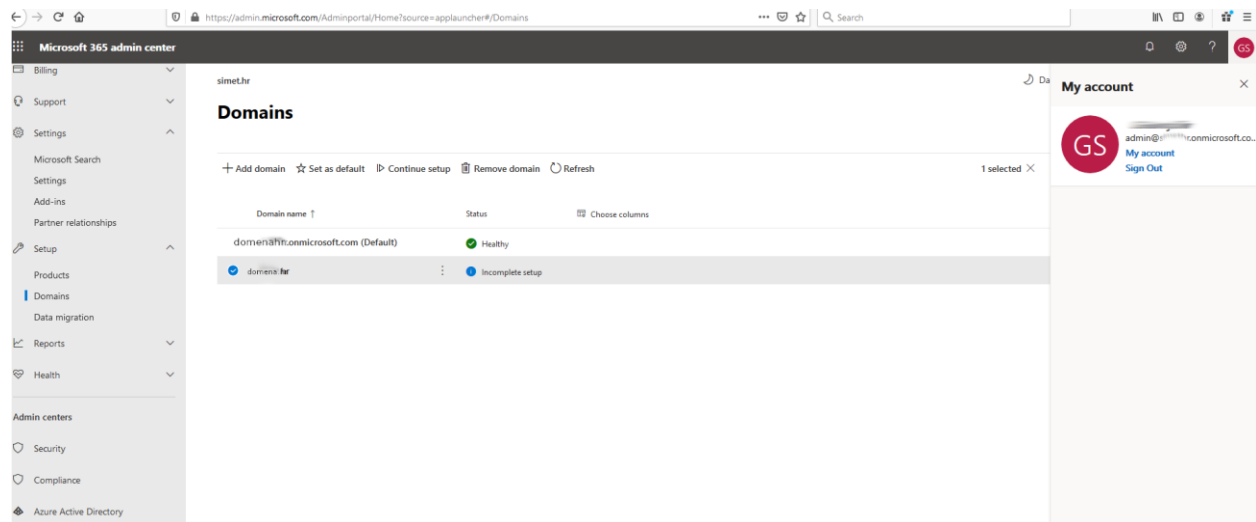
Finish adding



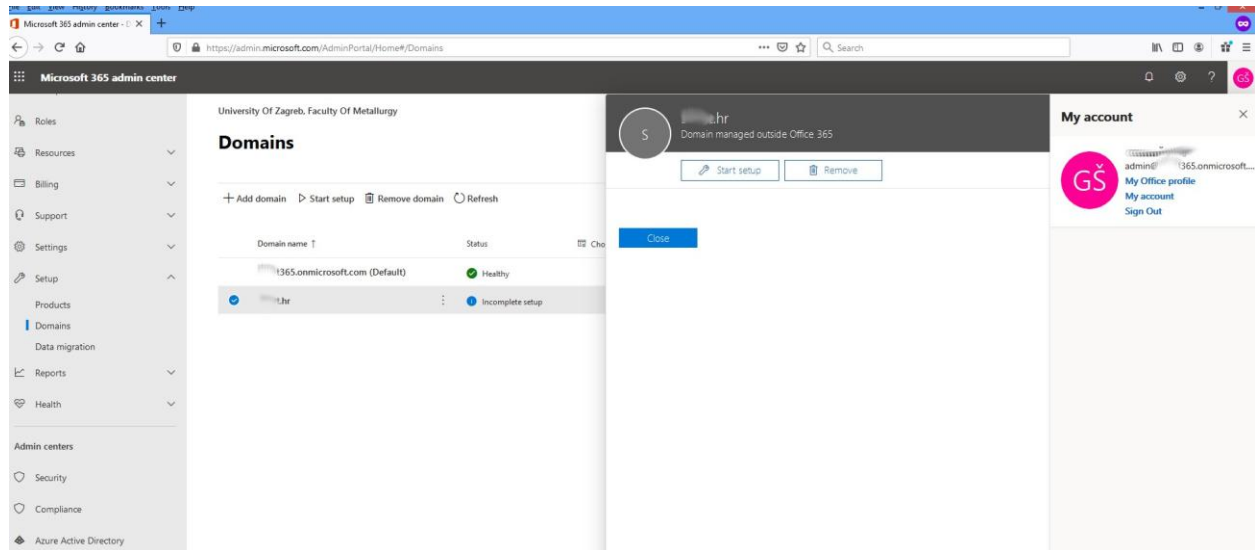
Prijavite se na tenant imena domenahr.onmicrosoft.com korisnikom admin@domenahr.onmicrosoft.com i označite sve korisnike otvorene sa e-mailom ustanove za brisanje. Ne označavate admin@domenahr.onmicrosoft.hr.



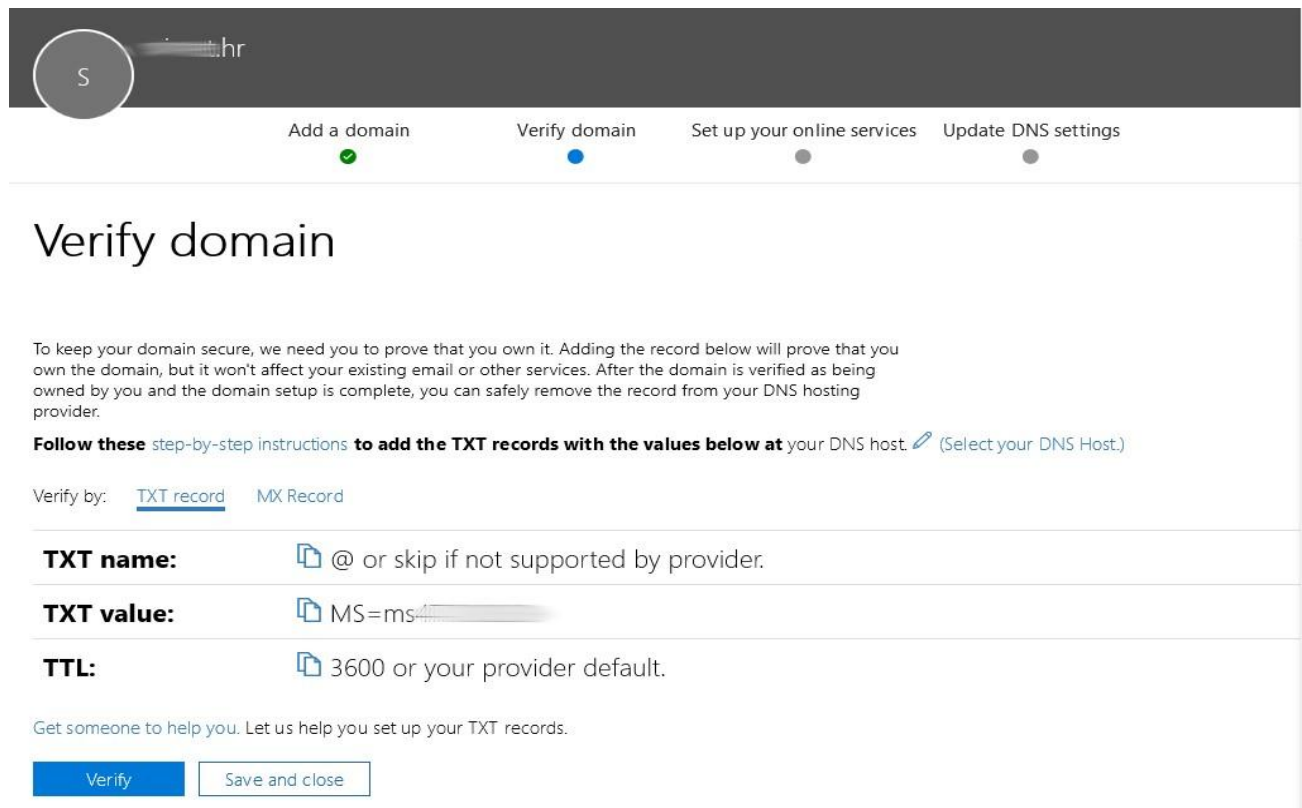
Napokon, možemo pristupiti brisanju domene sa kojom želimo upravljati na drugom tenantu.



Nakon uspješnog brisanja domena sa tenanta domenahr.onmicrosoft.com ponovno idemo natrag na tenant kojeg želimo koristiti u našem slučaju domena365.onmicrosoft.com. Tamo je naša domena u statusu "Incomplete setup", "Domain managed outside Office 365". Ponovno započnemo "Setup".



DNS zapis imamo od prije. Potvrdimo "Verify".



Odaberite "I'll manage my own DNS records", što vam omogućava da uzmete DNS zapise za online servise koje možda vremenom budete trebali. Exchange, Skype, Mobile Device Management for Office 365.

Možete ih preuzeti u obliku .csv datoteke.

S

hr

Add a domain ✓

Verify domain ✓

Set up your online services ●

Update DNS settings ●

Set up your online services

To set up your online services, you'll need to add one or more DNS records to your host.
[What are DNS records?](#)

Set up my online services for me. (Recommended)
Next, you'll update your name server DNS records to give Office 365 permission to set up the rest of your online services.

I'll manage my own DNS records.
We will provide a list of DNS records that you will need to add for your domain at your DNS hosting provider.

Next Back Save and close

S .hr

Add a domain ✓ Verify domain ✓ Set up your online services ✓ Update DNS settings ●

Choose your online services

In this step, you'll activate services for your domain, like email and instant messaging, by adding DNS records at your registrar or DNS hosting provider.

Exchange
 Email, contacts, and scheduling are all provided by Exchange. Set up this service to enable all the functionality of Outlook and other email clients.
 💡 [How many DNS records do I have to setup?](#)

Skype for Business
 Online communication services like chat, conference calls, and video calls are provided by Skype for Business.
 💡 [How many DNS records do I have to setup?](#)

Mobile Device Management for Office 365
 This service helps you secure and remotely manage mobile devices that connect to your domain.
 💡 [How many DNS records do I have to setup?](#)

[Next](#) [Back](#) [Save and close](#)

Microsoft 365 admin center - Add domain

https://admin.microsoft.com/AdminPortal/Home#/Domains/Wizard

Microsoft 365 admin center

Domains > Add domain

Connect domain
 Activate records
 Add DNS records
 Finish

Add DNS records

To add these records for simet.hr, you'll need to add DNS records to your domain. The DNS records are grouped by the service you want to use. You can also download or print this information.

Download CSV file Download

Exchange and Exchange Online Protection
 Email, contacts, and scheduling are all provided by Exchange. Set up this service to enable all the functionality of Outlook and other email clients. Exchange services need 3 records to be added to your domain: a CNAME record for client-side Autodiscover, helping mail clients connect to the Exchange server; a CNAME record for client-side Autodiscover, helping mail clients connect to the Exchange server; and a CNAME record for client-side Autodiscover, helping mail clients connect to the Exchange server.

MX Records (1)
 View instructions for MX Records

Record	Host Name	Points to address or value	Priority	TTL	Status
Expected	@	simet.hr.mail.protection.outlook.com	0	1 Hour	

Opening simet.hr.csv

You have chosen to open:

simet.hr.csv
 which is: CSV file (310 bytes)
 from: data:

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.

OK Cancel

Ukoliko ne unesete dodatne zapise wizard će detektirati da ih niste unijeli u svoj DNS. U tom slučaju jednostavno preskočite opciju "Activate records", sa "Finish setup".

Microsoft 365 admin center

Domains > Add domain

Connect domain
Activate records
Add DNS records
Finish

View instructions for MX Records

Record	Host Name	Points to address or value	Priority	TTL	Status
Expected	@	mail.protection.outlook.com	0	1 Hour	The record is expected
Actual	@	simet.hr	5	86400	Invalid record

CNAME Records (1)

View instructions for CNAME Records

Record	Host Name	Points to address or value	TTL	Status
Expected	autodiscover	autodiscover.outlook.com	1 Hour	We didn't find this record
Actual				Missing record

TXT Records (1)

View instructions for TXT Records

Record	TXT name	TXT value	TTL	Status
Expected	@	v=spf1 include:spf.protection.outlook.com -all	1 Hour	The record is expected

Microsoft 365 admin center

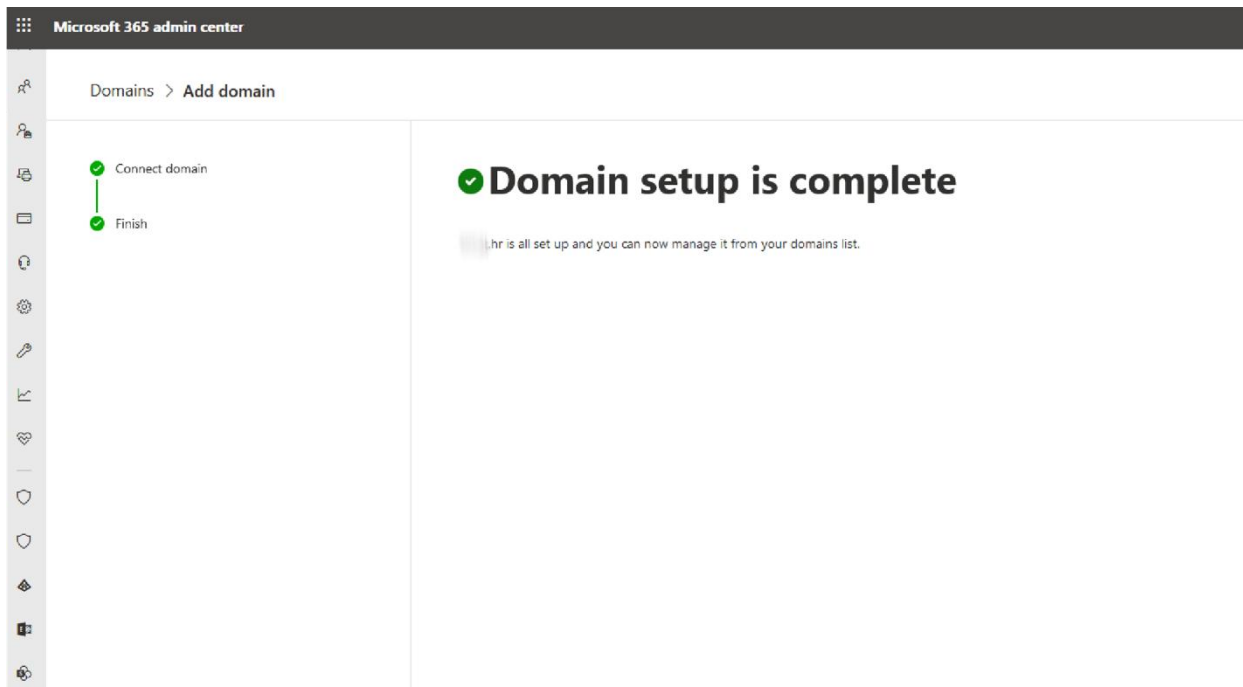
Domains > Add domain

Connect domain
Activate records
Finish

Activate records

In this step, you'll activate all services for your domain, like email and instant messaging, by adding DNS records for **simet.hr** at your registrar or DNS hosting provider.

- Add your own records
If you have a complex DNS record structure, choose this option. Next, we'll provide a list of DNS records that you'll need to add for your domain at your DNS host.
- Set up my online services for me
Next, you'll update your name server NS DNS records to give Office 365 permission to set up the rest of your online services.
- Skip and do this later
When you are ready, go to the [Domains](#) page to finish setup for **simet.hr**



Ne zaboravite kao "zadanu" "default" domenu postaviti domena365.onmicrosoft.com sa čijim administratorom dalje radite PowerShell naredbe iz upute ["https://www.aai.edu.hr/zadavatelje-usluga/prilagodene-aplikacije-i-servisi/microsoft-office-365"](https://www.aai.edu.hr/zadavatelje-usluga/prilagodene-aplikacije-i-servisi/microsoft-office-365)

