

# Activating Your E-HUB Online Services in MVLS

<http://www.licensing.microsoft.com>

### Activation Process

- ✓ Customer logs in to MVLS
- ✓ Select Online Service to be activated
- ✓ Select 'new' or 'renewing' service
- ✓ Enter contact information
- ✓ Enter Mail Server / Domain Information
- ✓ Review Information
- ✓ Submit Activation
- ✓ Receive Confirmation Email

### Required Information

- Volume Licensing agreement (enrollment) number
- Domain Name(s)
- Public Inbound IP Address(es)
- Public Outbound IP Address(es)

Log in to MVLS and select *'Online Services Administration'*.

Microsoft Volume Licensing Services - Windows Internet Explorer  
 https://licensing.microsoft.com/ELicense/L1033/Default.asp  
 Microsoft Volume Licensing Services  
 All Products | Support | Search | microsoft.com Guide

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Licensing Home | Site Map | Licensing Worldwide |

Search Volume Licensing

**Resources**  
 Agreements  
 Request Agreement Access  
 My Profile  
 Licensing Information

**Administration**  
 MSDN Subscriptions Benefits  
 Online Services Administration  
 Site Administration ▶

**Help**  
 MVLS User Guide  
 How To Use This Site ▶  
 Program Information  
 Support/Feedback

**Related Sites**  
 Product Licensing Web  
 Microsoft eOpen  
 Fulfillment Guide  
 Supporting Documents for Licensing Contracts  
 Microsoft MapPoint Web Service  
 MSN Encarta Premium

**Welcome to Microsoft Volume License Services (MVLS)**  
**Managing your licensing and accounts online!**

**Agreements:** View your agreements, licenses, purchase order and volume keys.  
**Online Services:** View your active Online Services.  
**Request Access:** Get access to agreements from your organization's licensing administrator.

**Software Assurance**  
[Learn more](#)

**If you are an Administrator**  
[MSDN Subscriptions Benefits](#) – Administer MSDN Subscriptions Benefits within your organization.

**Licensing Highlights**  
[Email or Phone our Support Center](#)  
 Please contact our support center for questions on the Microsoft Volume Licensing Site or administering Software Assurance benefits.

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Enter Volume Licensing agreement (*enrollment*) number in the search field and click ‘*Search*’. After search results are returned, click on the ‘*Agreement Number*’ that is returned in the search results.

**Microsoft**  
 Home Page | Site Map | Licensing Worldwide

Search:  GO

**Resources**  
 Agreements  
 Request Agreement Access  
 Product Downloads  
 My Profile  
 Licensing Information

**Administration**  
 MSDN Subscriptions Benefits  
 Online Service Administration  
 Site Administration

**Help**  
 MVLS User Guide  
 How To Use This Site  
 Program Information  
 Support/Feedback

**Related Sites**  
 Product Licensing Web  
 Microsoft MapPoint Web Service  
 Microsoft eOpen  
 Fulfillment Guide  
 MSN Encarta Premium Online Subscription  
 Supporting Documents for

**Online Services Agreement/Public Customer Number List**  
 Administer Online Services by clicking on the Agreement Number or Public Customer Number. Sort the list by clicking on the column header. For Select Plus, please note that the Start Date, End Date and Status are based on your current/last Registration in the program.

**Agreements / Public Customer Numbers**

Use search options below to find agreements or Public Customer Numbers

Agreement Number:  Master Agreement Number:  Organization or Company Name:  Public Customer Number:

To make multiple selections press "ctrl" key.

Agreement Program:  Enterprise 6  
 Country:  Ireland  
 Agreement Status:  Active

Search Agreements/Public Customer Numbers with Purchased online services

**Search Results**  
 Administer Online Services by clicking on the Agreement number or Public Customer Number. Sort the list by clicking on the column header. For Select Plus, please note that the Start Date, End Date and Status are based on your current/last Registration in the program.

Agreement Number	Public Customer Number	Master Agreement Number	Organization Name	Country	Agreement Program	Start Date	End Date	Agreement Status

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On the Online Services Summary page, you can see your services that are ‘*Available for Activation*’. Click on the service to be activated (*Forefront Online Security for Exchange*).

Online Services Summary - Windows Internet Explorer  
 https://licensingadmin.microsoft.com/OLS/Admin/OLSSummary.aspx?lang=en-us

Microsoft  
 Home Page | Site Map | Licensing Worldwide

Search

Resources  
 Agreements  
 Request Agreement Access  
 Product Downloads  
 My Profile  
 Licensing Information

Administration  
 MSDN Subscriptions Benefits  
 Online Service Administration  
 Site Administration

Help  
 MVLS User Guide  
 How To Use This Site  
 Program Information  
 Support/Feedback

Related Sites  
 Product Licensing Web  
 Microsoft MapPoint Web Service  
 Microsoft eOpen  
 Fulfillment Guide  
 MSN Encarta Premium Online Subscription  
 Support Documents for

Home > Online Services Agreement List

### Online Services Summary

Agreement Number: 000000      Agreement Start Date: 2009-07-16  
 Agreement Status: Active      Agreement End Date: 2012-07-31  
 Program: Open Value

**Available for Activation**

- Activate an Online Service by clicking on the service name in the table below.

Service Name	Status	Description	Details
<a href="#">Forefront Online Security for Exchange</a>	Activate Now	<a href="#">View</a>	Users Eligible: 25

**Available for Trial**

- The following services are available as an Online Trial. Select a service from the table below to activate the trial.

Service Name	Status	Description	Details
<a href="#">Live Communications Server Public IM Connectivity - Trial</a>		<a href="#">View</a>	
<a href="#">Office Live Meeting - Trial</a>		<a href="#">View</a>	
<a href="#">Business Productivity Online - Trial</a>		<a href="#">View</a>	

**Services Available For Purchase**

javascript:OpenEntitlement('EHF','1',';','OLS1')

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Select the 'No' radio button since this is a new activation. Click 'Continue Activation'.

**Activate Online Service**

**Agreement Number:** [REDACTED]      **Agreement Start Date:** 2009-07-16  
**Agreement Status:** Active      **Agreement End Date:** 2012-07-31  
**Program:** Open Value  
**Online Service Name:** Forefront Online Security for Exchange

Online Service Details		
Online Service Item	Eligible Quantity	Unit
Forefront Online Security for Exchange - Users	25	Users

PLEASE NOTE THE FOLLOWING REQUIREMENTS:

- 1) Microsoft® Exchange Hosted Encryption, Microsoft® Exchange Hosted Archive and Microsoft® Exchange Hosted Continuity require the Forefront Online Security for Exchange service.
- 2) Microsoft® Exchange Hosted Continuity functionality is automatically included in the Microsoft® Exchange Hosted Archive service. Therefore, you should not activate both services. Please contact your Microsoft Channel Partner for more details about the return policy.
- 3) Microsoft® Exchange Hosted Archive Extra Storage requires the Microsoft® Exchange Hosted Archive Service.

**Choose Continuation or New Service Activation**

In order to successfully complete the activation process, you will need to provide the information listed below for either continuation of an existing service or new service activation.

- For continuation of an existing service:
  - Mail Server Domain (this may not apply)
  - Prior Agreement Number
  - Prior Subscription Number
- For new service:
  - Domain Name
  - Public Inbound IP Address(es)
  - Public Outbound IP Address(es)
  - Mail Server

If you already have Forefront Online Security for Exchange, would you like to use the same information to proceed with the activation process?  
 Yes  No

Enter contact information, completing all required fields. Select '*English*' as the preferred correspondence language. Click '*Continue Activation*'.

Activate Online Service - Windows Internet Explorer

https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEF

File Edit View Favorites Tools Help

Activate Online Service

**Help**

- MVLS User Guide
- How To Use This Site
- Program Information
- Support/Feedback

**Related Sites**

- Product Licensing Web
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- Microsoft eOpen
- Fulfillment Guide
- MSN Encarta Premium Online Subscription
- Supporting Documents for Licensing Contracts

[Sign Out](#)

Enter Subscription Contact Details. This person will be the primary contact for any additional information or clarification required to activate the online service. (Please use Western Character Set.)

**⚠ We Only Support English**

In order to activate this service, you must enter all data in ENGLISH ONLY. We apologize for any inconvenience this may cause.

First Name \*  Last Name \*

First Name Pronunciation  Last Name Pronunciation

Email Address \*

Phone Number \*

Organization \*

Address Line 1 \*

Address Line 2

Address Line 3

Address Line 4

City/Town \*  State/Province (\*if in US or Canada)  Postal Code

Country \*

Preferred Correspondence Language \*

Done Internet | Protected Mode: On 100%

Select appropriate '*Mail Server*' from drop down. Populate *Domain Name* and *Public Inbound IP / Public Outbound IP*. Select '*Continue Activation*'.

Activate Online Service - Windows Internet Explorer

https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEI

Activate Online Service

( = Required)

Enter in activation requirements. Select "Continue Activation" to Proceed.

**⚠ We Only Support English**

In order to activate this service, you must enter all data in ENGLISH ONLY. We apologize for any inconvenience this may cause.

**Mail Server \*** Choose a Server

No.	Domain Name	Public Inbound IP	Public Outbound IP
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please Note:

- Company can add additional domain names and prioritized IP addresses following initial activation.
- Domains / IPs entered above will be applied / activated for ALL requested Microsoft Exchange Hosted Services.

Back Save & Return Later Continue Activation

Cancel

Done Internet | Protected Mode: On 100%

Review Screen. Click *'Edit Details'* if necessary. Select *'Activate Service'*.

Activate Online Service Review - Windows Internet Explorer

https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEF

Activate Online Service Review

Microsoft eOpen web Service

Microsoft eOpen

Fulfillment Guide

MSN Encarta Premium Online Subscription

Supporting Documents for Licensing Contracts

Sign Out

Phone Number  
00 000 0000 000

Organization  
Microsoft Corporation

Address Line 1  
Av. Venezuela, Of. El Rosal Torre Clement

Address Line 2  
Piso 4, Oficina 4-A,

Address Line 3

Address Line 4

City/Town: Caracas      State/Province: Miranda      Postal Code: 1060

Country  
Venezuela

Correspondence Language  
English

Activation Requirements

Continue Forefront Online Security for Exchange Yes [Edit Details](#)

Mail Server Domain:  [Edit Details](#)

Activate Service      [View Printer Friendly Version](#)

Cancel

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Activation Complete.

Online Service Request Confirmation - Windows Internet Explorer

https://licensingadmin.microsoft.com/cscweb/Benefits/CME/CMEPage.aspx?lang=en-us&HistoryPage=MEH

Microsoft

Home Page | Site Map | Licensing Worldwide

Search

**Resources**

- Agreements
- Request Agreement Access
- Product Downloads
- My Profile
- Licensing Information

**Administration**

- MSDN Subscriptions Benefits
- Online Service Administration
- Site Administration

**Help**

- MVLS User Guide
- How To Use This Site
- Program Information
- Support/Feedback

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- Microsoft eOpen
- Fulfillment Guide
- MSN Encarta Premium Online Subscription
- Supporting Documents for

Home > Online Services Agreement List > Online Services Summary

### Online Service Request Confirmation

<b>Agreement Number:</b>		<b>Agreement Start Date:</b>	2009-07-16
<b>Agreement Status:</b>	Active	<b>Agreement End Date:</b>	2012-07-31
<b>Program:</b>	Open Value		

**Online Service Name:** Forefront Online Security for Exchange

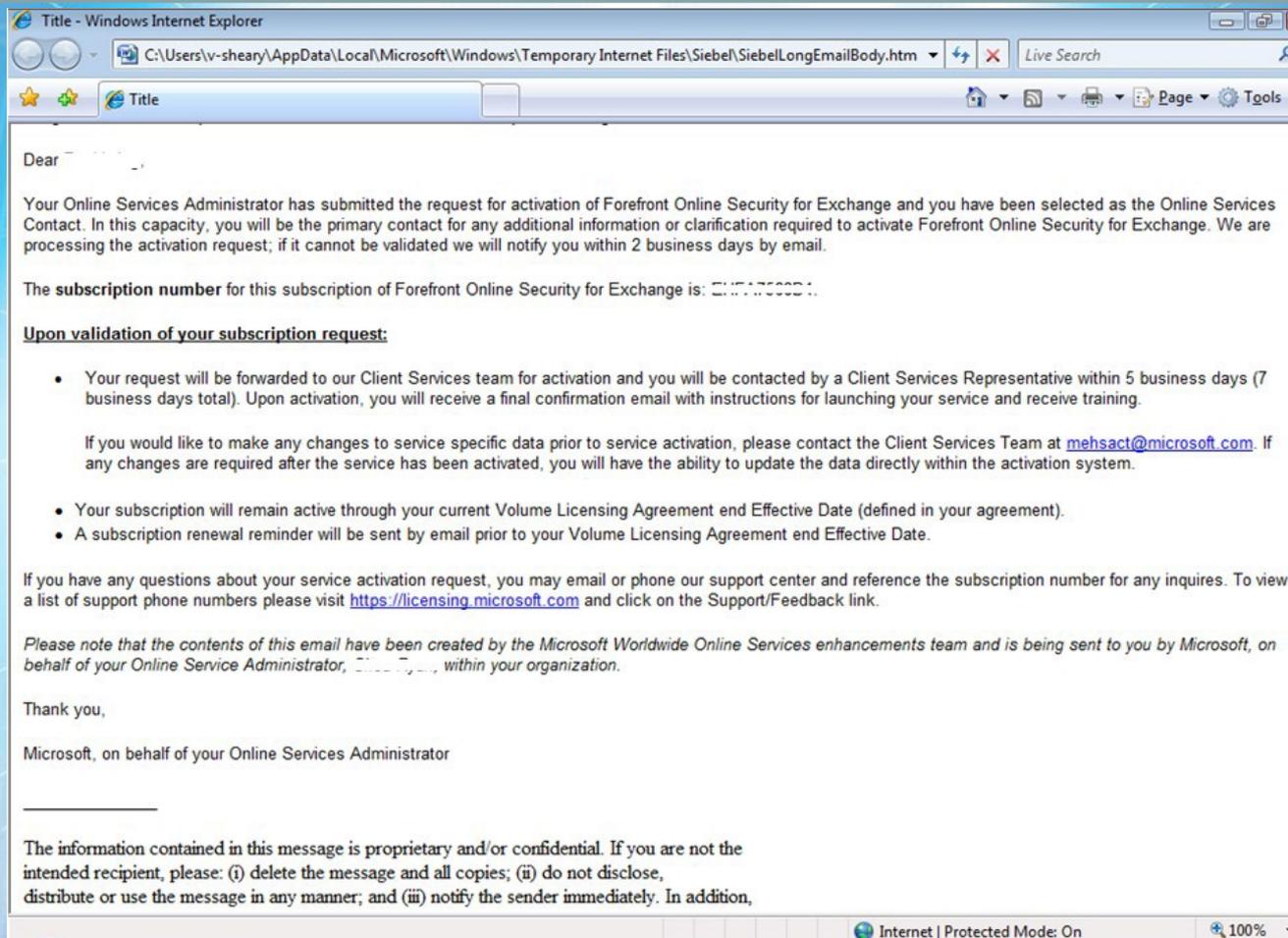
Congratulations on your decision to continue to use Forefront Online Security for Exchange. This confirms receipt of your request to continue service. All of your domains and anything you have set-up to date, has not been touched. No additional action is required by you at this time.

Thank you for continuing to subscribe to Forefront Online Security for Exchange.

[Return to Online Service Details](#)

Internet | Protected Mode: On | 100%

## Example confirmation email.



The screenshot shows a Windows Internet Explorer browser window displaying an email. The address bar shows the file path: C:\Users\v-sheary\AppData\Local\Microsoft\Windows\Temporary Internet Files\Siebel\SiebelLongEmailBody.htm. The email content is as follows:

Dear \_\_\_\_\_,

Your Online Services Administrator has submitted the request for activation of Forefront Online Security for Exchange and you have been selected as the Online Services Contact. In this capacity, you will be the primary contact for any additional information or clarification required to activate Forefront Online Security for Exchange. We are processing the activation request; if it cannot be validated we will notify you within 2 business days by email.

The **subscription number** for this subscription of Forefront Online Security for Exchange is: 21711760001.

**Upon validation of your subscription request:**

- Your request will be forwarded to our Client Services team for activation and you will be contacted by a Client Services Representative within 5 business days (7 business days total). Upon activation, you will receive a final confirmation email with instructions for launching your service and receive training.

If you would like to make any changes to service specific data prior to service activation, please contact the Client Services Team at [mehsact@microsoft.com](mailto:mehsact@microsoft.com). If any changes are required after the service has been activated, you will have the ability to update the data directly within the activation system.

- Your subscription will remain active through your current Volume Licensing Agreement end Effective Date (defined in your agreement).
- A subscription renewal reminder will be sent by email prior to your Volume Licensing Agreement end Effective Date.

If you have any questions about your service activation request, you may email or phone our support center and reference the subscription number for any inquiries. To view a list of support phone numbers please visit <https://licensing.microsoft.com> and click on the Support/Feedback link.

*Please note that the contents of this email have been created by the Microsoft Worldwide Online Services enhancements team and is being sent to you by Microsoft, on behalf of your Online Service Administrator, \_\_\_\_\_, within your organization.*

Thank you,

Microsoft, on behalf of your Online Services Administrator

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The information contained in this message is proprietary and/or confidential. If you are not the intended recipient, please: (i) delete the message and all copies; (ii) do not disclose, distribute or use the message in any manner; and (iii) notify the sender immediately. In addition,