

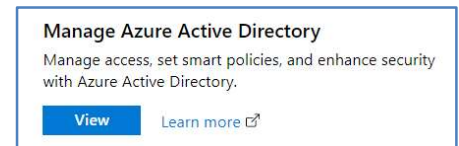
# How to Identify the Firm's Office 365 Global Administrator

If you are having difficulty identifying the users with Global Administrator rights to the Firm's Office 365 account, please follow the following steps to confirm the identity of those users:

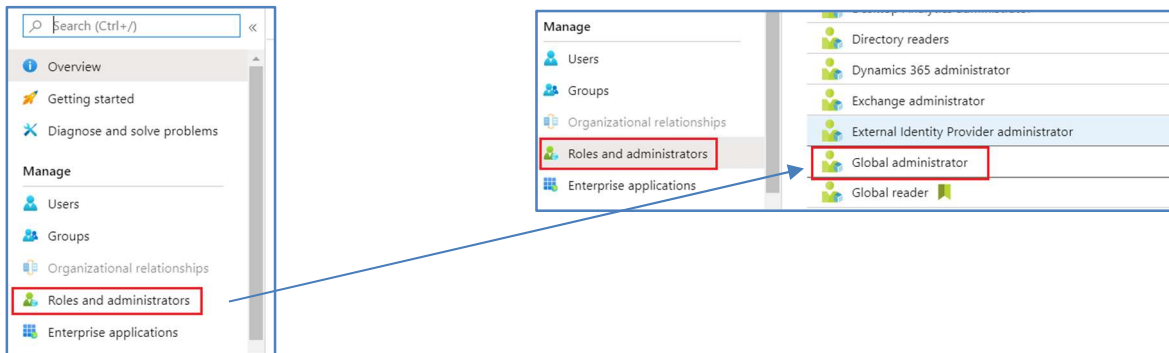
Step 1: Login to the Firm's Office 365 account: [portal.azure.com](https://portal.azure.com)




Step 2: Click "View" to open the [Manage Azure Active Directory](#)



Step 3: Click on "[Roles and administrators](#)" and scroll down to "[Global Administrators](#)":



Step 4: Click on [Global Administrators](#) to view the list of all Firm Users, who have been assigned Global Administrator access.

Role	Description
<input type="checkbox"/>  Global administrator	Can manage all aspects of Azure AD and Microsoft services

If the above image appears, the user is a **GLOBAL ADMINISTRATOR** of the Office 365 account.