Office 365 Admin training series

Different Office 365 Administrator accounts

Admin role	Who should be assigned this role?
Global admin	Assign the Global admin role to users who need global access to most management features and data across Microsoft online services. Giving too many users global access is a security risk and we recommend that you have between 2 and 4 Global admins. Only global admins can: • Reset passwords for all users • Add and manage domains • Unblock another global admin *Note*: *The person who signed up for Microsoft online services automatically becomes a Global admin.*
User admin	Assign the User admin role to users who need to do the following for all users: • Add users and groups • Assign licenses • Manage most users properties • Create and manage user views • Update password expiration policies • Manage service requests & monitor service health • **Note:** The user admin can also do the following actions for users who aren't admins and for users assigned the following roles including listed here: Helpdesk admin, Reports reader: • Manage usernames • Delete and restore users • Reset passwords • Force users to sign out
Helpdesk admin	Assign the Helpdesk admin role to users who need to do the following: • Reset passwords • Force users to sign out • Manage service requests • Monitor service health

	Note: The Helpdesk admin can only help non-admin users and users assigned the roles including listed here: Helpdesk admin.
Exchange admin	Assign the Exchange admin role to users who need to view and manage your user's email mailboxes, Microsoft 365 groups, and Exchange Online. Exchange admins can also: • Recover deleted items in a user's mailbox Set up "Send As" and "Send on behalf" delegates
SharePoint admin	Assign the SharePoint admin role to users who need to access and manage the SharePoint Online admin center. SharePoint admins can also: • Create and delete sites Manage site collections and global SharePoint settings
Teams administrator	Assign the Teams administrator role to users who need to access and manage the Teams admin center. Teams administrator can also: • Manage meetings Manage all org-wide settings, including federation, teams upgrade, and teams client settings
Password admin	Assign the Password admin role to a user who needs to reset passwords for non-administrators and Password Administrators.
Billing admin	Assign the Billing admin role to users who make purchases, manage subscriptions and service requests, and monitor service health. Billing admins also can: • Manage all aspects of billing Create and manage support tickets in the Azure portal
Reports reader	Assign the Reports reader role to users who need to do the following: • View usage data and the activity reports in the Microsoft 365 admin center Get access to sign-in reports and activity in Azure AD

See further information here