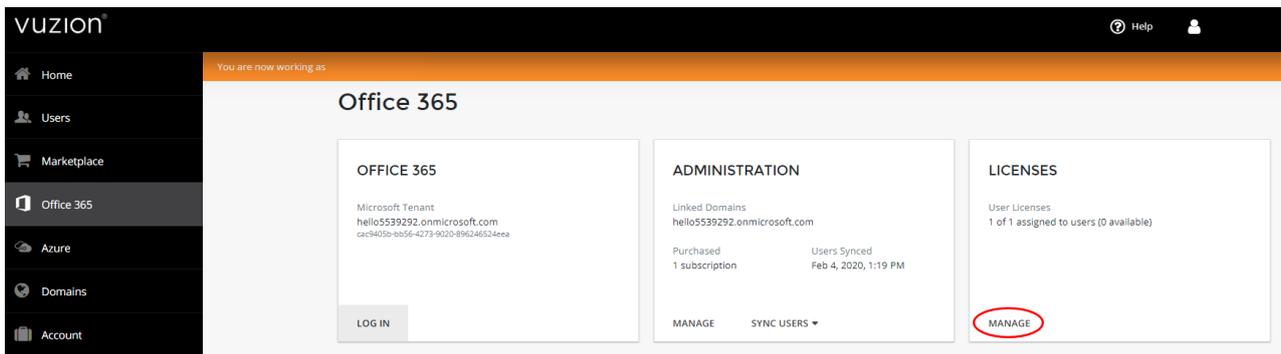# Adding and Removing Resources
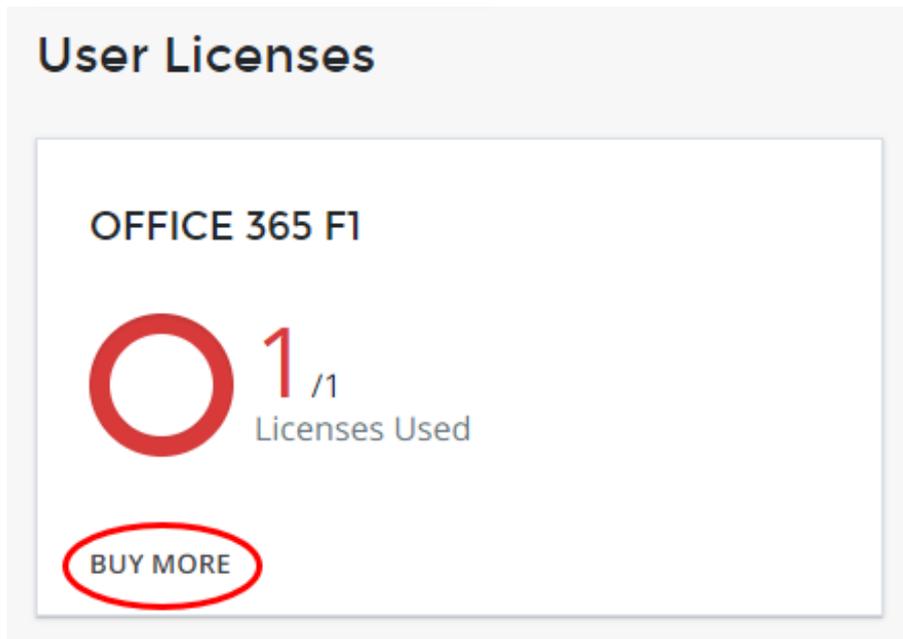
Last Modified on 10/02/2020 3:21 pm GMT

Resources within the control panel include Office 365 subscriptions and many other services. The steps below will show you how to add or remove additional resources within a customers control panel.

Adding Additional Licenses

1. Log into the Vuzion CORE control panel viahttp://partner.vuzion.cloud.

2. Click on the **Customers** tab, then click **Login** beside the customer's name.

3. Click **Office 365** along the left-hand side.

4. Click **Manage** under Licenses.

5. Click **Buy More** on the subscription you wish to amend.

6. Increase the quantity of licenses you wish to purchase to match the new limit and click **Buy**.

7. Review the order and if you are happy to continue, click**Confirm**.

Confirm Your Order

After you confirm the order you will be charged using the payment method you have selected below. Changes to your subscription will be applied as soon as we receive your payment.

Order Details

ORDER ITEMS	QTY/PERIOD	ITEM TOTAL
Office 365 F1 Recurring	1 License/0.79 month(s)	£2.37

Total: £2.37
Tax Total: £0.47
Order Total: £2.84

Payment Information

Send your check to us using the instructions published on our website. Your payment will be £2.84.
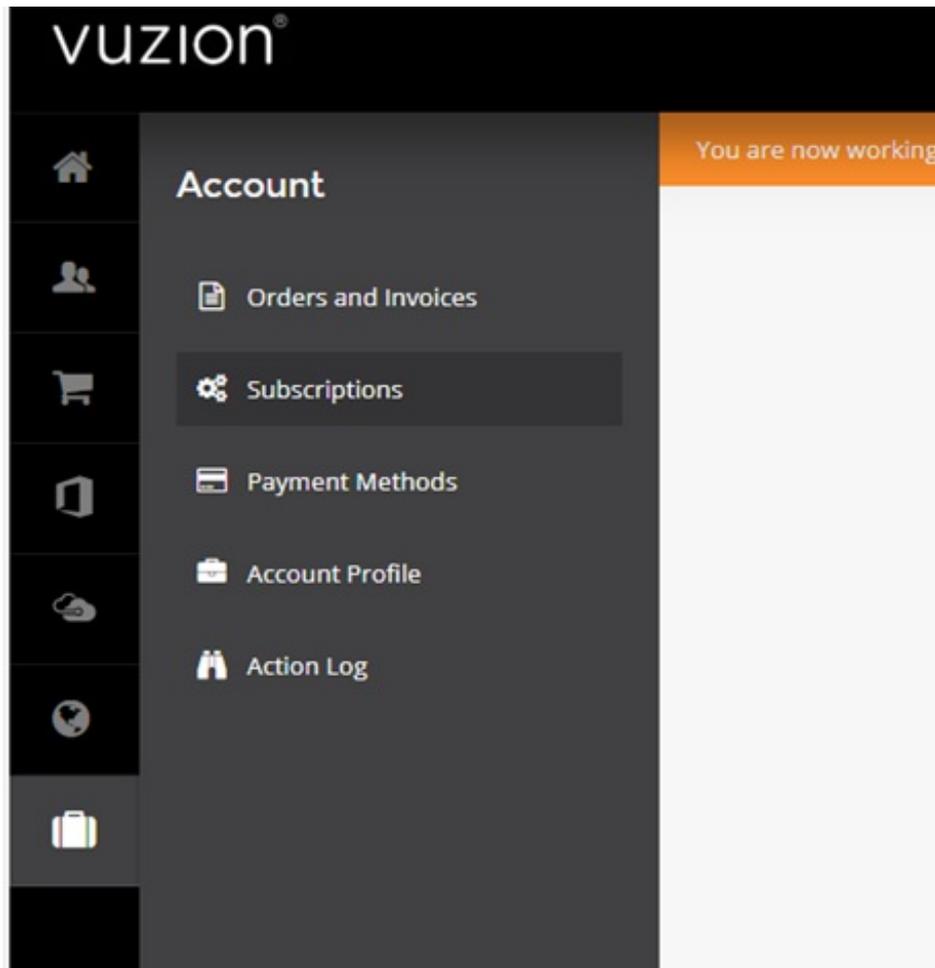
CANCEL   CONFIRM

The licenses will now automatically provision and you will be notified within the customer control panel when they are ready for use. Please note that prices shown here are MSRP, and as such discounts will not be shown at this stage - this is so that if the customer is granted access to the panel they see standard pricing.

Downgrading Licenses

Please note that although upgrading licenses can also be done as per the below steps, downgrades cannot be done as per the previous upgrading license steps in this guide.

1. Log into the Vuzion CORE control panel via http://partner.vuzion.cloud.

2. Click on the **Customers** tab, then click **Login** beside the customer's name.

3. Click **Account** along the left-hand side, followed by **Subscriptions**.

4. Click on the subscription you wish to downgrade licenses for.

5. Under **Resource Limits and Usage**, select **Change Resource Limits**.

6. Click on the minus icon alongside the resource you wish to downgrade, or type in the desired new limit.

Note: some subscriptions require a minimum of 1 license so if you wish to cancel the subscription completely, please see the following cancellation guide instead; https://knowledgebase.vuzion.cloud/help/cancelling-subscriptions-andor-customers

7. Select **OK**, the downgrade order will automatically process and you will be notified within the customer control panel once this has completed.