

Changing a User's License in Office 365

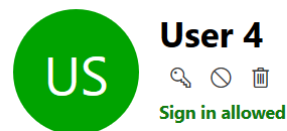
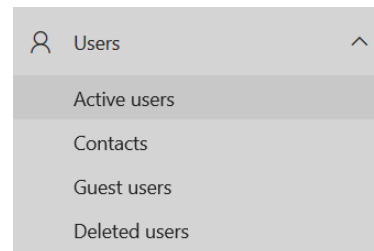
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If you want to change the services assigned to a user, you will need to modify the licences assigned to that user. You can change a user's licence through the Microsoft 365 Admin Center.

If you need additional licences, you will need to purchase them in CORE.

Modify a User's Licence

1. Log into the Microsoft 365 Admin Center using global admin credentials for the tenant:
<https://admin.microsoft.com>
2. Go to 'Users > Active Users' on the left-hand menu
3. Click onto the User you want to update the licences for
4. Select the **Licenses and Apps** heading
5. Tick the checkbox next to the required licences for the user
6. If you want to disable any services



Account Devices Licenses and Apps Mail OneDrive

Licenses (3) ^

- Microsoft Teams Commercial Cloud (User Initiated)**
Unlimited licenses available
- Office 365 Business Essentials**
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).
- Office 365 Business Premium**
0 of 2 licenses available

for that user (i.e. disable the email service for the user), expand Apps and untick any services you do not want the user to have

7. Press Save Changes

New services can take a short while to appear for the user.

Apps (23) ^

Show apps for:

All licenses ∨

- Exchange Online (Plan 1)**
Office 365 Business Premium
- Flow for Office 365**
Office 365 Business Premium
- Insights by MyAnalytics**
Office 365 Business Premium
- Microsoft Bookings**
Office 365 Business Premium
- Microsoft Forms (Plan E1)**
Office 365 Business Premium