

The essential toolkit for effective Office 365 management

License management

The essential toolkit for effective Office 365 management: License management

Getting Office 365 management done right

Office 365 is a powerful resource for enterprises who want to work from the cloud, but it does come with its downsides. We've compiled some guides to arm you with the tools you need to improve your Office 365 management. This guide is about managing Office 365 licenses.

Managing Office 365 licenses effectively

Most organizations estimate how many licenses they'll need when they first start using Office 365. It's the task of Office 365 administrators to constantly optimize their utilization of Office 365 licenses. This optimization involves assigning licenses to new employees, removing licenses when employees leave the organization, reclaiming inactive users' licenses, and reassigning licenses to other users.

Regularly tracking license utilization is an important part of reducing license costs. Although administrators can use complex PowerShell scripts to manage licenses, doing so is neither easy nor complete. A better alternative is ADManager Plus, a web-based solution that helps you manage Office 365 licenses individually or in bulk. In just a few clicks, you can use ADManager Plus to:

- **Add Office 365 licenses:** Assign users new Office 365 licenses from configured license plans, individually or in bulk.
- **Replace Office 365 licenses:** Replace users' current Office 365 licenses with different licenses in a single click.
- **Remove Office 365 licenses:** Remove users' assigned Office 365 licenses manually or automatically, at a desired time.

The screenshot displays the 'Assign / Remove Licenses' interface in ADManager Plus. It features a list of available Office 365 licenses, a 'User Location' dropdown, and a table of users with their current licenses. The 'Office 365 Business Premium' license is selected for the user 'Anshu Kumar Singh'.

User Principal Name	Display Name	Licenses	Services	User Location
anshusingh@anshucorp.onmicrosoft.com	Anshu Kumar Singh	Office 365 Business Premium	Sharepoint Onli... more... (17)	Afghanistan

Performing license management with ADManager Plus

Follow these steps to manage Office 365 licenses in ADManager Plus:

1. Click the **Office 365** tab, then select **Management** from the menu on the left.
2. Click **Assign/Remove Licenses** under **Bulk User Modification**.
3. Select the appropriate Office 365 accounts and click **Configure Licenses**.
4. Select the action that you wish to perform from the **Assign/Remove Licenses** field. The options are:
 - Add licenses.
 - Replace licenses.
 - Remove selected licenses.
 - Remove all licenses.
5. Select the desired **User Location**.
6. From the list of users, select which user licenses to manage.
 - You can also select users by:
 - Using the search bar at the top of the users list.
 - Importing a CSV file that specifies which users need their licenses managed.
7. If you've linked Office 365 to your on-premises Active Directory (AD), then you can also filter Office 365 users based on AD domains and organizational units (OUs).
 - Click on the **filter icon** next to the Office 365 account to enable the filter. By default, users linked to all domains in AD will be displayed, but you can select particular domains as well.
8. Click **Apply** to save your changes.

About ADManager Plus

ADManager Plus is a web-based Windows Active Directory management and reporting solution that helps Active Directory administrators and help desk technicians accomplish their day-to-day activities. With an intuitive, easy-to-use interface, ADManager Plus handles a variety of complex tasks and generates an exhaustive list of Active Directory reports, some of which are essential requirements to satisfy compliance audits. It also helps administrators manage and report on their Exchange Server, Office 365, and Google Apps environments, in addition to Active Directory, all from a single console.

For more information on ManageEngine ADManager Plus, visit <https://www.manageengine.com/ad-manager/>

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