

# Changing a User's License in Office 365

Last Modified on 24/10/2019 4:02 pm BST

If you want to change the services assigned to a user, you will need to modify the licences assigned to that user.

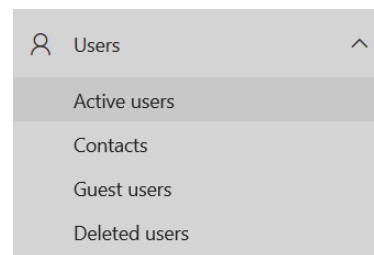
If you need additional licences from Cobweb, you will need to [purchase them in the Cobweb CORE](#) control panel.

You will need to have the License Administrator role or greater to change a user's licence.

You can change a user's licence through the Microsoft 365 Admin Center.

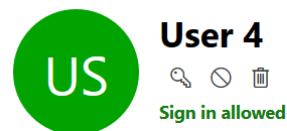
## Modify a User's Licence

1. Log into your Microsoft 365 Admin Center: <https://admin.microsoft.com>



2. Go to 'Users > Active Users' on the left-hand menu

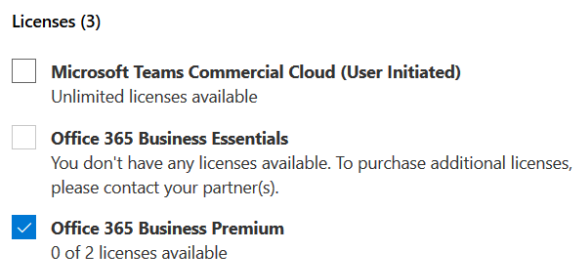
3. Click onto the User you want to update the licences for



4. Select the **Licenses and Apps** heading

Account   Devices   **Licenses and Apps**   Mail   OneDrive

5. Tick the checkbox next to the required licences for the user



6. If you want to disable any services

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