

Add Additional Office 365 Licences in Cobweb Core

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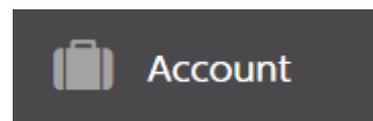
If you have your Office 365 services from Cobweb, you will need to manage your licences within our portal: [Cobweb CORE](#) .

If you have an account for the [Cobweb Control Panel](#) , you should [follow the guide](#) for that portal instead.

Add a Licence on an Existing Subscription

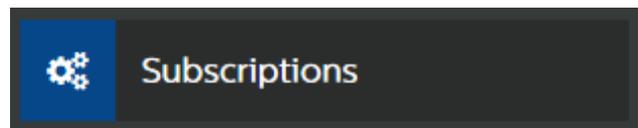
If you already have a subscription for the licence you want to purchase, you should increase the licences associated with your existing subscription.

1. Log into Cobweb CORE as an Administrator

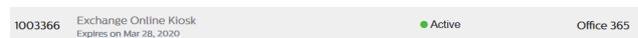


2. Select **Account** on the left-hand menu

3. Select **Subscriptions**



4. Click onto the Subscription you want to increase



5. Select **Change Resource Limits**



6. Increase the required licence quantity under **New Limit** to the new value required

7. Press OK

8. If prompted, confirm the payment method you wish to use for the order

RESOURCE	CURRENT LIMIT	NEW LIMIT
Exchange Online Archiving for Exchange Online GBP	0 total	<input type="text" value="0"/>
Exchange Online Kiosk GBP	2 total	<input type="text" value="3"/>
Office 365 Advanced Compliance GBP	0 total	<input type="text" value="0"/>
Office 365 Advanced Threat Protection (Plan 1) GBP	0 total	<input type="text" value="0"/>
Office 365 Advanced Threat Protection (Plan 2) GBP	0 total	<input type="text" value="0"/>

Once the order is placed, the licences will automatically start provisioning. You will see a confirmation notification once it has been successfully provisioned.

Purchase a New Subscription

If you do not already have an existing subscription for the licence you want to purchase, you will need to buy an additional subscription for that licence.

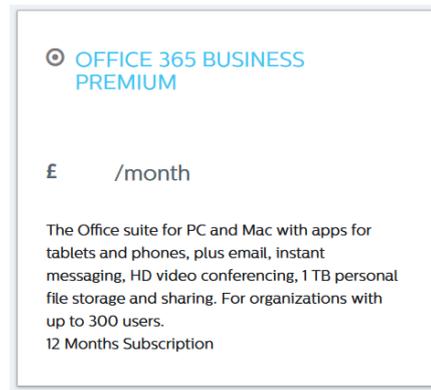
Any new subscription in Cobweb CORE purchased defaults to a 12 month subscription. Trial subscriptions are valid for 30 days only.

1. Log into Cobweb CORE as an Administrator
2. Select **Marketplace** from the left-hand menu
3. Select **Microsoft Office 365**



4. Select the Subscription required

5. Press **Next**



6. Confirm the tenant shown is the required tenant to provision the licence to – your existing tenant will be picked up automatically

7. Press **Next**

8. Enter the required quantity of licences for the subscription under **New Limit**

RESOURCE	NEW LIMIT	MAX LIMIT
Office 365 Business Premium GBP	1	300
Audio Conferencing GBP	0	10,000,000
Exchange Online Archiving for Exchange Online GBP	0	10,000,000
Microsoft MyAnalytics GBP	0	10,000,000
Office 365 Advanced Threat Protection (Plan 1) GBP	0	10,000,000
Office 365 Advanced Threat Protection (Plan 2) GBP	0	10,000,000
Office 365 Data Loss Prevention GBP	0	10,000,000
Office 365 Extra File Storage GBP	0	10,000,000

9. Press **Finish**

10. If prompted, confirm the payment method you wish to use for the order

NOTE: Once the order is placed, the licences will automatically start provisioning. You will see a confirmation notification once it has been successfully provisioned.