**Lab 13-01: Licensing**

In this lab, you will browse through the licensing center and learn how to assign licenses to users from the Microsoft 365 Admin center.

**Task 01: Browse Licensing center in M365 Admin center**

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| 1. Open a new browser window and log in to the admin center at [https://admin.microsoft.com](https://go.microsoft.com/fwlink/p/?linkid=2024339).      1. From the navigation menu, scroll down to Billing and select Licenses.      1. On the Subscriptions page, you can see all Available licenses and Assigned licenses. Click on any of the Licenses to get detailed information.      1. This displays the list of users to whom the selected license is assigned. From here, you can assign the license to users.      1. Click on Assign licenses.      1. In the Assign licenses to users pane, begin typing a name, and then choose it from the results to add it to the list. You can add up to 20 users at a time.      1. Select Turn apps and services on or off to assign or remove access to specific items.      1. When you are finished, select Assign, then select Close.      1. You can export the list of all users assigned with this license by clicking on Export users.      1. To Unassign licenses, Select the users for whom you want to unassign licenses.      1. Select Unassign licenses. In the Unassign licenses box, select Unassign.      1. Switch back to the licenses page and click on Requests. From here, you can approve or deny the requests made by members of your organization for license assignments. |