Releasing a user license

SaaS Backup For Office 365

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Any regular user mailbox, whether protected or unprotected, consumes a license. If a license is no longer needed for a particular user, you can release the license so that it can be reassigned. When a user license is released, the user is moved to the unprotected tier and backups for that user are discontinued.



Shared mailboxes do not consume a license.

Steps

- 1. Click the configuration icon icon next to your SaaS Backup user id in the top left corner.
- 2. Select ACCOUNT SETTINGS.
- 3. Click **RETAIN AND PURGE**.
- 4. Under Release License, begin typing the account name for the user whose license you want to release.
- 5. When the account is found, select it from the auto-populated list and click 🚺

- 6. Add additional accounts, if needed.
- Click Release.
- 8. Click Yes, please release license(s).
- 9. Click Confirm.



If you need to restore data for a user whose license has been released, you must contact the SaaS Backup Support team.

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