Managing licenses

SaaS Backup For Office 365

NetApp
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Managing licenses

Adding a license

If you have just received a license for a paid subscription, please follow workflow for getting started with a paid subscription. You will enter your license key as part of the workflow.

If you are already using SaaS Backup, you can follow these steps to add additional licenses.

Education domains can have a license for faculty and a separate license for students.

Steps

1. Click

from the left navigation pane.
2. Click icon in the right corner.
3. Enter the license information.
4. Click **Validate Subscription**.
5. Click **Next**.
6. Click **Save**.

Updating subscription information

After you purchase an add-on license or subscription extension, renew your subscription details inside of SaaS Backup in order to update the subscription information.

Any regular user mailbox, whether protected or unprotected, consumes a license. Shared mailboxes do not consume a license.

Steps

1. Click

from the left navigation pane.
2. Click icon in the right corner.
3. Click

next to Subscription Details.
4. Enter the same username and password you used when you first signed up.
5. Click **Submit**.

Releasing a user license

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 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.
7. 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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