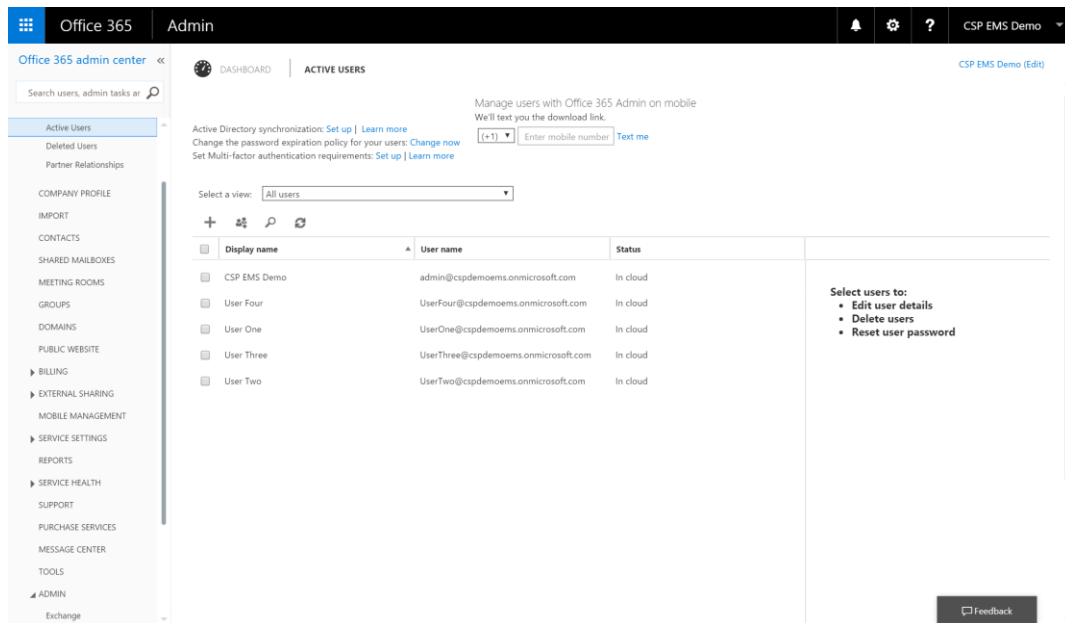
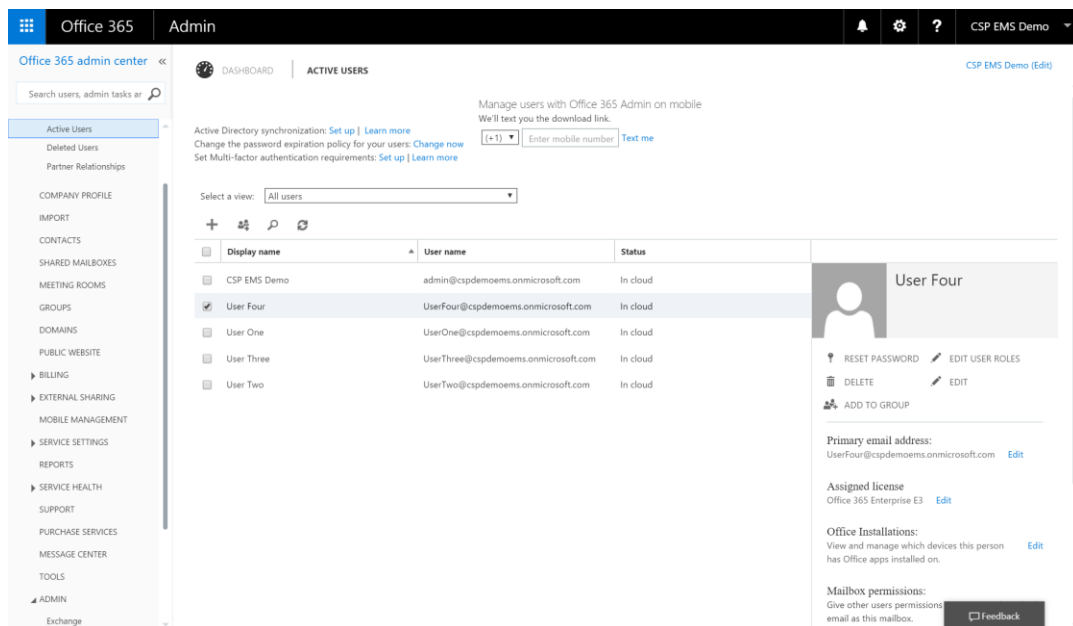


Assigning EMS License via the Office 365 Portal

1. Login to the [Office 365 administration portal](#) with an Office 365 Global Administrator account for your subscription. Select **User – Active Users** from the dashboard.



2. Select a user.



3. A preview of the properties for that user will be displayed. Select **Edit**.
4. The detailed properties for the user will be displayed. Select the **Licenses** node.

The screenshot shows the Office 365 Admin center interface. At the top, there is a navigation bar with 'Office 365' and 'Admin' tabs, and a user profile 'CSP EMS Demo'. Below the navigation bar, the 'User Four' profile is displayed. On the left, a sidebar lists navigation options: Details, Roles, Settings, Licenses (highlighted), Email address, Mailbox permissions, and More. The main content area shows the 'Licenses' tab for 'User Four'. It includes a 'Set user location' section with a dropdown menu set to 'United States' and a link to 'Learn more about licensing restrictions'. Below this is the 'Assign licenses' section, which lists two license types: 'Office 365 Enterprise E3' (checked) and 'Enterprise Mobility Suite' (unchecked). The 'Office 365 Enterprise E3' license shows '1 of 5 licenses available' and a 'Buy more licenses' link. The 'Enterprise Mobility Suite' license shows '5 of 5 licenses available' and a 'Buy more licenses' link. At the bottom of the page, there are 'Save' and 'Cancel' buttons.

Office 365 Admin

User Four

Details
Roles
Settings
Licenses
Email address
Mailbox permissions
More

Set user location
Different services are available in different locations. [Learn more about licensing restrictions](#)
United States

Assign licenses

<input checked="" type="checkbox"/> Office 365 Enterprise E3	1 of 5 licenses available Buy more licenses
<input type="checkbox"/> Enterprise Mobility Suite	5 of 5 licenses available Buy more licenses

Save Cancel

5. Select the check box for **Enterprise Mobility Suite** and select **Save**.
6. The preview of the user's properties will update to display the number of licenses the user now has assigned with their identity.