Assigning EMS License via the Office 365 Portal
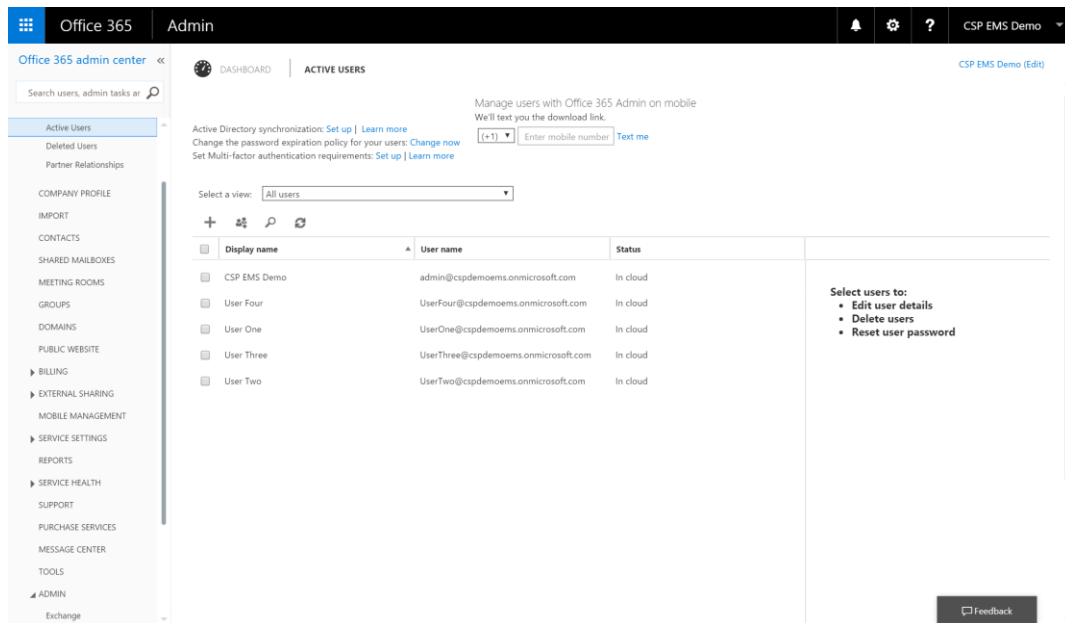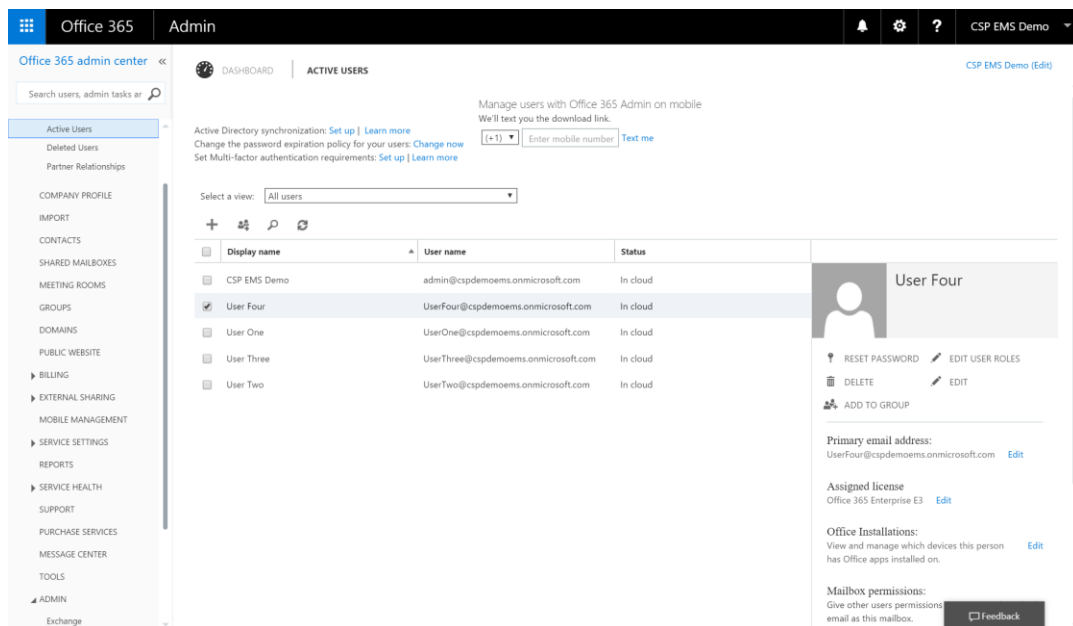
1. Login to the Office 365 administration portal with an Office 365 Global Administrator account for your subscription. Select **User – Active Users** from the dashboard.

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.

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.