How to Request for O365 License Change on IT Service Portal

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O365 license allows you to use Office applications. However, licenses have their limitations, which may require you to change license in the long run according to your tasks. This article teaches you how to raise a request for license change on IT Service Portal.

Details:

1. Log on to IT Service Portal.

2. Click Order Something.

3. Click Communication Services.

4. Select Office 365 Subscription Management.

5. Fill out the following fields:

Order forCost CenterApprover

6. Click the drop-down button on Action field and select Modify.

7. Choose the new license on the New license plan field. In this example, the new license is Office Complete.

8. On the License Terms and Conditions, click the drop-down button and select Accept.

9. Click Submit.

10. Wait for your request to be approved and fulfilled.