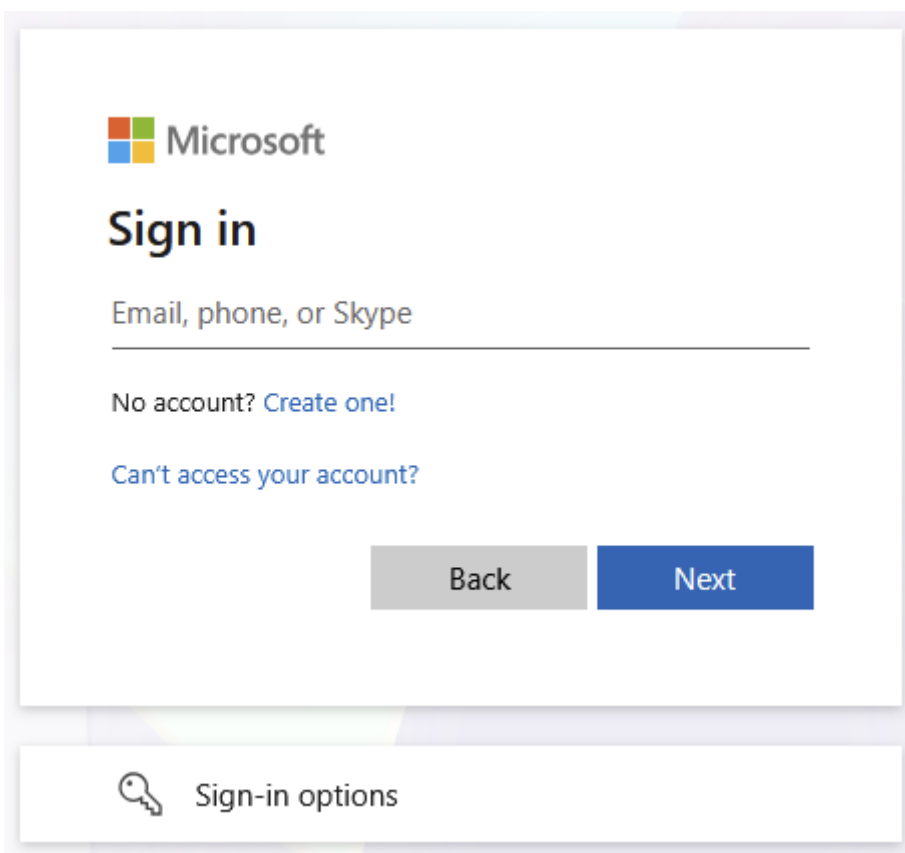


# License Purchasing

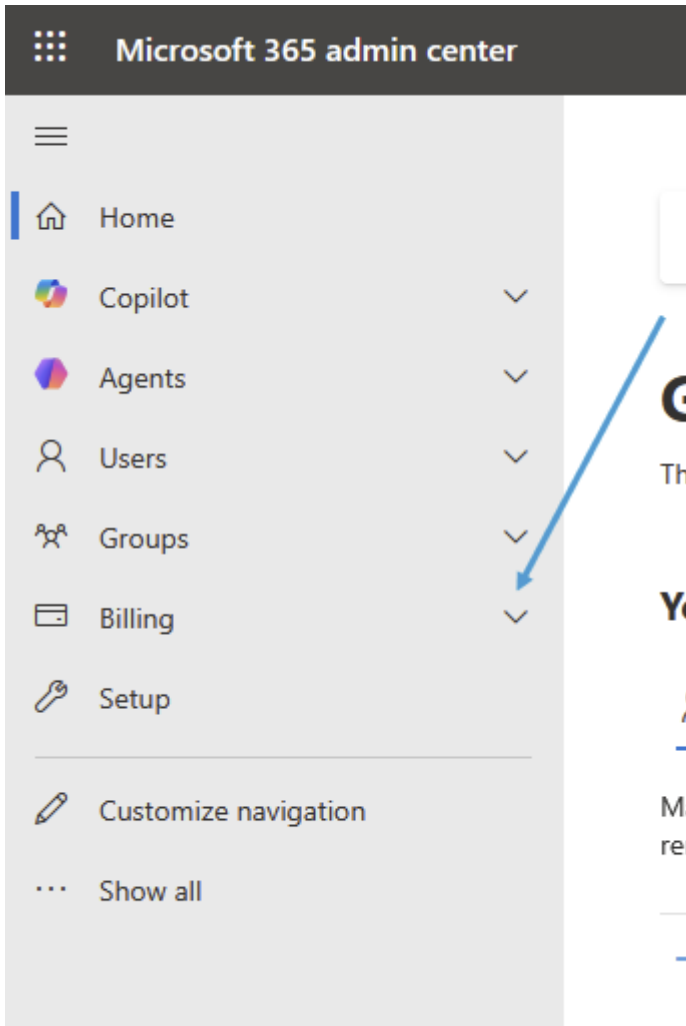
Head to the Admin Portal of your tenancy([admin.microsoft.com](https://admin.microsoft.com)):



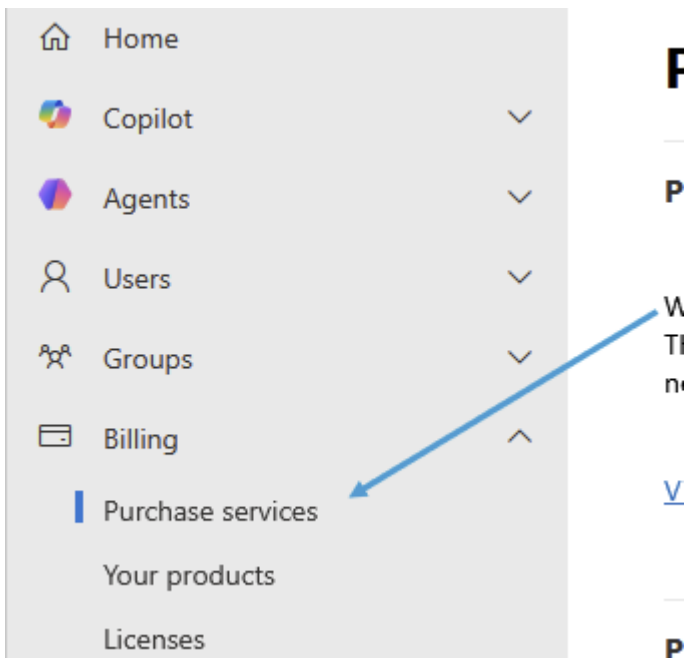
Sign in with your Admin credentials:



Expand Billing on the left side:




**Click on Purchase Services:**



## Expand Purchase from Microsoft

### Purchase services

 Learn more about the new billing experience

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#### Purchase from your solution provider

We recommend you work with your solution provider to purchase additional Microsoft services. Their expertise can help you choose the products and services best matched to your company's needs.

[View all the partners authorized to work with your organization](#)

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#### Purchase from Microsoft

## Go to the All Products tab:

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### Purchase from Microsoft

Recommended

All products 

If the products or services you need aren't available from your solution provider, bi

## Search for the product you are trying to buy:

If the products or services you need aren't available from your solution provider, browse below to find those available for purchase directly from Microsoft.

Billing account view

Products available for: [Partner Center](#) [Customer bootstrapping](#) [MCA](#)

[Change billing account](#)



[We've made changes to how often and when we send invoices to your organization. \[Learn more about when to expect invoices from us.\]\(#\)](#)

14 products showing [Filter](#)

View by category

[Recommended](#) [Microsoft 365](#) [Office 365](#) [Business apps](#) [Collaboration and communication](#) [Security and identity](#)

[Windows](#) [Power Platform](#) [Dynamics 365](#) [Other services](#) [Software](#)

## Choose the correct product and click on details:

View by category Search results: 20 products [Filter](#)

[Business apps](#) [Collaboration and communication](#) [Dynamics 365](#) [Security and identity](#) [Other services](#)

[Clear search](#)

**Collaboration and communication**  
Collaborate and connect your organization with business class e-mail, professional online meetings, online and in-app file sharing and instant messaging.

<b>Exchange Online (Plan 2)</b> Best messaging and calendaring plan accessible from PCs, the Web and mobile devices with advanced archiving, compliance and integrated... From \$8.00 licenses/month <a href="#">Details</a> <input type="checkbox"/> Compare	<b>OneDrive for business (Plan 2)</b> Provides personal cloud storage, offline access and sharing along with convenient online companions to Microsoft Word, Excel, PowerPoint, and... From \$10.00 licenses/month <a href="#">Details</a> <input type="checkbox"/> Compare	<b>SharePoint (Plan 2)</b> Best collaboration plan with advanced capabilities for rich forms, enhanced data visualization, publishing of Access databases, and hosted Vizio... From \$10.00 licenses/month <a href="#">Details</a> <input type="checkbox"/> Compare	<b>Exchange Online (Plan 1)</b> Messaging, calendaring, and email archiving plan accessible from Outlook on PCs, the Web and mobile devices. From \$4.00 licenses/month <a href="#">Details</a> <input type="checkbox"/> Compare
--	--	--	---

[SharePoint \(Plan 1\)](#) [OneDrive for business \(Plan 1\)](#) [Microsoft Teams Premium Month 2 Month](#) [Exchange Online Archiving for Exchange Server](#)

## Select the amount of licenses and the billing cycle, then click Buy:

## Exchange Online (Plan 2)

Best messaging and calendaring plan accessible from PCs, the Web and mobile devices with advanced archiving, compliance and integrated voicemail capabilities.

### Select license quantity

### Select billing frequency\*

- \$8.00 license/month  
Pay monthly, annual commitment
- \$96.00 license/year  
Pay yearly, annual commitment

### Subtotal before applicable taxes

\$8.00

[Buy](#)

[Compare details](#) [Add-ons \(4\)](#)

[Enhance product details comparison table for screen readers](#)

Fill out you credit card information:

**Billed to** [Learn more](#)

We accept the following cards:



**Card number \***

**Security code \*** 

**Expiration month \*** **Expiration year \***

<input type="text" value="▼"/>	<input type="text" value="▼"/>
--------------------------------	--------------------------------

**First name \***

Invalid first name, please correct your first name.

**Last name \***

Invalid last name, please correct your last name.

**Name on card \***

**Address line 1 \***

Enter the first line of your address

**Address line 2 (Optional)**

**City \***

Enter your city

**State \***

**Zip \***

Enter your zip code

**Country/Region \***

Save

Cancel

## Click Place Order at the top right once complete:

### Summary

Item(s):	1
Subtotal:	USD 8.00
Estimated taxes: ⓘ	USD 0.00
<b>Total:</b>	<b>USD 0.00</b>

By checking the box, you authorize recurring payments that will continue unless canceled. Starting today, we'll charge you \$8.00 plus \$0.00 estimated taxes every month (tax amount subject to change). You'll be notified before any price changes. **Cancel within 30 days** after your first charge to receive a prorated refund. Turn off recurring billing to stop future charges by visiting your Microsoft account at least 2 days before the next billing date. [Learn about cancellation.](#)

By clicking **Place order**, you agree that the subscription is governed by the [Microsoft Online Subscription Agreement](#). Read our [privacy statement](#) for information on how your data is handled.

Place order

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Revision #2

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