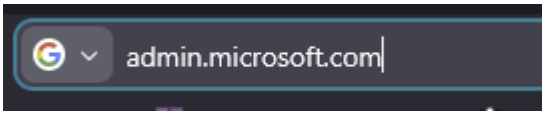
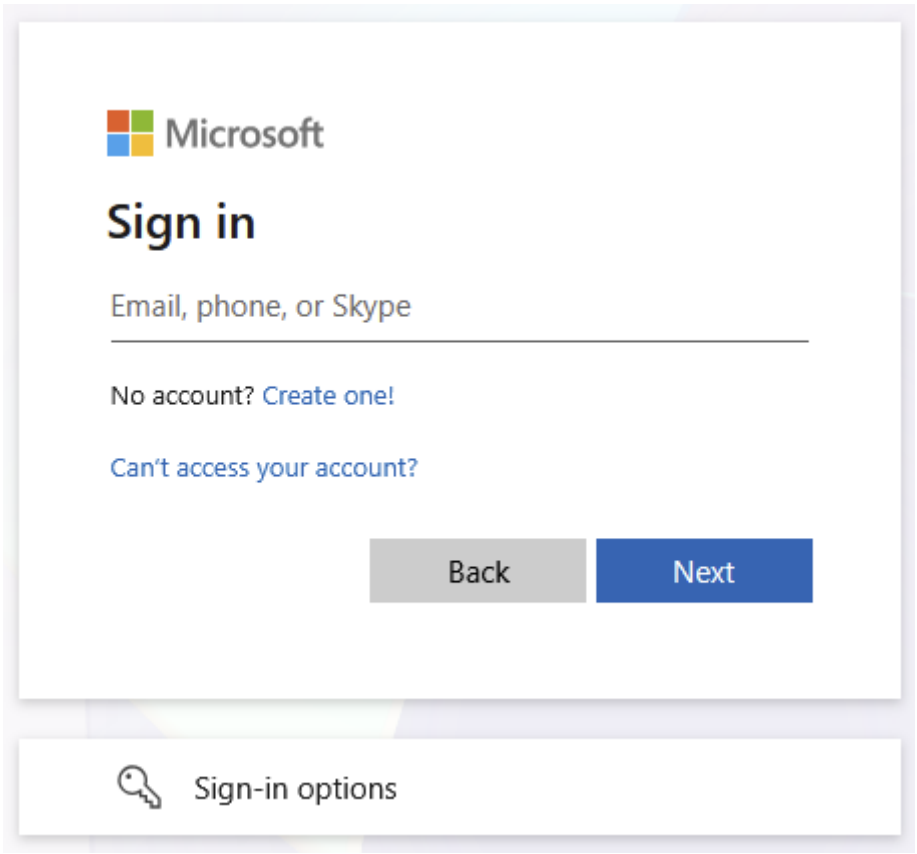
License Purchasing

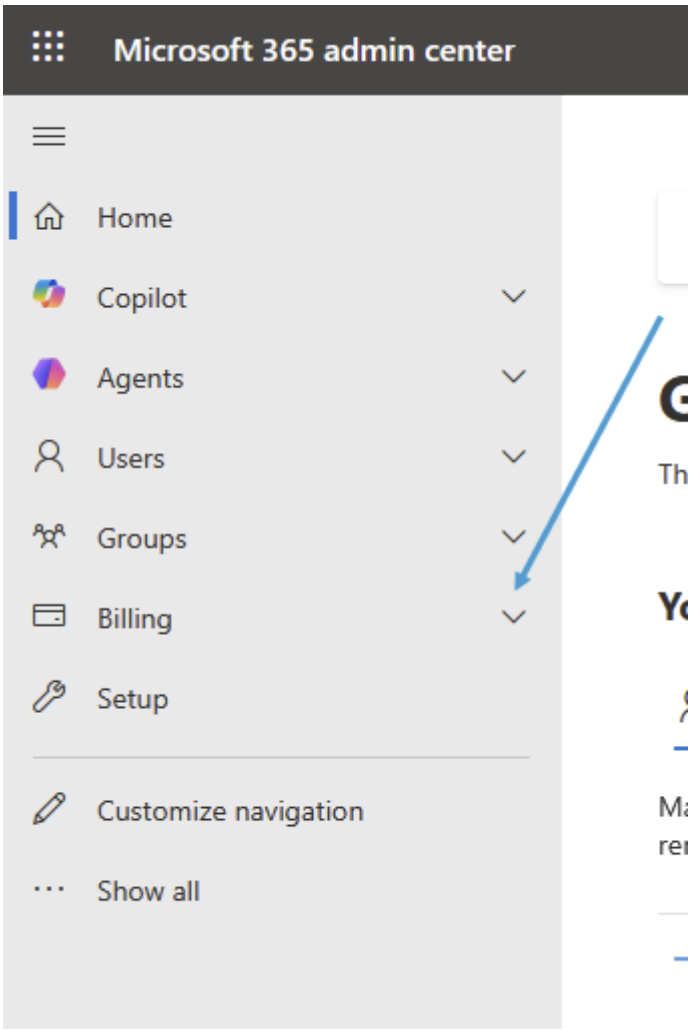
Head to the Admin Portal of your tenancy(admin.microsoft.com):



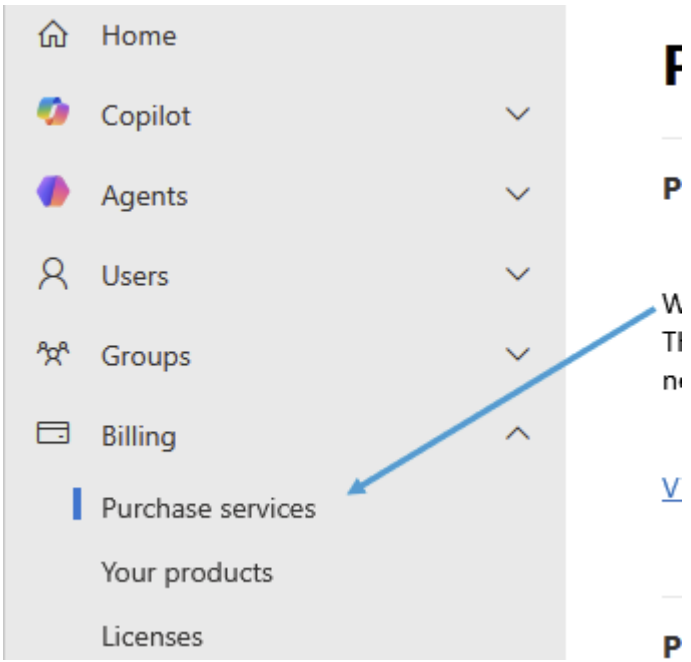
Sign in with your Admin credentials:



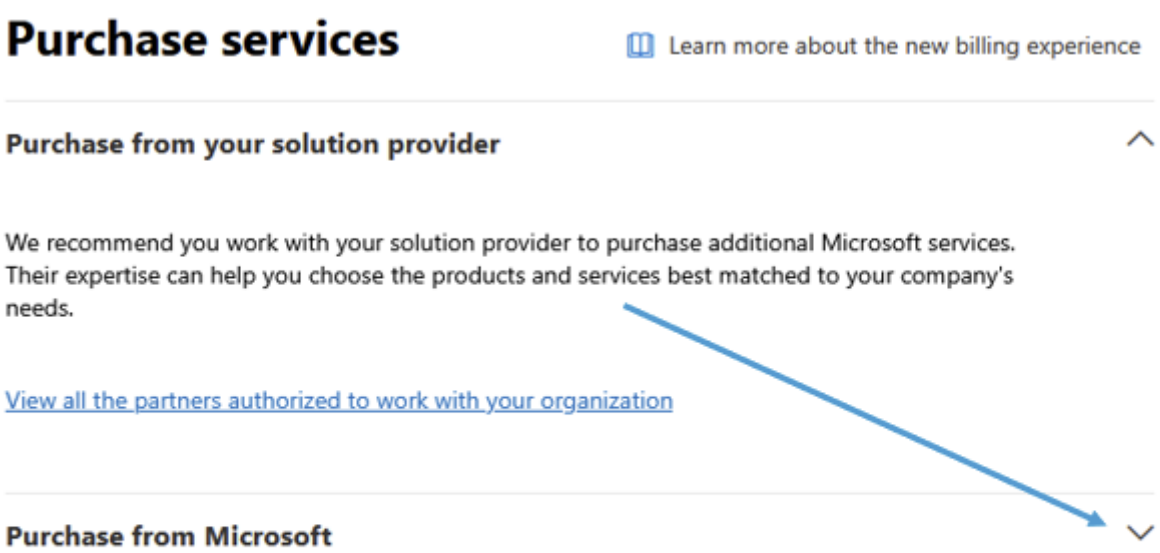
Expand Billing on the left side:



Click on Purchase Services:



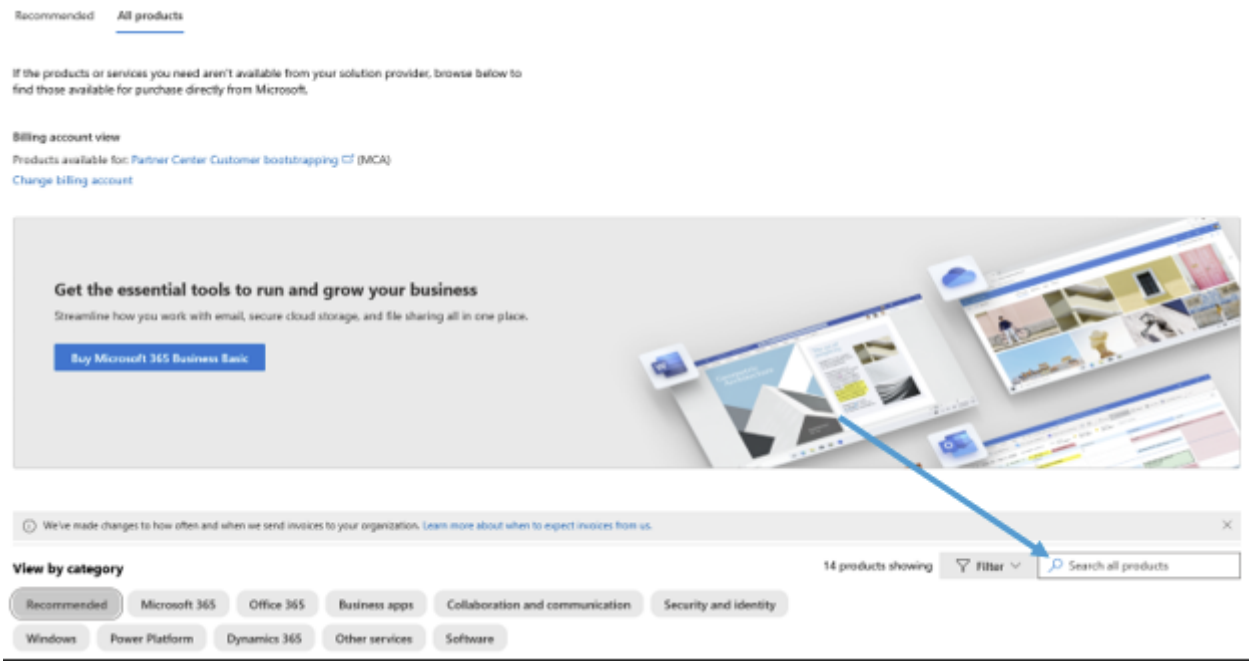
Expand Purchase from Microsoft



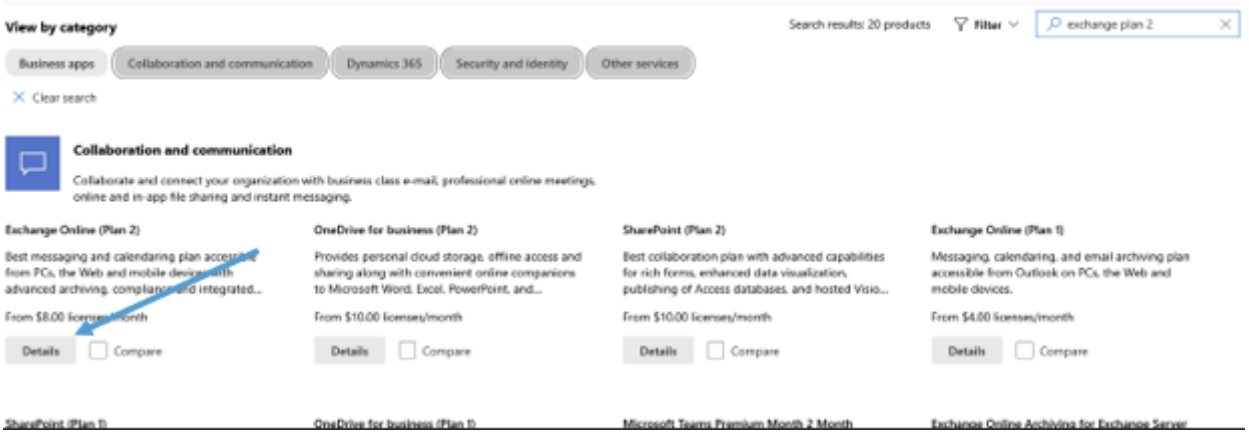
Go to the All Products tab:



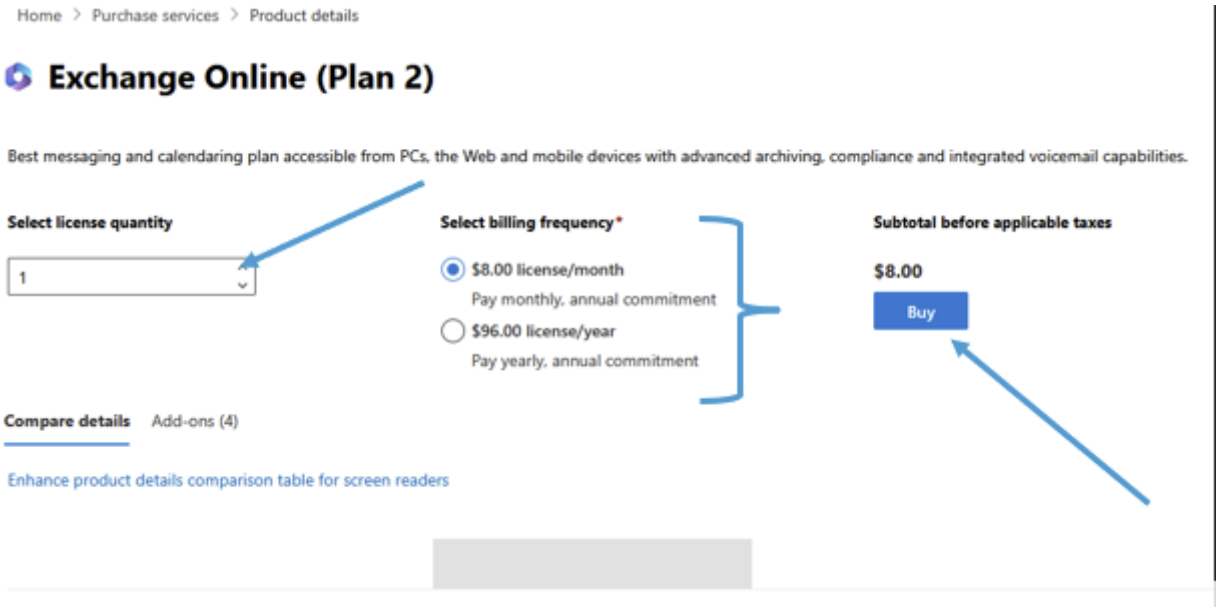
Search for the product you are trying to buy:



Choose the correct product and click on details:



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



Fill out you credit card information:

Billed to Learn more

We accept the following cards:



Card number *

Security code *

Expiration month * Expiration year *

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 *

New Jersey

Zip *

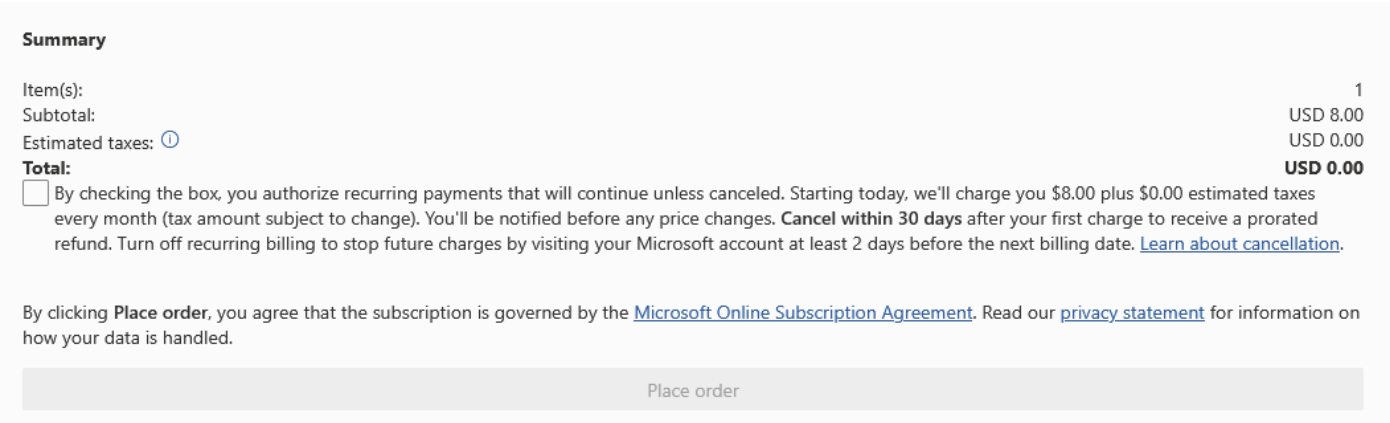
Enter your zip code

Country/Region *

United States

Save Cancel

Click Place Order at the top right once complete:



Revision #2
Created 2 March 2026 12:25:35 by Admin
Updated 2 March 2026 13:46:19 by Admin