



Release a user license

SaaS Backup for Microsoft 365

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Table of Contents

Release a user license 1



Release a user license

Any regular or archive mailbox user, whether protected or unprotected, consumes a license. If a license is no longer needed for a particular user, you can release the license so that it can be reassigned. When a user license is released, the user is moved to the unprotected tier and backups for that user are discontinued.



Shared mailboxes do not consume a license.

Steps

1. Click  next to your SaaS Backup user id in the top left corner.
2. Select **ACCOUNT SETTINGS**.
3. Click **RETAIN AND PURGE**.
4. Under **Release License**, begin typing the account name for the user whose license you want to release.
5. When the account is found, select it from the auto-populated list and click .
6. Add additional accounts, if needed.
7. Click **Release**.
8. Click **Yes, please release license(s)**.
9. Click **Confirm**.

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