Apps4.Pro Office 365 License Manager

Apps4.Pro Office 365 License Manager is a simple Chrome Add-In to manage users license. This product will allow you to generate Office 365 user and license-based reports and you can manage license for single user, multiple users and bulk users by importing users from CSV file.

How to install:

You can install this add-in from Chrome Web Store using below link:

https://chrome.google.com/webstore/detail/apps4pro-office-365-licen/npbjfmkmboppljjdebgknedjmnpffkgc

How to access:

Once you have installed this extension from Chrome Web Store, you can access the add-in by clicking the app short-cut icon from top-right corner of your Chrome browser as shown in below image.
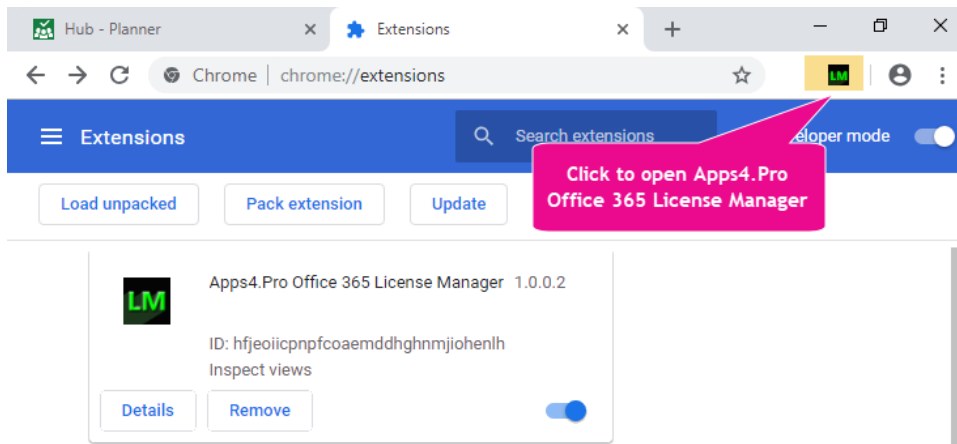

Permissions required:

- This app uses **Microsoft Graph API** to read and update data with Office 365.
- You need to be either a **License administrator** or a **User management admin** or a **Global admin** to manage users license and generate users and license report.
- Without anyone of the above admin role, you can generate users and license report, but you can't add/remove users license.

Steps to get started:

Before proceeding to work with this app features, first you need to sign-in with your Office 365 account.
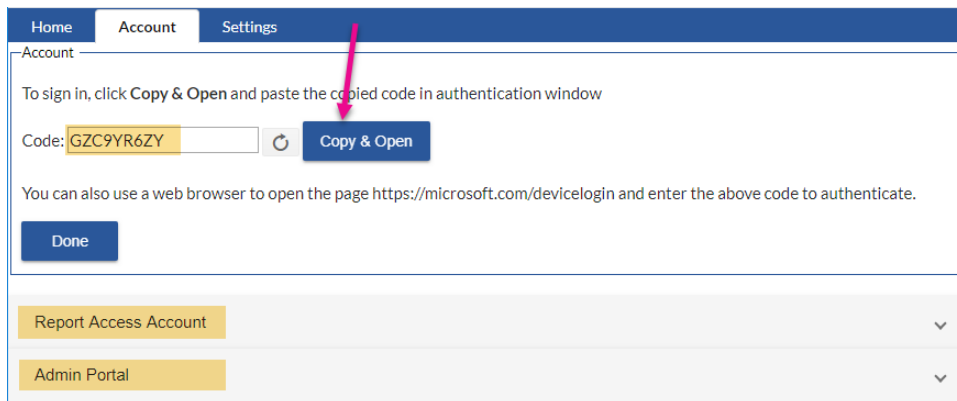
Report Access Account:

You can generate users and license report and manage users license by just signing into Account tab alone. But if you need to generate users last logon and license usage summary report, then you need to sign-in here also. The app uses reports end-point in Graph Api and it requires the permission "Reports.Read.All".

When you sign-in here, the sign-in page shows Admin consent request to use our app to read data in your domain using Microsoft Graph Api and this consent should be given by Global Administrator account and it is one-time process. So, please use global admin account to grant consent or else ask your global administrator to install this add-in and grant consent to use our app. Once admin provided the consent to use this app, then you can login with your account and generate the relevant reports.
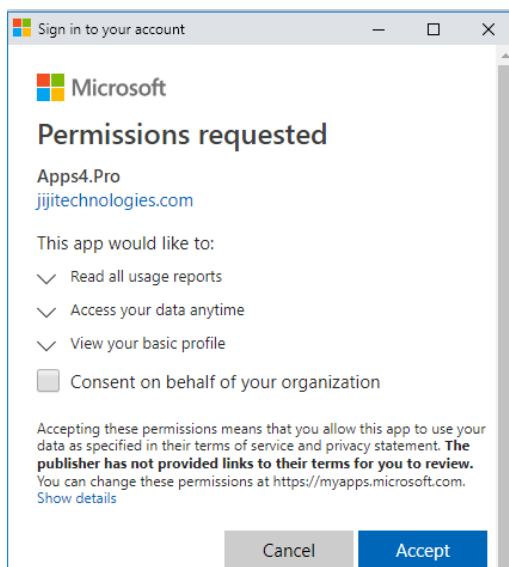

Admin Portal:

The app reads license details using Graph API, the returned license subscription names and service names may not be in user-friendly format as you see in Admin license portal. If you want to see user-friendly license names in this app, then you must sign-in into Admin portal using the Sign-in button under Admin portal group in Account tab.

Add new Office 365 licenses:

When new users get boarded, after completing user creation in Azure AD, we need to assign required Office 365 license depends on the nature of the user's role in your office. Once you have decided what license and what specific license services that you are going to apply for new users, then you can simply achieve this need by following the steps mentioned in below image.

- Choose the option "Add to Existing License" to assign license for new users. The "usage location" is must for all new users to assign valid license.
- By default, when you select a license then all the associated services with that license are automatically selected. If you want to limit only particular services to the users, then switch the toggles to the Off position for the services that you don't want to apply.
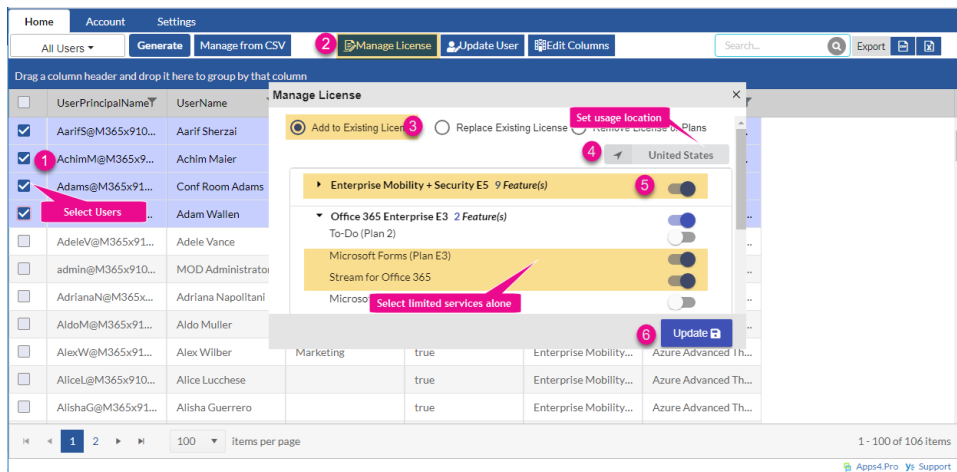
Replace existing license assignments:

If you have users who already have a license for one subscription, but you want to move them to another license, then you can simply replace their existing license with a different license by choosing the option "Replace Existing License" in Manage License action.
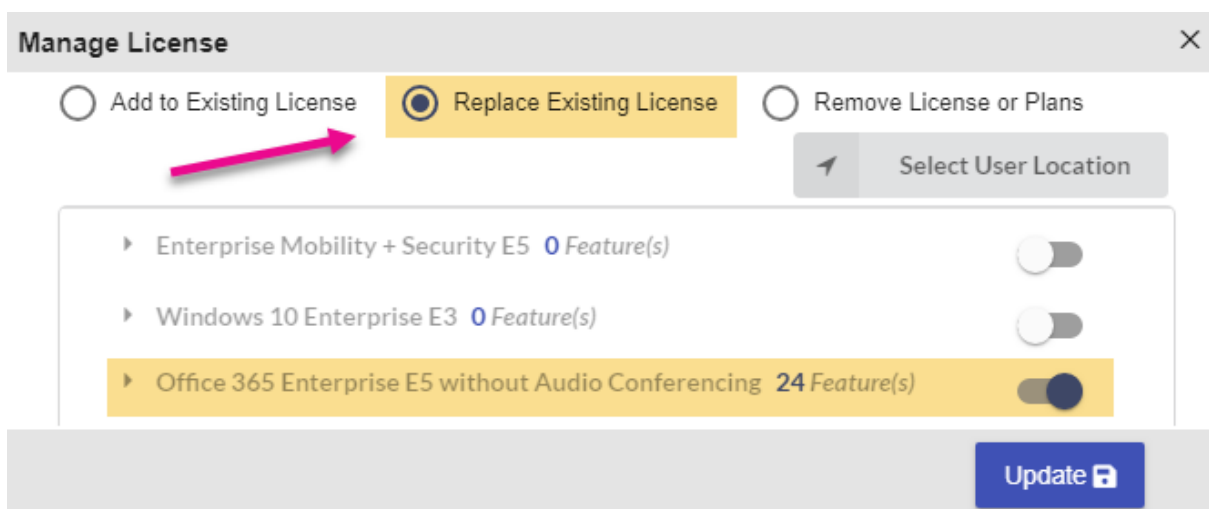
Remove license assignments:

If users are leaving your company, then our priority is block user's sign-in access and remove applied license subscriptions. Sometimes, we may need to remove license if users have more than one subscription. Using this tool, you can easily remove existing license and you can also remove a service alone from applied license.
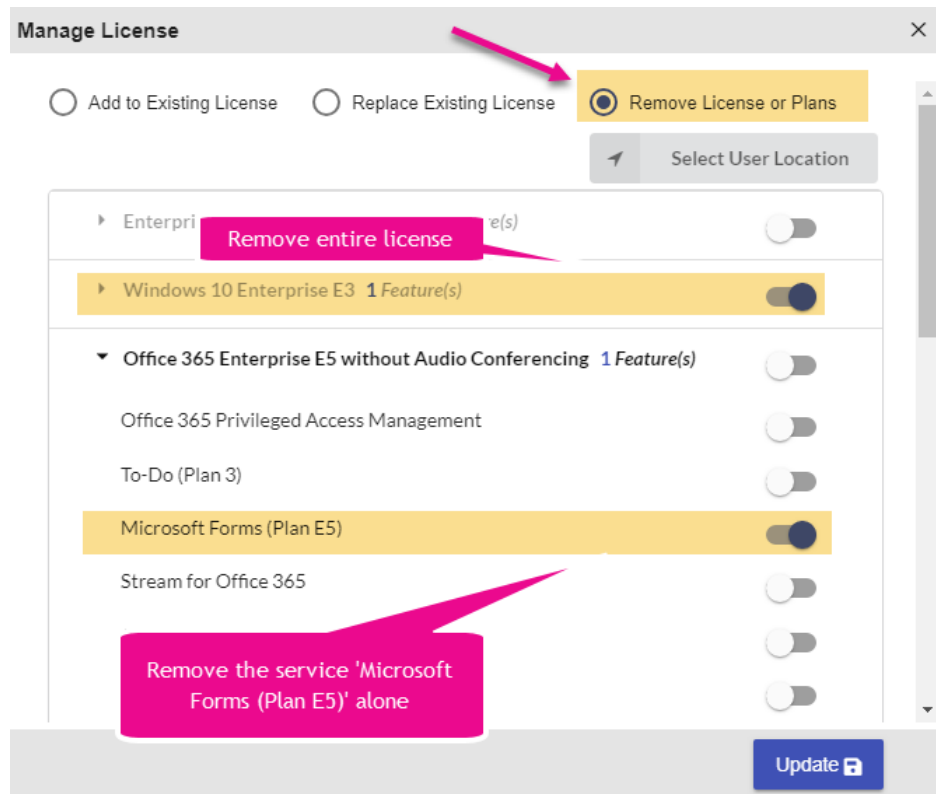
Manage Bulk Users License:

Using our simple UI, you can easily select multiple users by selecting the checkbox in every user's row. But in large environment with 100s of users, this might be a tough task to pick required users manually from different pages. For this need, you can keep required users in CSV file and import users from this CSV file to manage license.
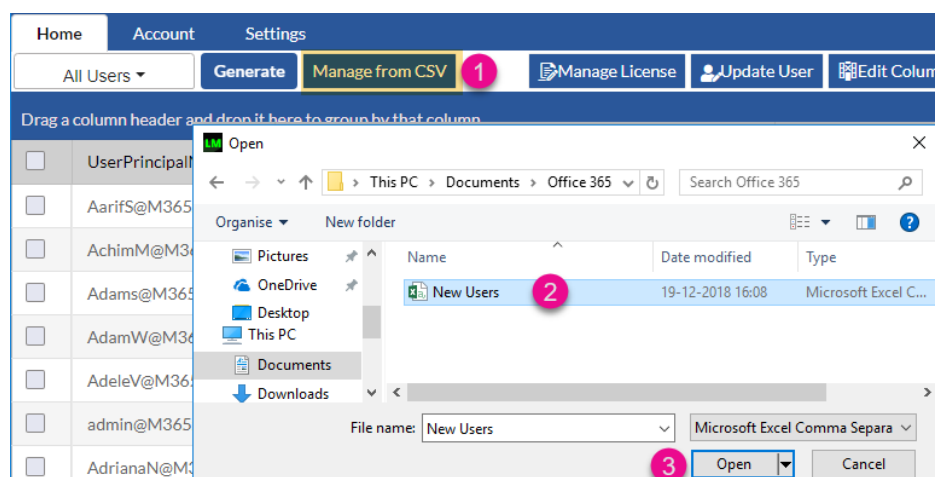
Report Grid -> Filter, Grouping and Search:

You can easily filter the report by adding proper condition with every available column and you can also group report by dragging required columns into grouping panel.

Report -> All Licensed Users with Last Login Date:

This report will list all the licensed users along with their last activity date in every Office 365 service. You can filter users with their last activity date and find whether users are active or inactive in the particular service and remove the corresponding service license if needed.

Report -> Users based on License:

The report will allow you to filter users based on particular license subscription and also it will list individual services under the selected license are enabled or disabled and display status separate column.

Report -> License vs Usage Summary:

This report will provide how the users are using their license. You need to provide days (Ex: 180, 90, 30 days) as input and the report will show how many users are actively using a particular service (Ex: Exchange, OneDrive, etc..) and how many users are not using the particular licensed service.