

Step by step guide

How to download keys and applications for Perpetual Software or Software subscriptions purchased through CSP

Download from Office Admin Portal

1. Login to the Office Admin Portal with your global admin account: <https://portal.office.com>
2. Click on 'App Launcher' (9 dot icon) on top left corner and select 'Admin'




Office 365 →

Apps

 Security

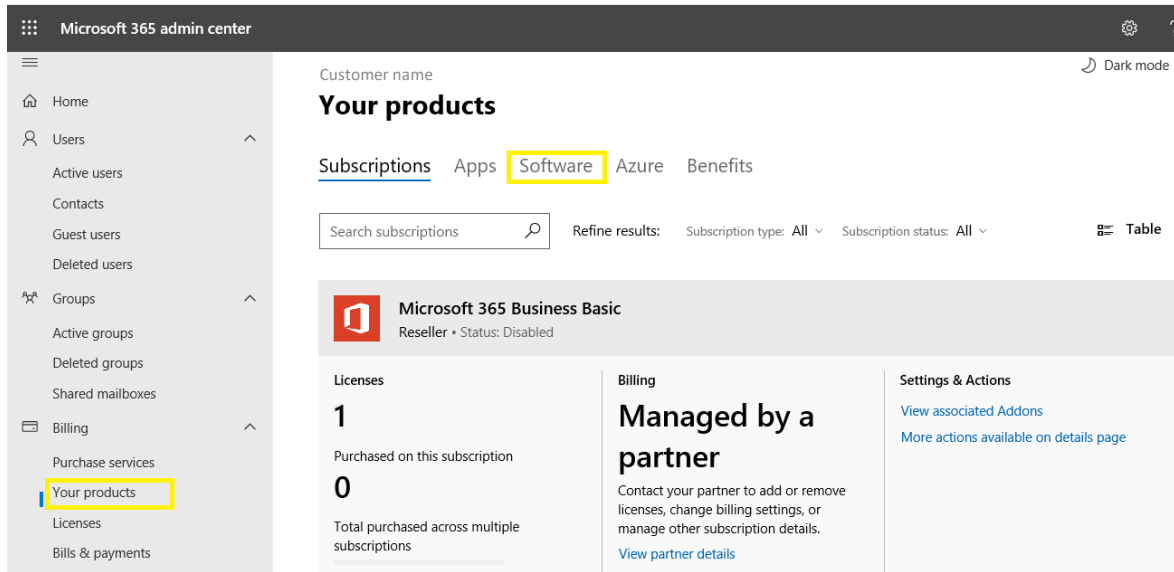
 Compliance

 Add-Ins

 Admin

All apps →

3. Under 'Billing' section select 'Your Products' and click on 'Software'




Microsoft 365 admin center

Customer name Dark mode

Your products

Subscriptions Apps **Software** Azure Benefits

Search subscriptions Refine results: Subscription type: All Subscription status: All Table

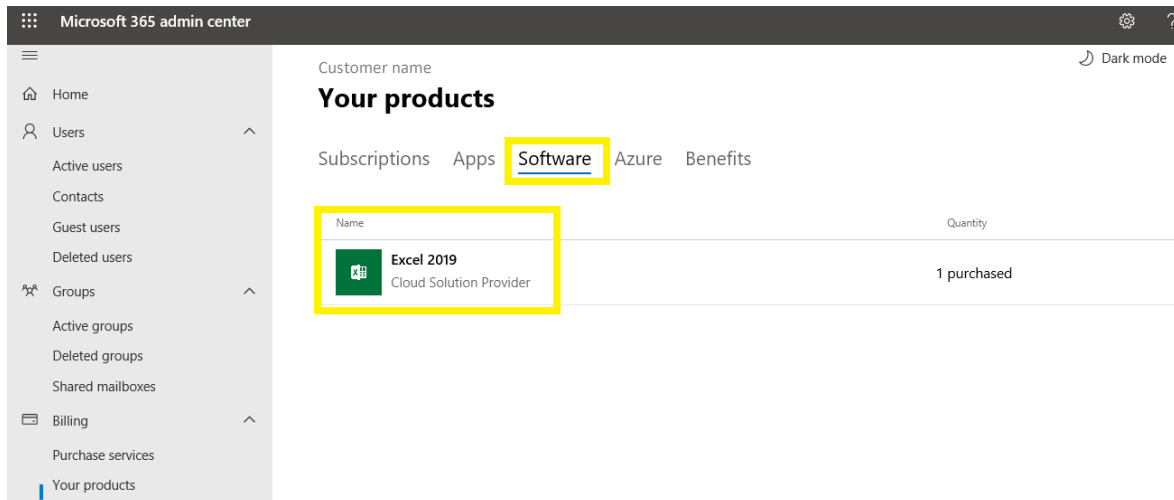


Microsoft 365 Business Basic

Reseller • Status: Disabled

| Licenses | Billing | Settings & Actions |
|--|--|---|
| <p>1</p> <p>Purchased on this subscription</p> <p>0</p> <p>Total purchased across multiple subscriptions</p> | <p>Managed by a partner</p> <p>Contact your partner to add or remove licenses, change billing settings, or manage other subscription details.</p> <p>View partner details</p> | <p>View associated Addons</p> <p>More actions available on details page</p> |

4. Select the Product to download its application and key




Microsoft 365 admin center

Customer name Dark mode

Your products

Subscriptions Apps **Software** Azure Benefits

| Name | Quantity |
|---|--------------------|
|  <p>Excel 2019</p> <p>Cloud Solution Provider</p> | <p>1 purchased</p> |

