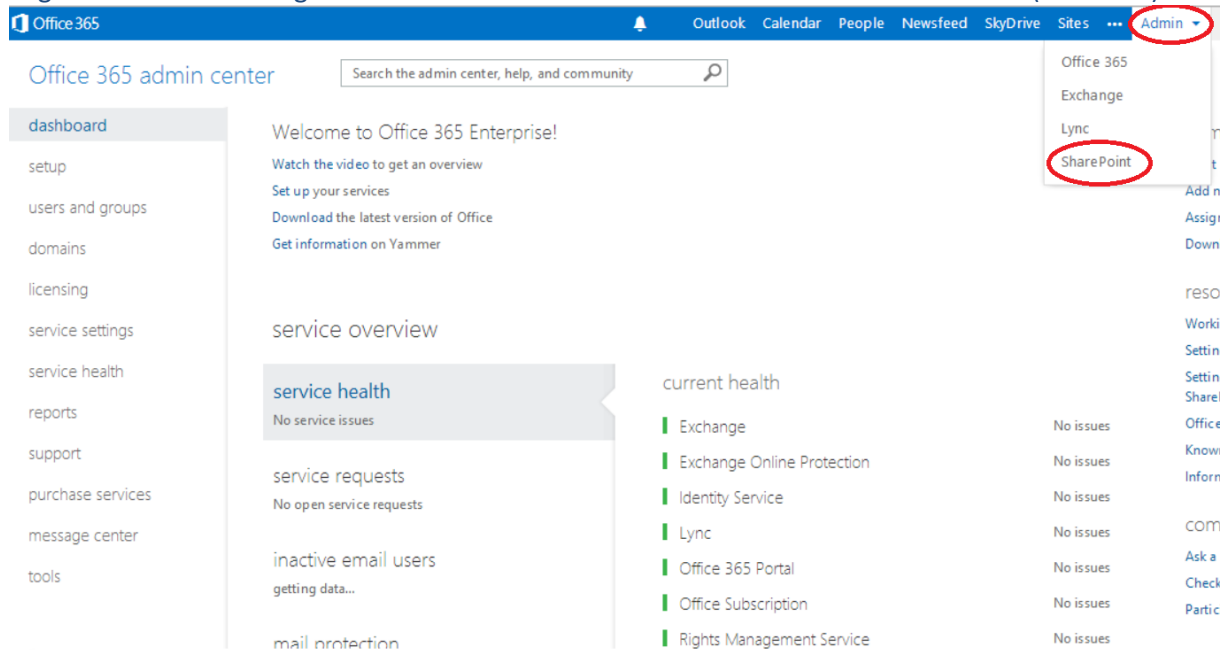


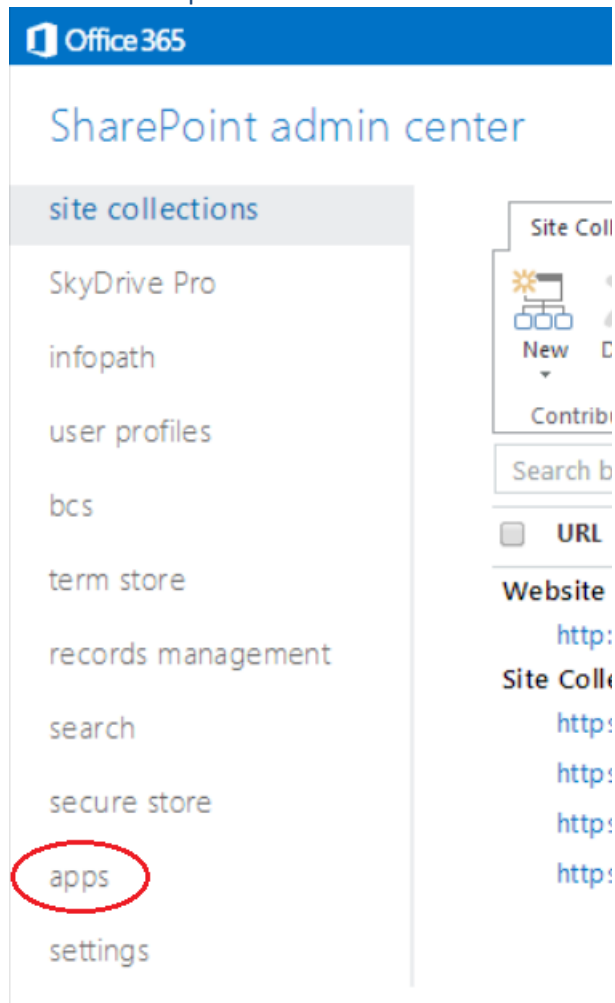
Step 1.

Login to Office 365 as a global administrator. And choose SharePoint in Admin ribbon (as shown)



Step 2.

Choose APPS option



Step 3.  
Choose manage licenses.

Office 365 Outlook Calendar People Newsfeed SkyDrive Sites ... Admin

SharePoint admin center

- site collections
- SkyDrive Pro
- infopath
- user profiles
- bcs
- term store
- records management
- search
- secure store
- apps**
- settings

apps

- App Catalog**  
Make apps available to your organization and manage requests for apps.
- Purchase Apps**  
Purchase apps from the SharePoint Store.
- Manage Licenses**  
Manage licenses for apps purchased from the SharePoint Store.
- Configure Store Settings**  
Manage app acquisition settings.
- Monitor Apps**  
Track usage of applications and review errors.
- App Permissions**  
Manage app access to this tenant.

Step 4.  
Choose application

Office 365 Outlook Calendar

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Search

APP NAME	LICENSE TYPE	TOTAL USERS	USERS ASSIGNED
<b>QuestionBox</b>			
QuestionBox	Trial	20	3
<b>TimeOFF Pro</b>			
TimeOFF Pro	Trial	20	3
<b>RateMe Pro</b>			
RateMe Pro	Trial	5	3
<b>Auctions Lite</b>			
Auctions Lite	Trial	5	3

Step 5.

Add users who will be able to use application. If you do not have enough users licenses you can buy more.

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Add User Cancel