

Deactivate Office 365 Licenses

Action

You may install Office 365 applications on 15 devices in total: 5 installations on Windows (Windows 7, 8.1, or 10) and Mac (macOS/X 10.10 or later) devices, 5 installations on smart phones, and 5 on tablet devices. If you find you need to install on another computer, you must first deactivate a license.

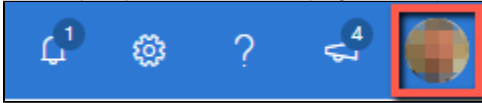
To see which computers you have activated Office 365 on and select the computer to deactivate, do the following.

Subscription License

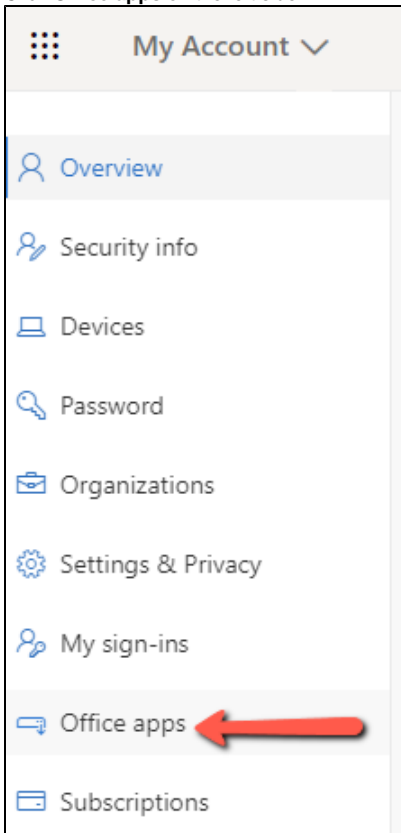
UAlbany faculty, staff and students are entitled to install and use Microsoft 365 Apps for enterprise (formerly called Office 365 ProPlus) on their personal computers while they have UAlbany Mail accounts. Please click [here](#) for additional information.

Instructions

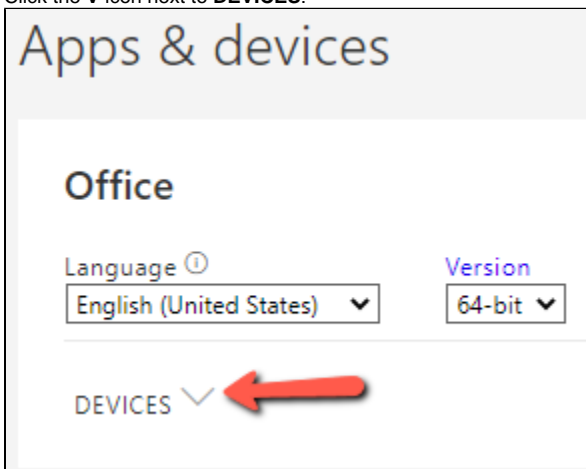
1. [Log in](#) to Outlook on the web (formerly Outlook Web App or OWA) on your Windows or Mac computer.
2. Click on your **profile icon** in the top right corner (this may have your initials or be a profile picture):



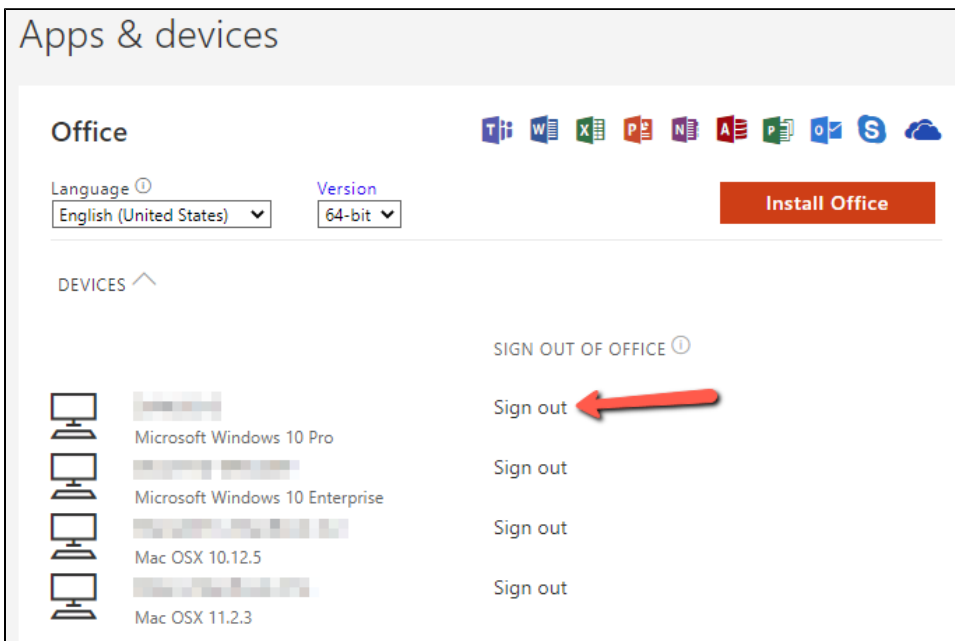
3. Click **View Account** in the menu that opens.
4. Click **Office apps** on the left side:



5. Click the **V** icon next to **DEVICES**:



6. Click the appropriate **Sign out** link to deactivate the license for the specified computer.



Deactivation does not actually uninstall Office from a computer. Office is still installed on the computer, but the Office applications are placed in reduced functionality mode.

Need more help? Contact the [ITS Service Desk](#).