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🗁 About

Table of Contents

Installation and Uninstallation

🕒 User Interface

Migrate G Suite Mailboxes

Buy Now and Licensing

Buy NowLicensingSupports

🗁 Legal Notice

Licensing

The licensing tab of the G Suite to Office 365 Migration Tool is to assign the license to the users. Assigning the license is very important to start the Migration process for any of the G Suite mailboxes.

Watch the Video Guide to Effortlessly Assign License:



1. Generating Mailbox List for License

To assign the license to any G Suite user for the Migration process, follow the below-given steps.

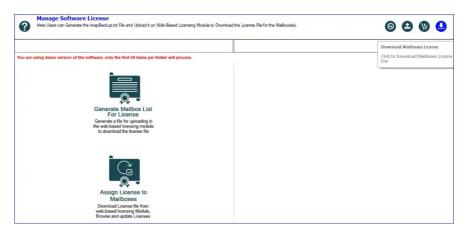
Step 1: - Go to the Licensing tab and click on **Generate Mailbox List for License** option.



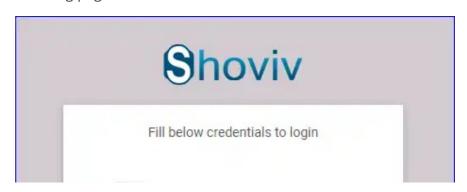
Step 2: - Now add the mailboxes for which you want to generate the license and click on **Generate File** button.

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Step 3: - Click on the Download option to generate the licensing file on the system. After that, you need to upload the .txt (License File) on the web-based licensing module.



Step 4:- Log in to the web licensing module by providing the Order number and Activation Key. Click Here to open the web licensing page.



A		
	Login	
Convright @ 20	023 Shoviv Software Pvt. Ltd. All Rights	Reserved

Step 5: - Then, go to the Upload File tab from the left pane, click on Choose File option and upload the generated .txt file.

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	Upload File Please upload users mallbox name file. Choose File txt Upload
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Step 6: - After uploading the file successfully, select the required mailbox and click on Submit button.

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Copyright © 2023 Shoviv Software Pvt. Ltd. All Rights Reserved.		

Step 7: - Now go to the Download file tab from the left pane. Here, you will get an auto-generated user Id and license key copy them in Notepad. (You can change your User id and License key according to your convenience).

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Copyright © 2023 Shoviv Software Pvt. Ltd. All Rights Reserved.	Download			

Step 8: - Then, select the single or multiple dates on which you uploaded the generated .txt files and click on the Search button. After that, the mailboxes for which the license is assigned will list up. Select the mailboxes and click on the Download button.

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Copyright © 2023 Shoviv Software Pvt. Ltd. All Rights Reserved.	Download	

Step 9: - Now go to the Licensing window of the software and click on the Assign License to Mailboxes option.



Step 10: - Now the assigned license window will appear. Here, provide the User ID & License key (copied from web portal), then

browse the Downloaded license file (.lic).

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Step 11: - As you browse the license key, the Mailboxes for which the license is assigned will list up. Select the Mailboxes and click on the Assign License button.

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