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## 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

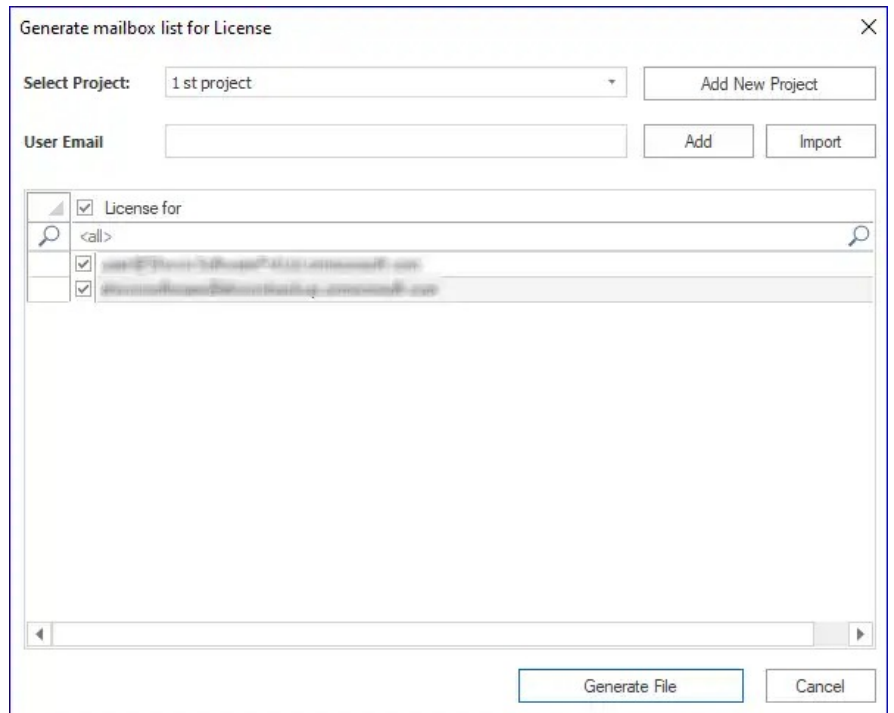
To assign the license to any G Suite user for the Migration process, follow the below-given steps.

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

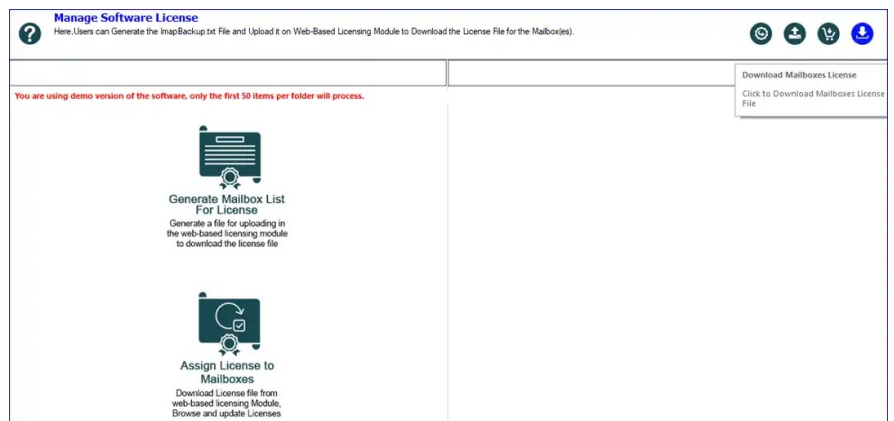


the web-based licensing module  
to download the license file

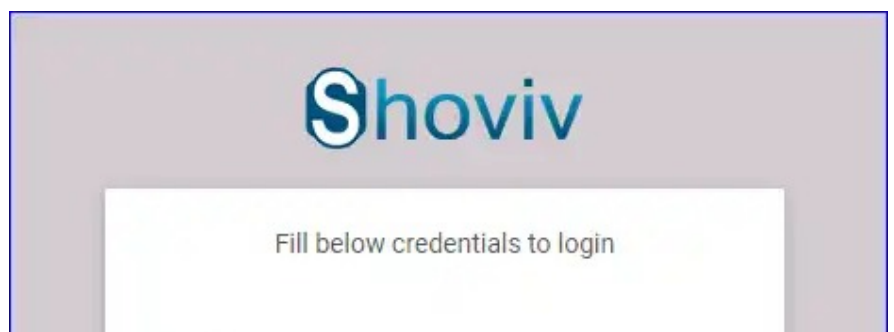
**Step 2: - Now** add the mailboxes for which you want to generate the license and click on **Generate File** button.

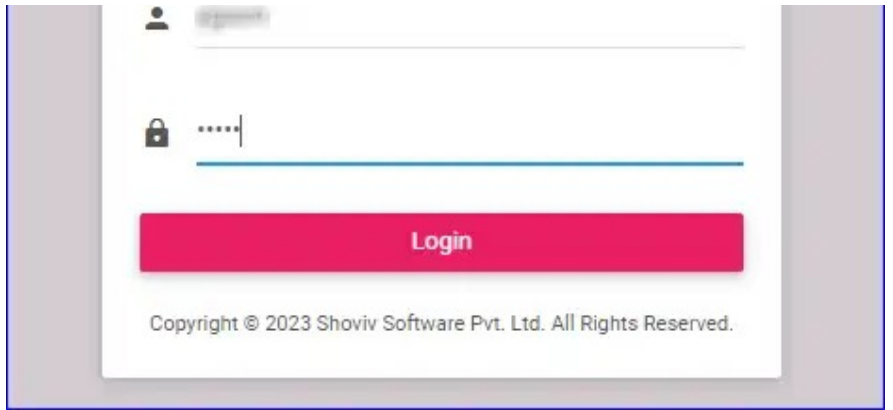


**Step 3: -** Click on the Download option to generate the licensing file on the system. After that, you need to upload the .txt (License File) on the web-based licensing module.

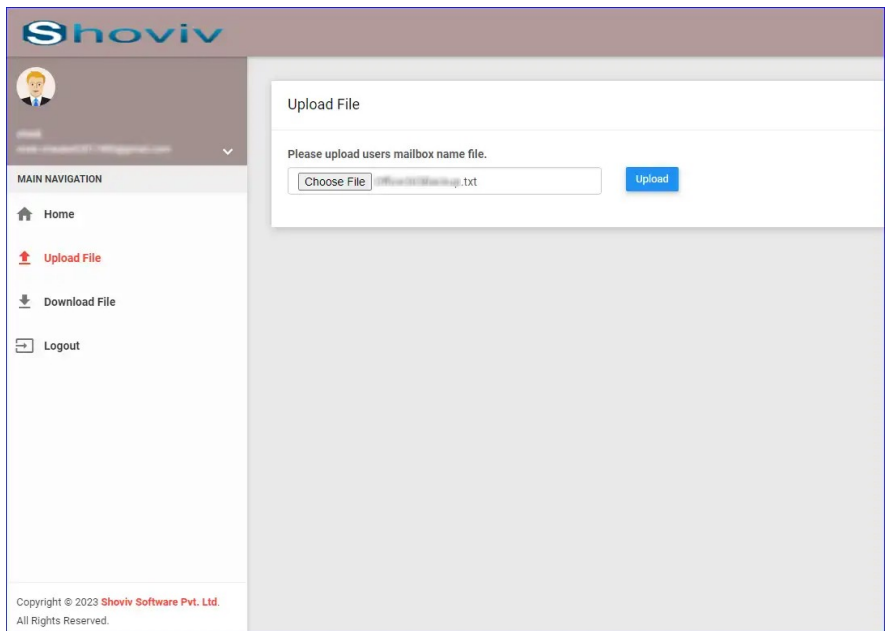


**Step 4:-** Log in to the web licensing module by providing the Order number and Activation Key. [Click Here](#) to open the web licensing page.

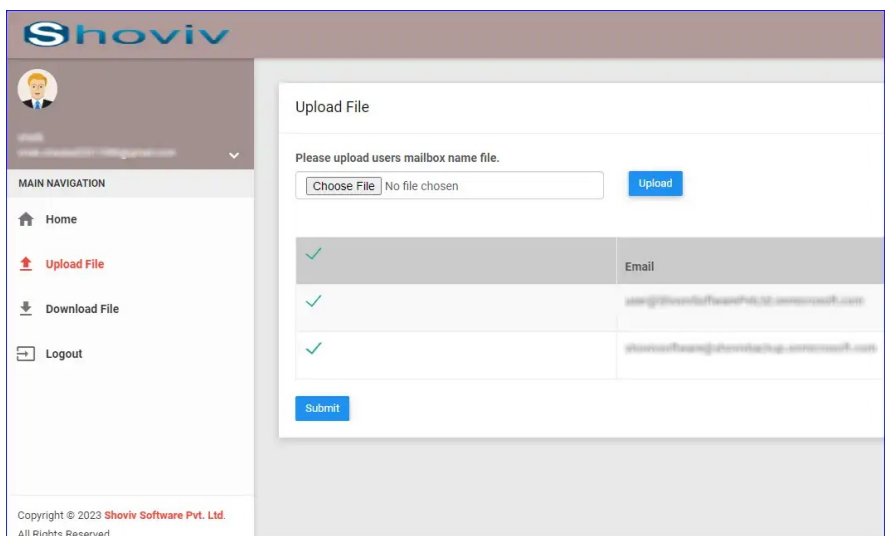




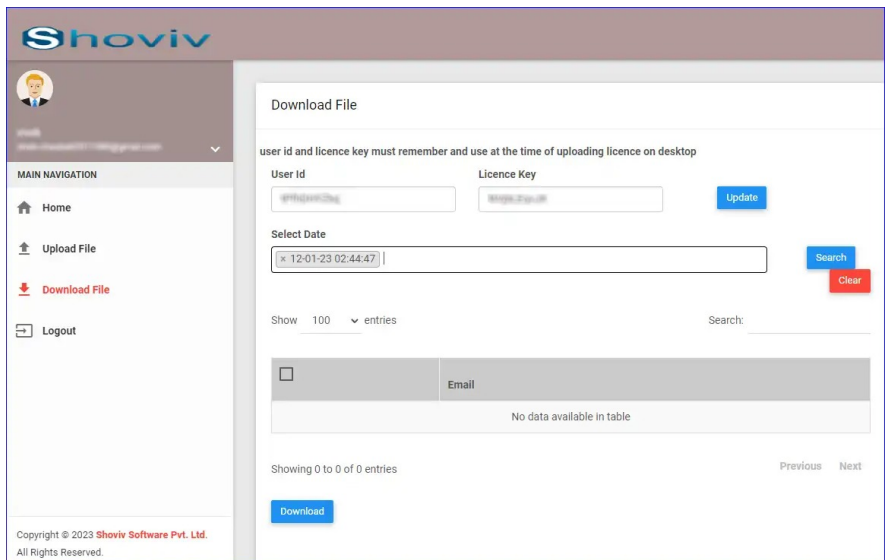
**Step 5:** - Then, go to the Upload File tab from the left pane, click on Choose File option and upload the generated .txt file.



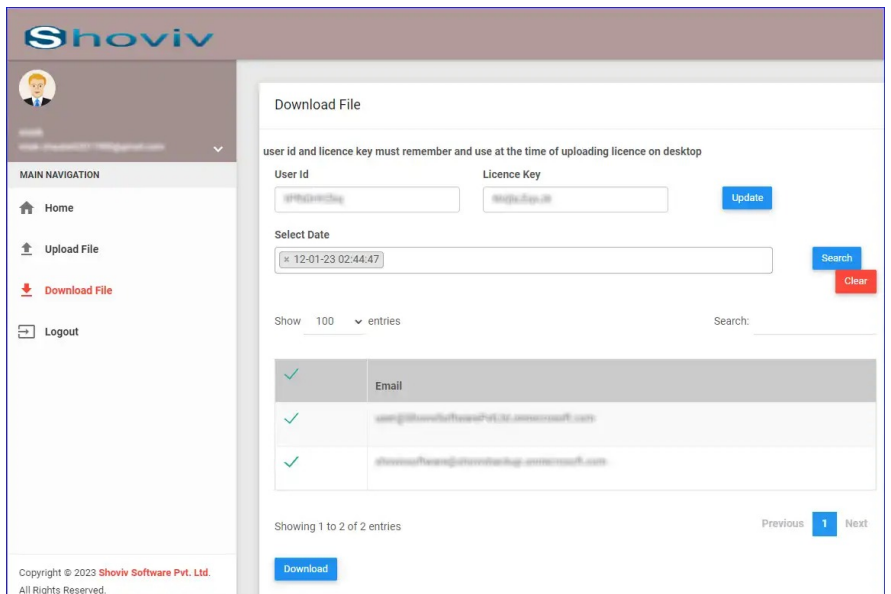
**Step 6:** - After uploading the file successfully, select the required mailbox and click on Submit button.



**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).



**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.



**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).

Assign License

Select File: C:\Users\welcome\Downloads\..., .lic [Browse...]

User ID: \*\*\*\*\*

Licence Key: \*\*\*\*\*

Mailbox Email

<all>

Assign License [Cancel]

**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.

Assign License

Select File: C:\Users\welcome\Downloads\..., .lic [Browse...]

User ID: \*\*\*\*\*

Licence Key: \*\*\*\*\*

Mailbox Email

<all>

[x] [x]

Assign License [Cancel]