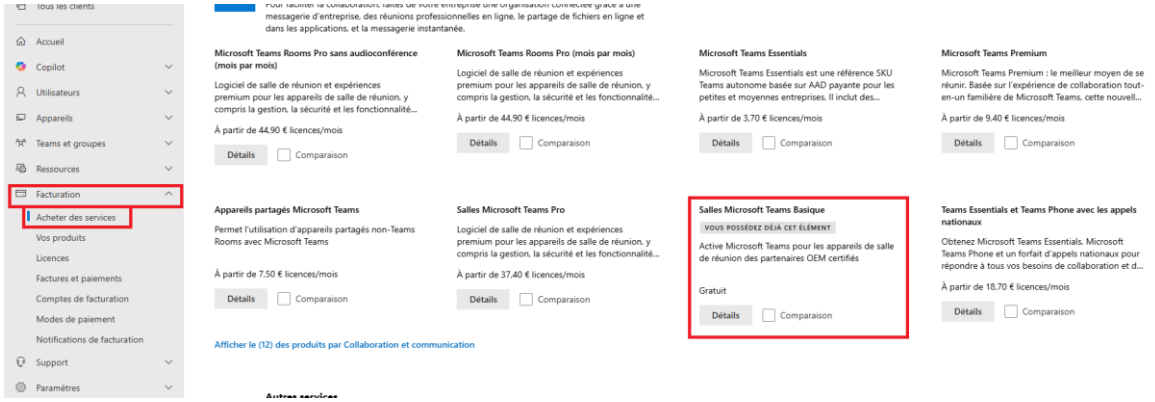
How to license Teams Rooms on your Microsoft 365 tenant

- **Go to Microsoft 365 admin**
https://admin.microsoft.com

a. In the left menu, go to **Users > Active Users**
b. Find the user or room account you created earlier (e.g., *teamsroom@votreentreprise.com*)
c. Click on the user's name, then go to **Licenses & Apps**
d. In the list of available licenses, **check "Teams Rooms Basic"**
(If it doesn't appear, check that the license has been added to your tenant via the Microsoft portal)
e. *Reset the password and give us the email address and password*

- Take a Teams Rooms Basic license



- Add a payment method

Even for free licenses, Microsoft requires a valid credit card to activate the account.

1. In the left menu, click Billing > Payment Methods.
2. Click Add Payment Method.
3. Select Credit or Debit Card.
4. Enter your credit card information.
5. Click Save**.**

- Add Teams Rooms Basic licenses

1. Return to Billing > Products and Services.
2. Click Add Subscription.
3. In the search bar, type Microsoft Teams Rooms Basic.
4. Select the corresponding offer and click Add.
5. Follow the instructions to assign licenses to the desired users or rooms.

If it's a Teams Rooms Pro license, or even with your license provider to get it for you