

# Microsoft 365 Admin Center

Software and license key download experience

July 2019

# Microsoft 365 Admin Center “Classic” view

Initial homepage shown to customers after signing into the Microsoft 365 Admin Center

Choose “Try the preview” if not defaulted to this mode

Microsoft 365 admin center

Home [Customize your home](#)

Test\_Test\_drjones\_AzureGTM3  Try the preview

Search users, groups, settings or tasks

Office 365 Business Premium setup is incomplete. [Get someone to help you.](#)

[Go to setup](#) Personalize sign-in Add users Connect domain

Active users >

- + Add a user
- 🗑 Delete a user
- ✎ Edit a user
- 🔑 Reset a password

Billing >

Total balance: \$0.00

- ✎ Update payment details
- 👁 View my bill

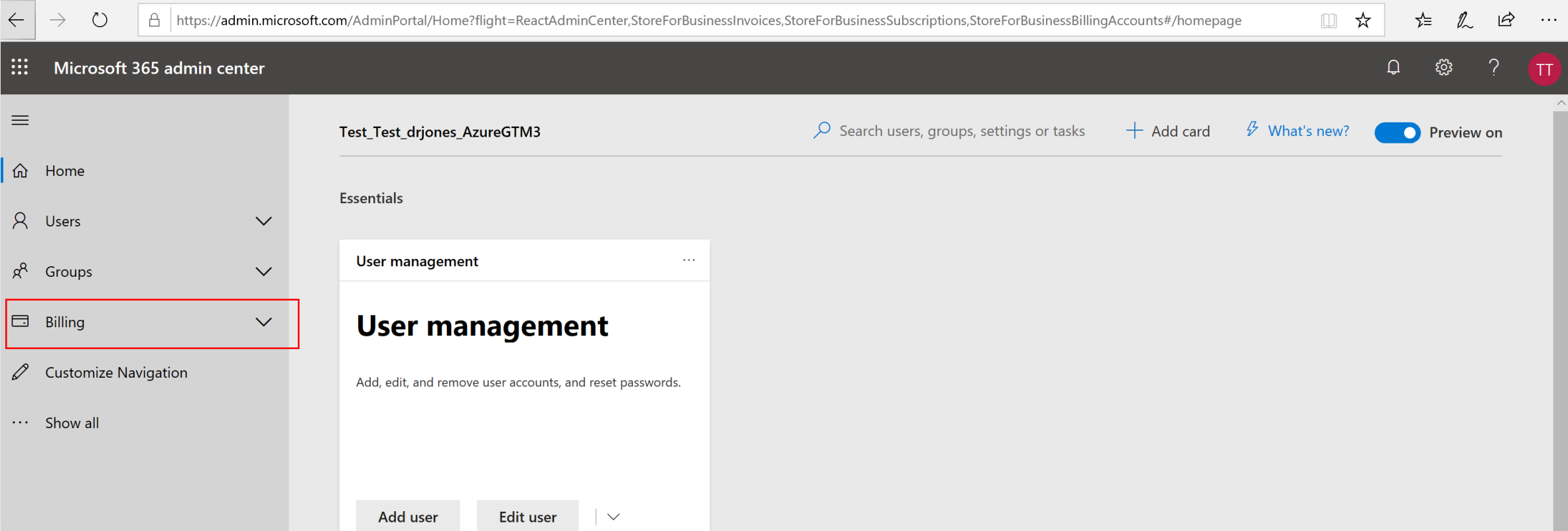
Office software

- ↓ Install my software
- ✉ Share the download link
- ↓ Software download settings
- 💡 Troubleshoot installation

User must switch to “preview” mode to download software keys (Note that some customer are defaulted to the Preview experience automatically)

# Microsoft 365 Admin Center “Preview on” mode

Choose Billing > Products & Services page from the left nav menu.



# Microsoft 365 Admin Center “Preview on” mode

Choose “Software”

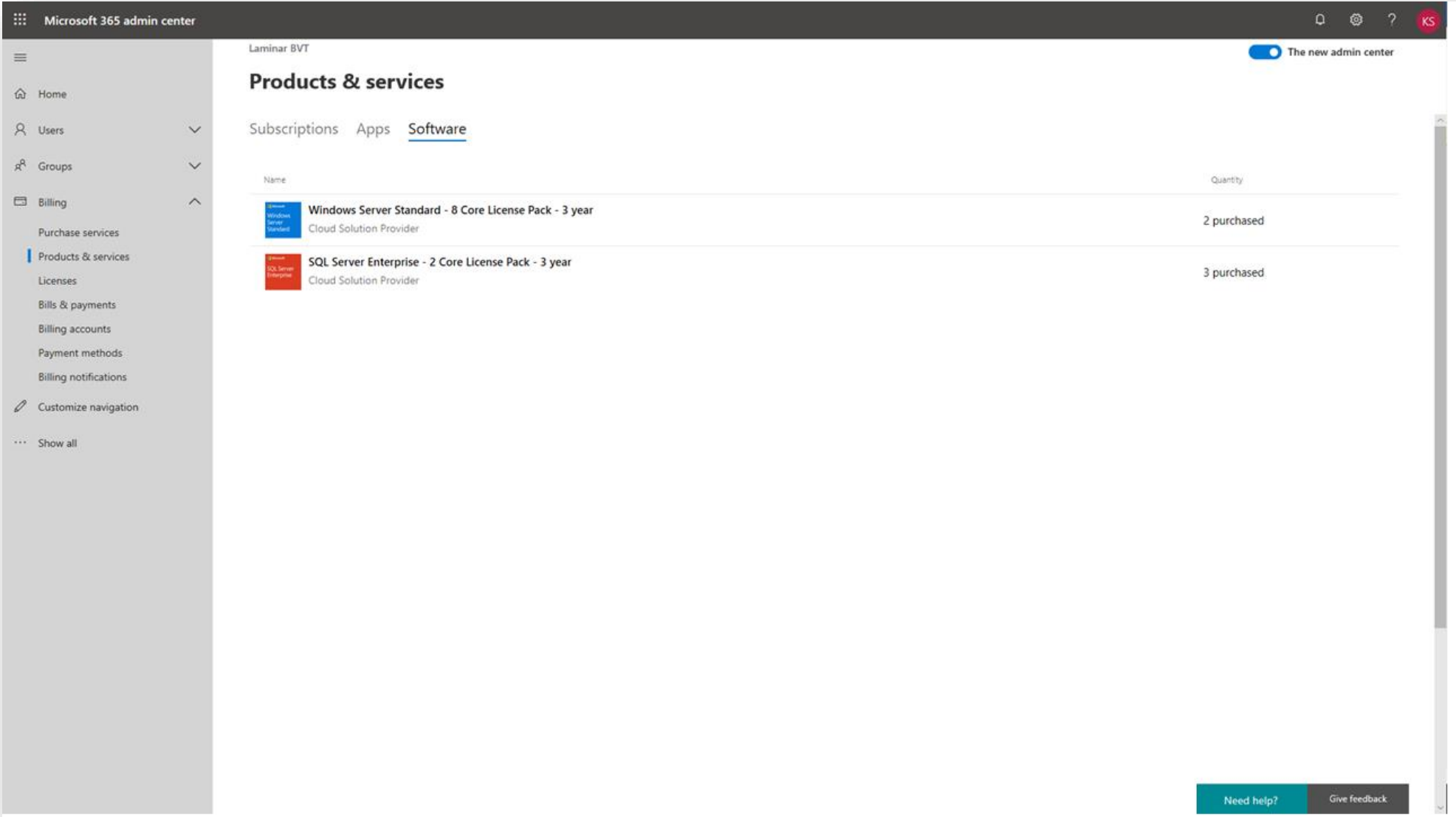
The screenshot shows the Microsoft 365 Admin Center interface. The top navigation bar includes the Microsoft 365 Admin Center logo, the user name 'Laminar BVT', and a toggle for 'The new admin center'. The left-hand navigation pane lists various sections: Home, Users, Groups, Billing, Purchase services, Products & services (highlighted), Licenses, Bills & payments, Billing accounts, Payment methods, Billing notifications, Customize navigation, and Show all. The main content area is titled 'Products & services' and features three tabs: 'Subscriptions', 'Apps', and 'Software', with 'Software' being the active tab. Below the tabs is a search bar labeled 'Search subscriptions' and a 'Refine results' section with filters for 'Subscription type: All' and 'Subscription status: Active & Expired'. A 'Cards' view toggle is also present. The main content displays a table of software products:

Name ↑	Available quantity/usage	Date ↑
Exchange Online Kiosk Reseller	23 available of 23 0 used	
Intune Reseller	23 available of 23 0 used	
Office 365 Business Essentials Reseller	23 available of 23 0 used	
Office 365 E1 Reseller	23 available of 23 0 used	

At the bottom right, there are links for 'Need help?' and 'Give feedback'.

# Microsoft 365 Admin Center “Preview on” mode

Choose desired solution to download software and license keys:



# Microsoft 365 Admin Center “Preview on” mode

Select “Copy Key”

Microsoft 365 admin center

Drjones\_CSP Test Tenant

The new admin center

## Products & services

**Windows Server Standard - 8 Core License Pack - 3 year**

**Licenses**  
3 total purchased

**Billing**  
This product is billed through your partner.  
TEST\_TEST\_BugBash4  
bing.com

**Settings & actions**  
No actions available

### Downloads & keys

Product version	Language	CPU & File Type	File size	Download	Copy key
Windows Server Standard - 8 Core License Pack - 3 year	English (United States)	64 Bit, ISO	4.75 GB	<a href="#">Download</a>	<a href="#">Copy key</a>

### Optional components for selected version

Windows Server 2019 Standard - 3 Year English			4.75 GB	<a href="#">Download</a>	<a href="#">Copy key</a>
Windows Server 2019 Features on Demand - Multilanguage			334.52 MB	<a href="#">Download</a>	No key needed
Windows Server 2019 Language Pack - Multilanguage			2.64 GB	<a href="#">Download</a>	No key needed
Windows Server Features on Demand, version 1903 - MultiLanguage			357.71 MB	<a href="#">Download</a>	No key needed
Windows Server Language Pack, version 1903 - MultiLanguage			2.52 GB	<a href="#">Download</a>	No key needed
Windows Server, version 1903 - Multilanguage			2.72 GB	<a href="#">Download</a>	No key needed

Need help? Give feedback

# Microsoft 365 Admin Center “Preview on” mode

Select “Copy Key” again for specific license purchased

The screenshot shows the Microsoft 365 Admin Center interface for a tenant named 'Drjones\_CSP Test Tenant'. The main heading is 'Products & services'. The selected product is 'Windows Server Standard - 8 Core License Pack - 3 year'. The 'Licenses' section shows 3 total purchased licenses. The 'Billing' section indicates the product is billed through a partner with the identifier 'TEST\_TEST\_BugBash4 bing.com'. The 'Settings & actions' section shows no actions are available.

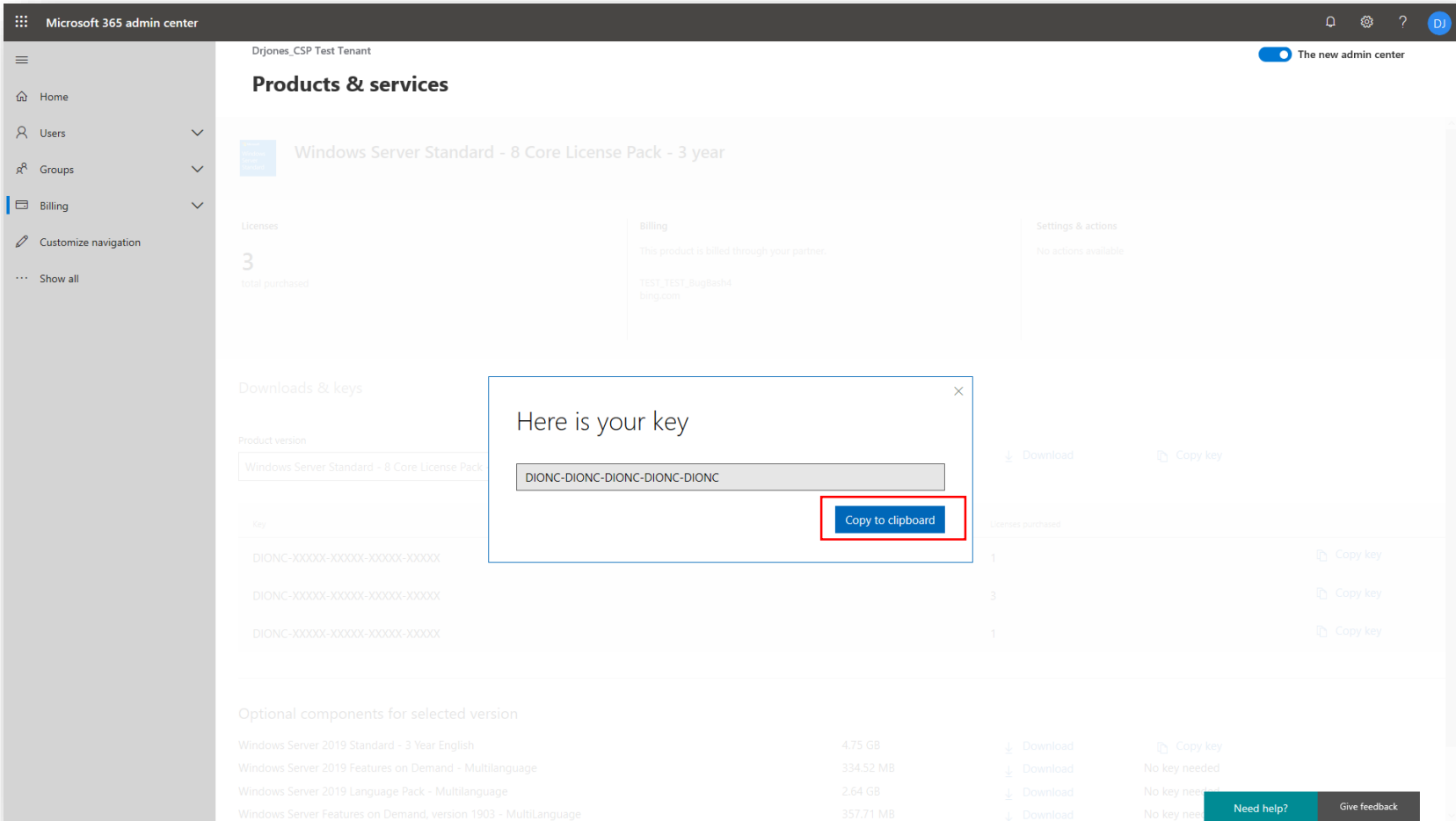
The 'Downloads & keys' section includes filters for Product version, Language, CPU & File Type, and File size. Below the filters is a table of licenses:

Key	Licenses purchased	Action
DIONC-XXXXX-XXXXX-XXXXX-XXXXX	1	<a href="#">Copy key</a>
DIONC-XXXXX-XXXXX-XXXXX-XXXXX	3	<a href="#">Copy key</a>
DIONC-XXXXX-XXXXX-XXXXX-XXXXX	1	<a href="#">Copy key</a>

Below the license table is the 'Optional components for selected version' section, which lists additional components like 'Windows Server 2019 Standard - 3 Year English' and 'Windows Server 2019 Features on Demand - Multilanguage' with their respective file sizes and download links. At the bottom right, there are buttons for 'Need help?' and 'Give feedback'.

# Microsoft 365 Admin Center “Preview on” mode

Select “Copy to clipboard”





# Microsoft 365 Admin Center “Preview on” mode

Alternatively, customer can download the software (ISO). Choose “Download” on the desired solution. Options to **Open** or **Save** the software ISO file will be presented:

