

How To Assign Licenses



What is a license?

Having a license allows the license owner to schedule meetings and download reports and recorded media. After purchasing new licenses from EnableX, you may assign it to users to be the license owner.

Prerequisites

- Only the owner or the Admin has the permission to assign licenses to the users
- Before you assign a license, a user account needs to be created



HOW TO ASSIGN A LICENSE TO A USER



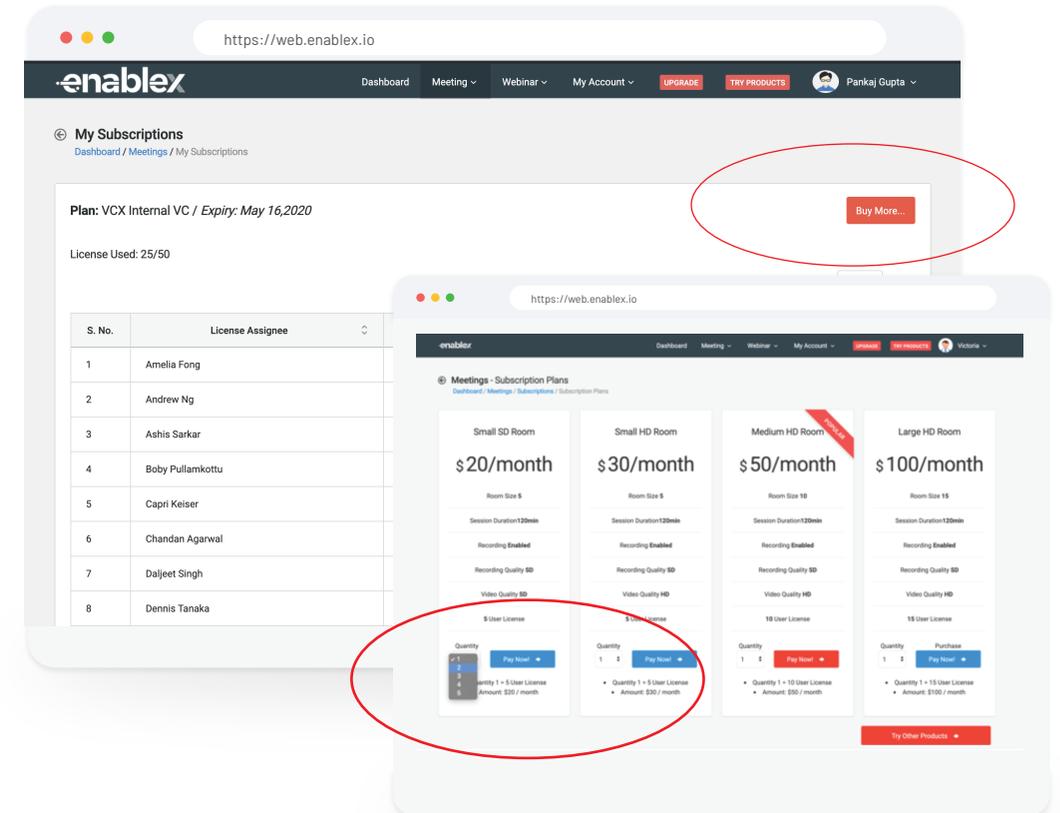
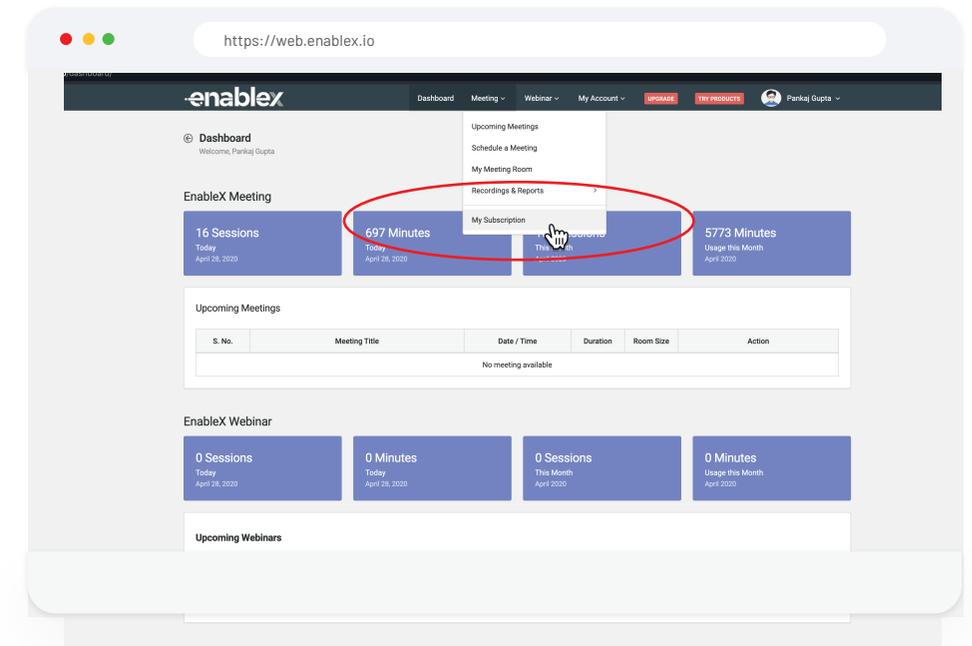
01
Step

Purchase a license

If you do not have available licenses, you will need to first purchase them. Simply sign in to EnableX portal, go to **"Video Meeting"** or **"Webinar"** Menu (depending on what services you want the user to have) and click on **"Subscription"**

Once you are there, Select **"Buy More"** followed by selecting the plan and entering the number of license required.

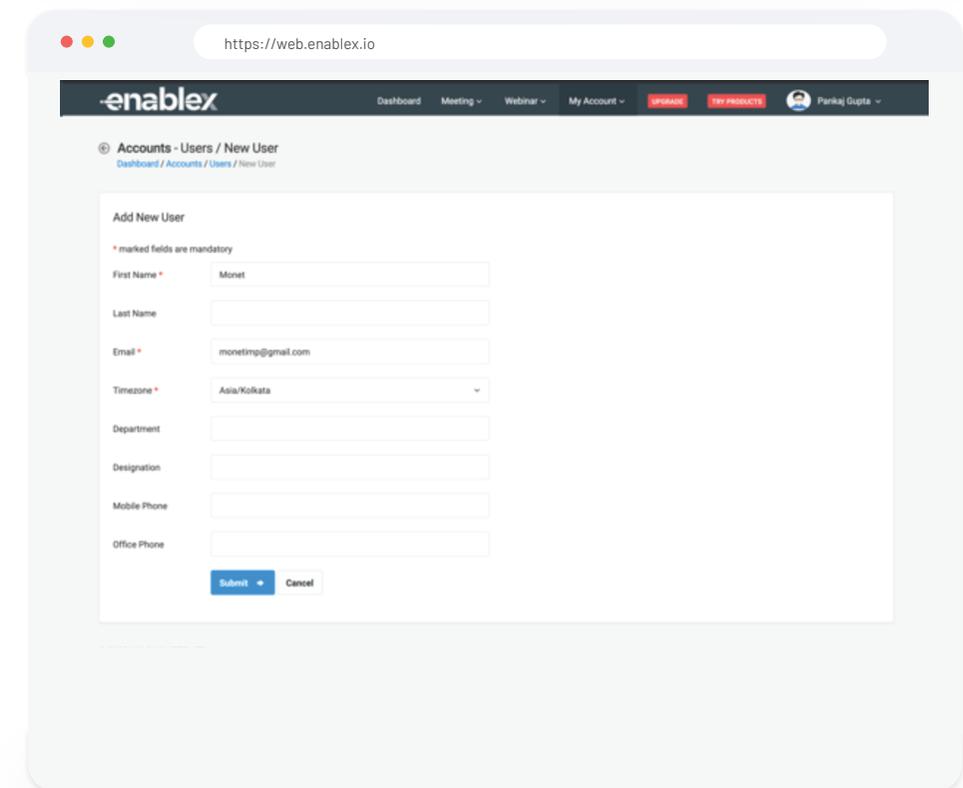
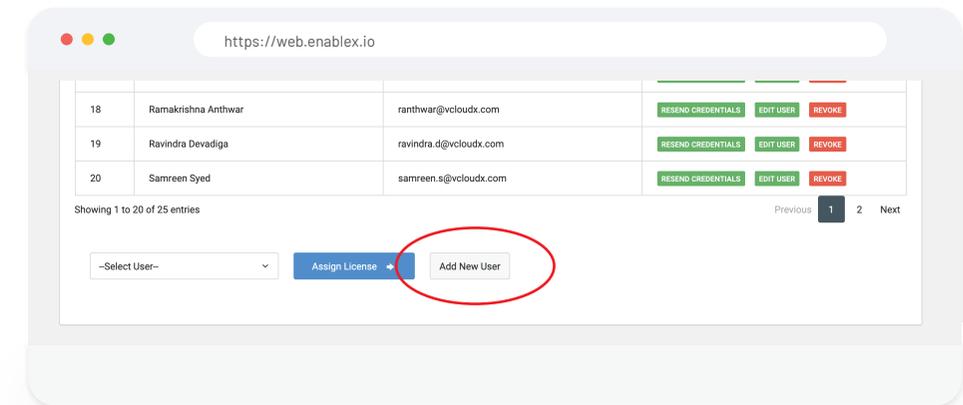
Alternatively, you could also buy the license by directly clicking on the **"Upgrade"** on the top right of the menu



02
Step

Assign a User

Once done, on the **Subscription** page, click on **"Add New User"** and enter the user's particulars.



03

Step

Assign a license to the user

At the subscription page, you can now search for the user whom you want to assign a license to and click on **“Assign License”**

Once done, a notification will be sent to your user with login credentials. At any time, you may cancel the license assigned to the user by clicking on the **“Revoke”** button at the subscription page.

