How to manage Office 365 ProPlus
installation number of licences confirmation and deactivation procedure
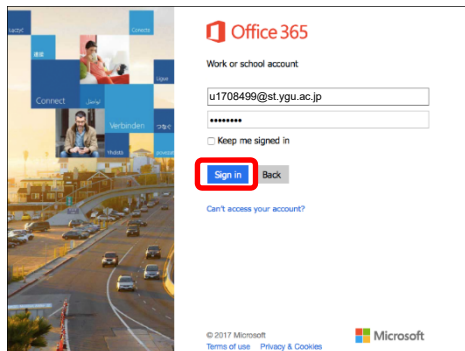
This section explains how to check the number of installed Office 365 ProPlus application suites and how to deactivate the application suites.
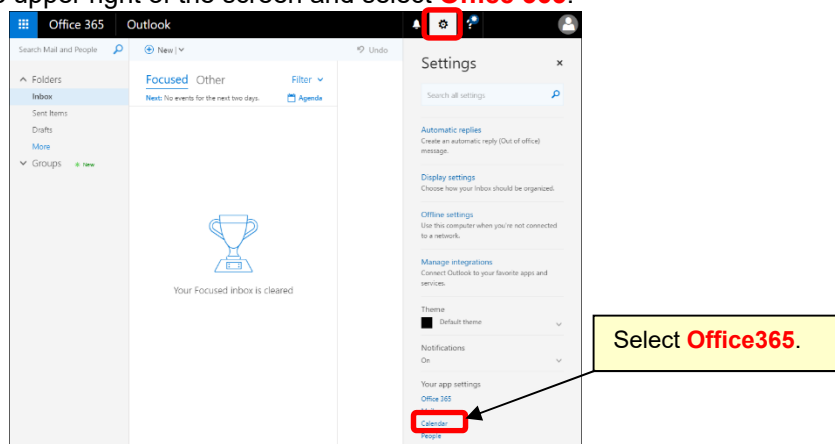
> **What is the deactivation?**
> This is an operation to disable the license on a device on which Office365 ProPlus was installed, so that the license can be used on another device.
> It is mainly done when Office365 is no longer needed on a particular device.
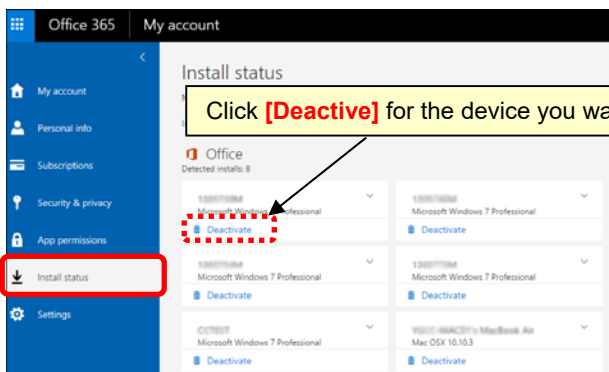
1. Sign in to Office 365.

2. Click the ⚙ icon on the upper right of the screen and select **Office 365**.

Select **Office365**.

3. Select the **installation status**.
   See the number and the names of computers on which Office365 is currently installed.
   Click **[Deactivate]** for the device you want to disable.
   When the "Deactivate this installation?" appears, select **[Yes]**.

Click **[Deactive]** for the device you want to disable.

> **【Number of installable licences】**
>
> PC: 5 (Windows・MacOS)
> Tablet: 5(iPad・Android)
> Smart Phone: 5(iPhone・Android)
>
> * Installation is possible that up to 5 suites for each device type, totaling up to 15 suites.

Do you want to deactivate this install?

After you deactivate an install, you won't be able to use many of its features.

Deactivating this install does not remove the latest version of Office from your computer.