

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

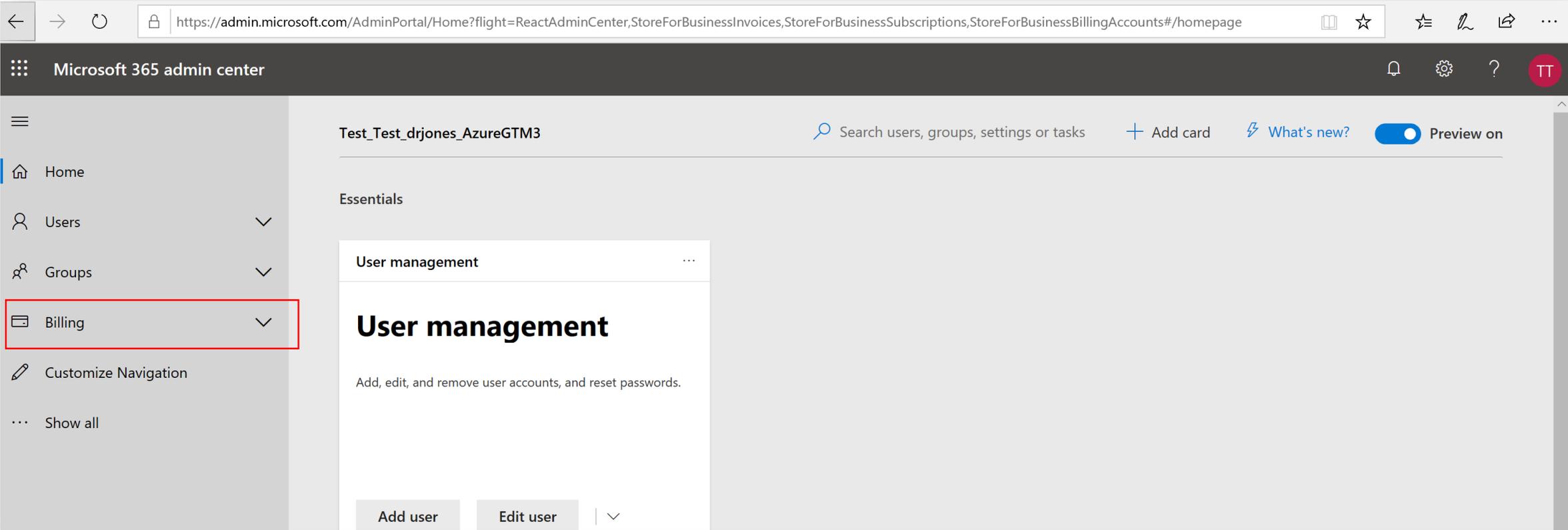
Office software

- ↓ 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 left-hand navigation pane includes options like Home, Users, Groups, Billing, and Purchase services. The main content area is titled 'Products & services' and has three tabs: 'Subscriptions', 'Apps', and 'Software'. The 'Software' tab is highlighted with a red box. Below the tabs, there is a search bar and filter options for 'Subscription type' and 'Subscription status'. A table lists software products with columns for Name, Available quantity/usage, and Date. The table contains four entries: Exchange Online Kiosk, Intune, Office 365 Business Essentials, and Office 365 E1, all showing 23 available and 0 used licenses. At the bottom right, there are links for 'Need help?' and 'Give feedback'.

Microsoft 365 admin center

Laminar BVT

The new admin center

Products & services

Subscriptions Apps **Software**

Search subscriptions

Refine results: Subscription type: All Subscription status: Active & Expired

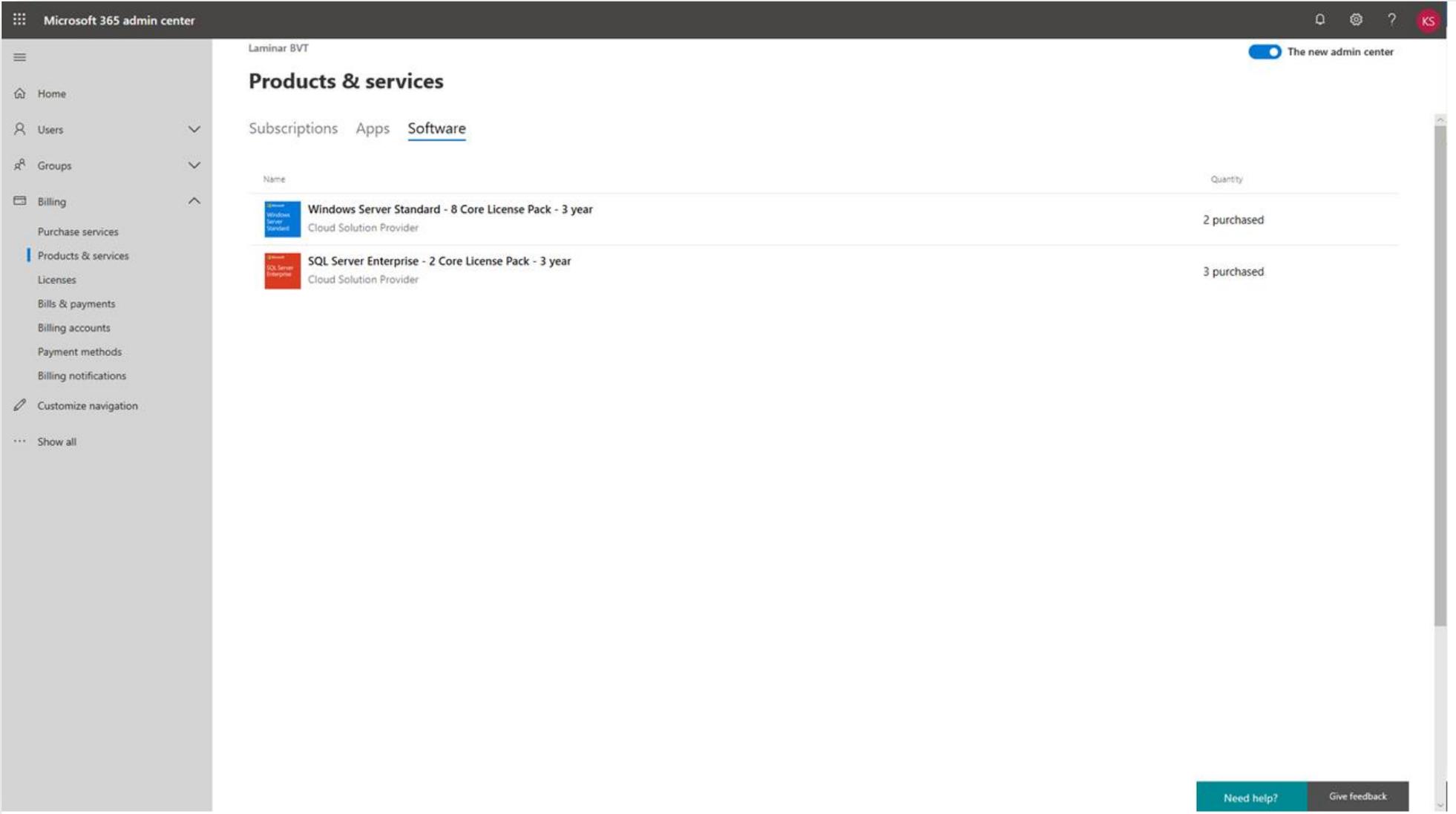
Cards

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	

Need help? 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	Download	Copy key

Optional components for selected version

Windows Server 2019 Standard - 3 Year English			4.75 GB	Download	Copy key
Windows Server 2019 Features on Demand - Multilanguage			334.52 MB	Download	No key needed
Windows Server 2019 Language Pack - Multilanguage			2.64 GB	Download	No key needed
Windows Server Features on Demand, version 1903 - MultiLanguage			357.71 MB	Download	No key needed
Windows Server Language Pack, version 1903 - MultiLanguage			2.52 GB	Download	No key needed
Windows Server, version 1903 - Multilanguage			2.72 GB	Download	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 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	Copy key
DIONC-XXXXX-XXXXX-XXXXX-XXXXX	3	Copy key
DIONC-XXXXX-XXXXX-XXXXX-XXXXX	1	Copy key

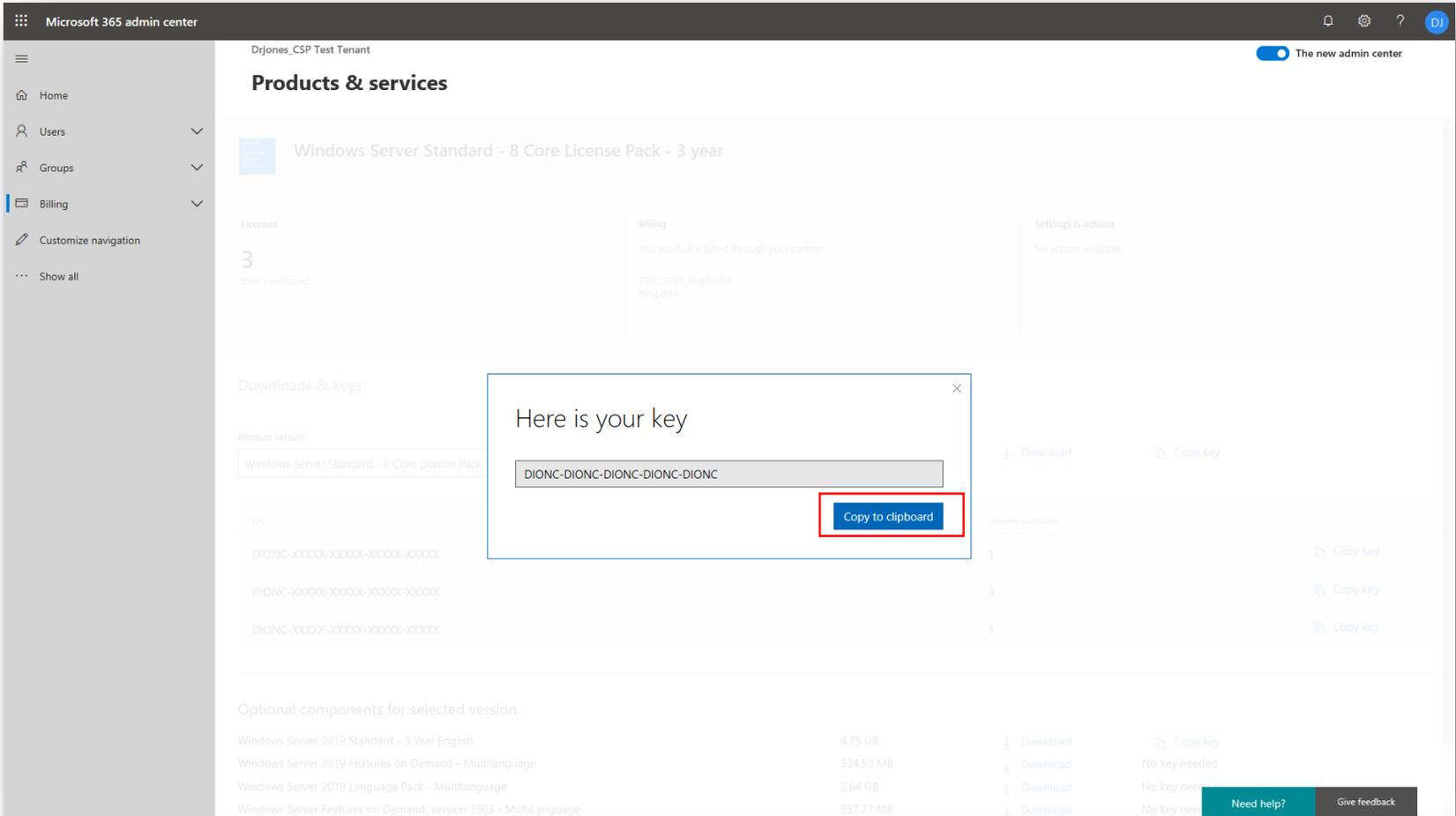
Optional components for selected version:

Component	File size	Action
Windows Server 2019 Standard - 3 Year English	4.75 GB	Download Copy key
Windows Server 2019 Features on Demand - Multilanguage	334.52 MB	Download No key needed
Windows Server 2019 Language Pack - Multilanguage	2.64 GB	Download No key needed
Windows Server Features on Demand, version 1903 - MultiLanguage	357.71 MB	Download No key needed

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:

