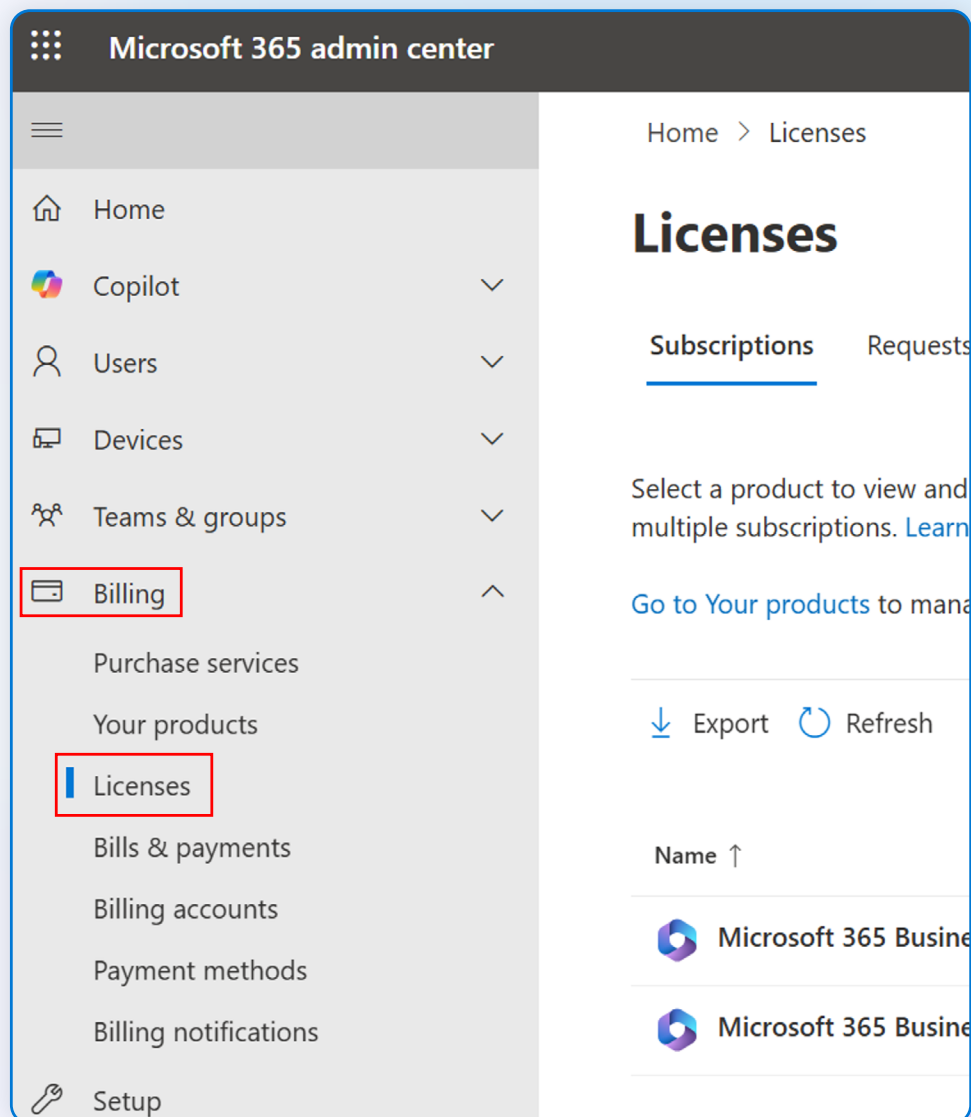


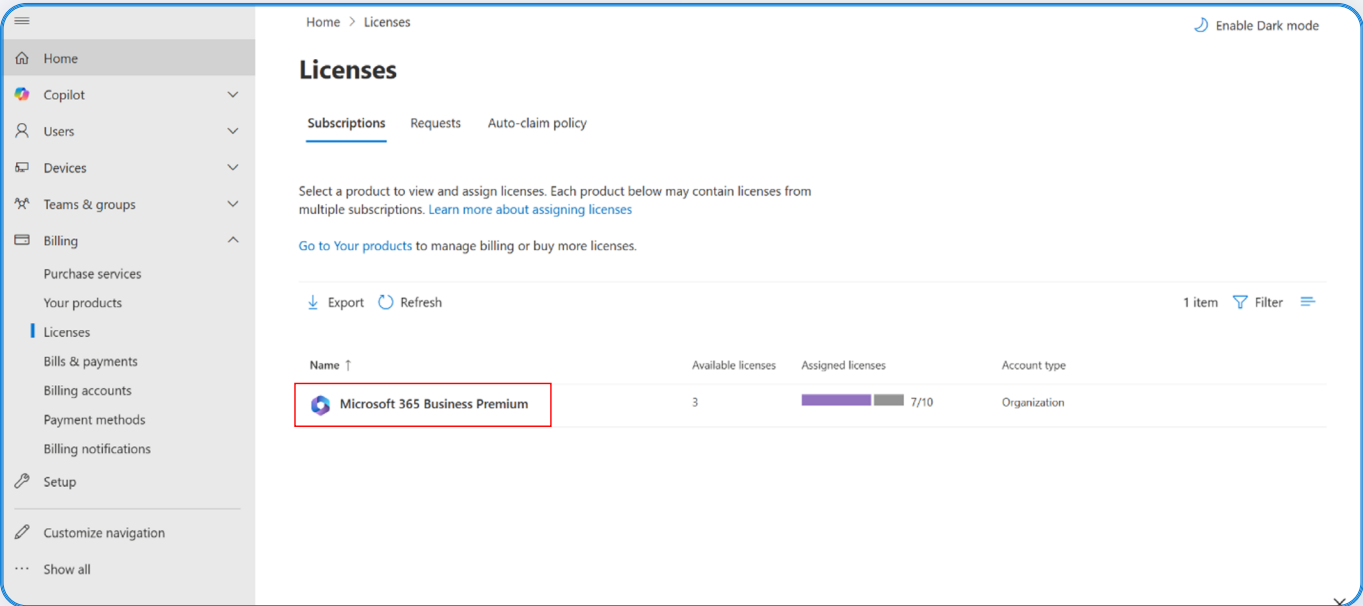
Microsoft 365 Plan Transition Guide: From Business Premium or Office 365 E1 granted licenses to a new Microsoft 365 offer

Step 1: Sign in to [Microsoft Admin Center](#) with your tenant credentials.

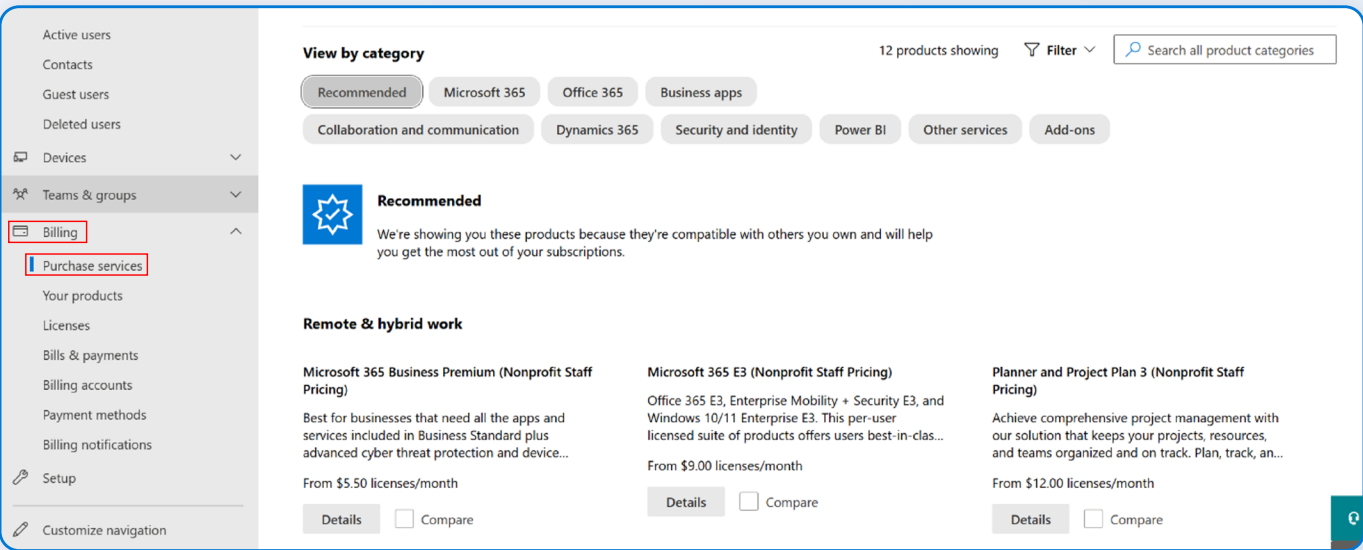
Step 2: Go to "Billing" > "Licenses".



Step 3: Confirm the Microsoft 365 Business Premium or Office 365 E1 grant subscription licenses are present on your tenant.



Step 4: Go to "Billing" > "Purchase Services".



Step 5: To select a different Microsoft 365 plan to transition all users on your Microsoft 365 Business Premium or Office 365 E1 grant subscription click on “Details” under the offer you wish to purchase.

View by category

Search results: 7 products

Filter

business basic

Clear search

Microsoft 365

Collaboration and communication

Security and identity

Microsoft 365

Microsoft 365 combines Office 365, Windows 10, and Enterprise Mobility + Security together for your organization. Today's modern workspace allows people to meet, collaborate, and stay connected across boundaries. Microsoft 365 supports teamwork, connecting services like Microsoft Teams, SharePoint, and Yammer and providing a hub for collaboration.

Microsoft 365 Business Basic (Nonprofit Staff Pricing)

Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word,...

Free

Details

Compare

Microsoft 365 Business Premium (Nonprofit Staff Pricing)

Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device...

From \$5.50 licenses/month

Details

Compare

Microsoft 365 Business Standard (Nonprofit Staff Pricing)

Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with u...

From \$3.00 licenses/month

Details

Compare

Step 6: Add the new Microsoft 365 subscription plan, e.g. Microsoft 365 Business Basic grant as an example.

Home > Your products - Products > Microsoft 365 Business Basic (Nonprofit Staff Pricing)

Enable Dark mode

Microsoft 365 Business Basic (Nonprofit Staff Pricing)

Learn more about the new billing experience

Licenses

Licenses assigned 0 / 7

Buy licenses

Remove licenses

Assign licenses

Subscription and payment settings

Recurring billing

On, renews on 5/21/2026

Edit recurring billing

Payment method

Payment method

Replace payment method

Billing frequency

Pay monthly

Edit billing frequency

Subscription status

Active

Cancel subscription

View invoices

Purchase information

Initial purchase date

5/21/2025

Unit price

Free

Purchase channel

Commercial direct

Download and install software

Step 7: Click on "Manage" > "Assign licenses".

Assign users from your Microsoft 365 Business Premium grant or Office 365 E1 grant subscription to the Microsoft 365 Business Basic grant (or a different Microsoft 365 nonprofit plan of your choice).

 **Microsoft 365 Business Basic (Nonprofit Staff)**

Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop Word, and PowerPoint not included. For businesses with up to 300 employees.

You can manage the licenses for users in Your products or upgrade your subscription.

Manage

[Upgrade subscription](#)

[Compare details](#) [Add-ons \(18\)](#)

[Enhance product details comparison table for screen readers](#)

☒ Included

☒ Partially included

☐ Not included

Microsoft 365 Business Basic (Nonprofit Staff Pricing)
Free

[Back to Licenses](#)

 **Microsoft 365 Business Basic**

You own at least 1 subscription for this product. [Manage subscription details](#)

Licenses

Licenses assigned 1 / 7

[Users](#) [Groups](#)

Manage and view licenses and apps for your users. Manage group-based licenses from the group.

[+ Assign licenses](#) [↓ Export users](#) [↻ Refresh](#)

☐	Name	Email
☐	Amina Yusuf	Amina@MSFTTESTNPPMOMarch.onm

Assign licenses to users

Search for users in your organization by name or email address to assign them licenses for Microsoft 365 Business Basic. You can assign to a maximum of 20 users at a time.

Turn apps and services on or off ▼

Step 7: Once you have assigned all users to the new Microsoft 365 plan, cancel your Microsoft 365 Business Premium or Office 365 E1 grant subscription by clicking "Your products" from the menu and selecting the Microsoft 365 Business Premium and/or Office 365 E1 grant subscription, then "Cancels subscription".

Your products

[Learn more about the new billing experience](#)

Products Benefits

These are products owned by your organization that were bought from Microsoft and others. Select a product to manage product and billing settings or assign licenses. To see all of the products your organization owns, use filters to change your view.

Billing account view

Products connected to [MSFT_TESTNP_PMOMarch](#) (MOSA)

[Add more products](#) [Export to CSV](#) [Refresh](#)

2 items

[Search](#)

Filters: [Subscription status: Active, Expired, Disabled, +3](#) [Add filter](#) [Reset all](#)

	Product name ↑		Assigned licenses	Purchased quantity	Available licenses	Subscription status	Renewal or expirati...	Purchase channe
☐	Microsoft 365 Business Basic (Nonprofit Staff Pricing) NEW	⋮	2	7	5	Active	5/21/2026	Commercial dire
☐	Microsoft 365 Business Premium (Nonprofit Staff Pricing) Donation NEW	⋮	7	10	3	Active	5/21/2026	Commercial dire



Step 8: Choose to cancel now or before your next renewal date after all users have been assigned to a new Microsoft 365 plan.

Cancel subscription

Cancellation Options

Reason For Canceling

Cancellation confirmation

Options for canceling your subscription

Do you need to cancel now, or would you like to let the subscription expire? [Learn more about canceling subscriptions](#)

☐ **Cancel now**

Cancel your subscription now and stop using its services immediately.

☐ **Cancel before the next renewal date**

You've paid for this subscription through May 21, 2026. Turn off recurring billing to stop the subscription from renewing again. You can then keep using the subscription until it expires.

When your subscription expires, your organization will lose access to apps and services including:

1 TB of Cloud storage

Store and share your organization's files with 1 TB of OneDrive storage

Microsoft 365 apps

Create your best work with Word, Excel, PowerPoint, and Outlook

Security

Protect your organization's email and data against security threats

Next

Close

Extra support

For more guidance about how to manually change Microsoft licenses can be found in this support article: [Change Microsoft 365 for business plans manually | Microsoft Learn](#).

To help you plan and implement your digital transformation, engage with our partners who are experts in the latest tools and resources. [Connect with your current Microsoft partner](#) or complete [this form](#), and we'll connect you with a new Microsoft partner.

If you have questions about these changes, please [contact us](#).