KNOWLEDGE BASE ARTICLE

How to Manage Your Vitextra Subscription

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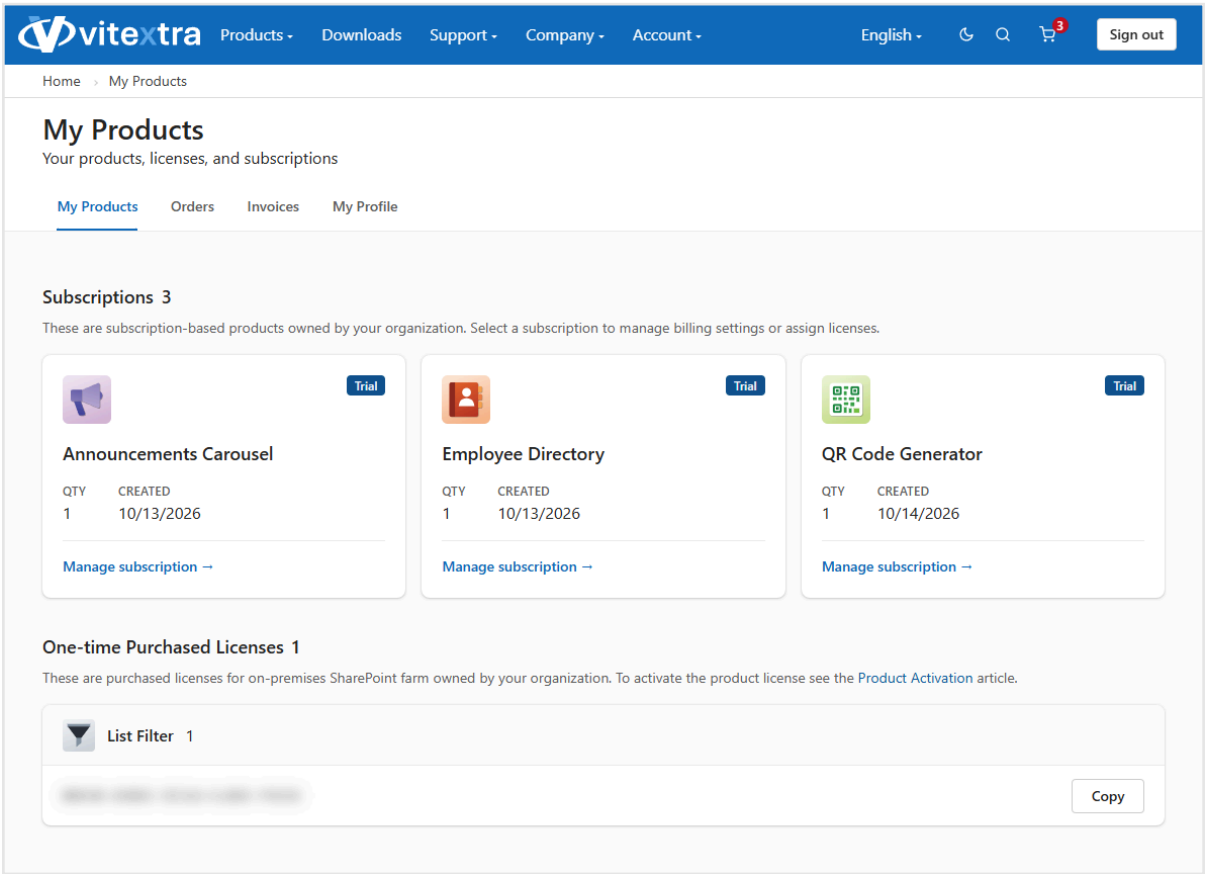
Vitextra provides subscription-based products for **SharePoint Online** and **Microsoft Teams**. This article describes how to manage your subscription to Vitextra products.

Note

You don't need to purchase a Vitextra product to use the trial version. The free 14-day trial starts automatically when you deploy the product to your **Microsoft 365** environment.

View Subscriptions

Sign in to your account and go to **My Subscriptions**. This page shows all your subscriptions, both current and canceled.

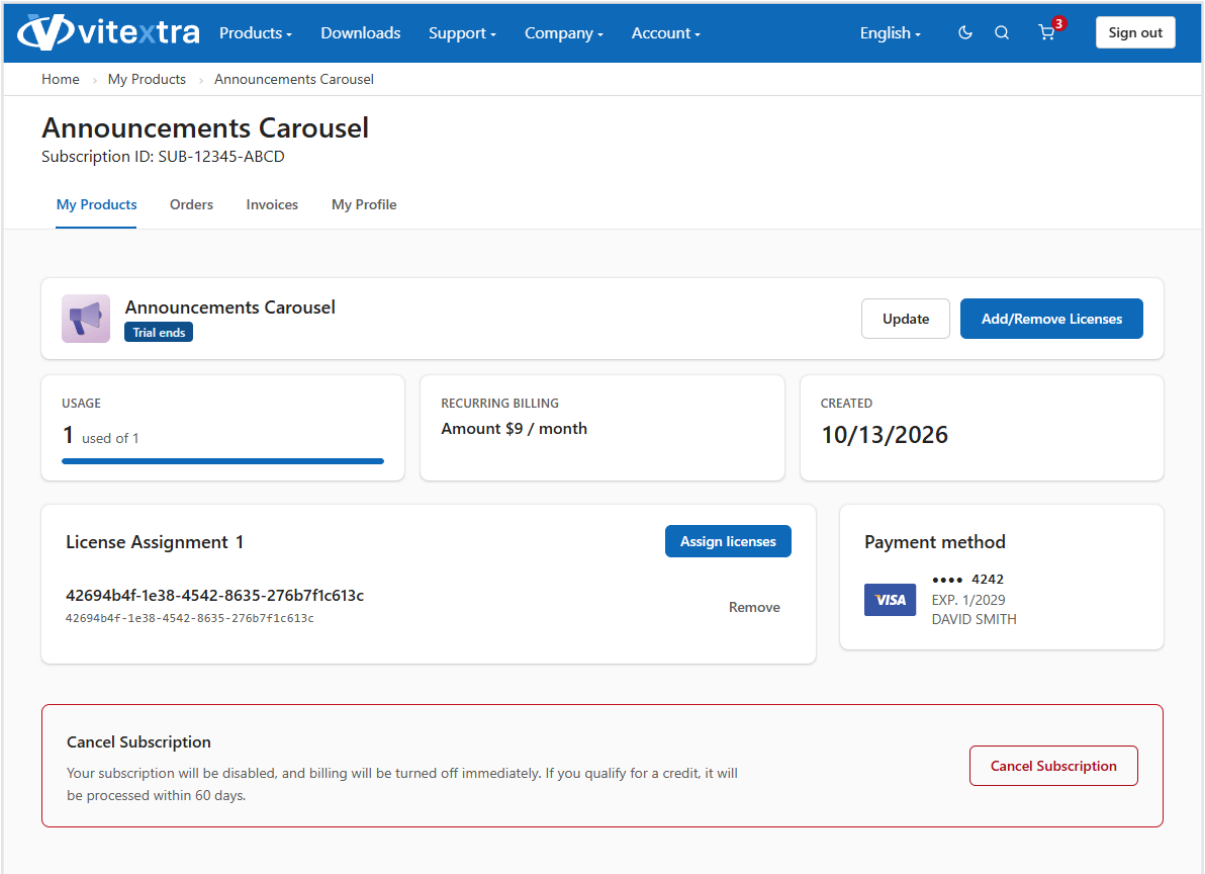


My Subscriptions Page

Select a subscription to **view** its details and manage it.

Manage Subscription

On the subscription page, you can manage license assignments, change the number of licenses, or cancel the entire subscription.

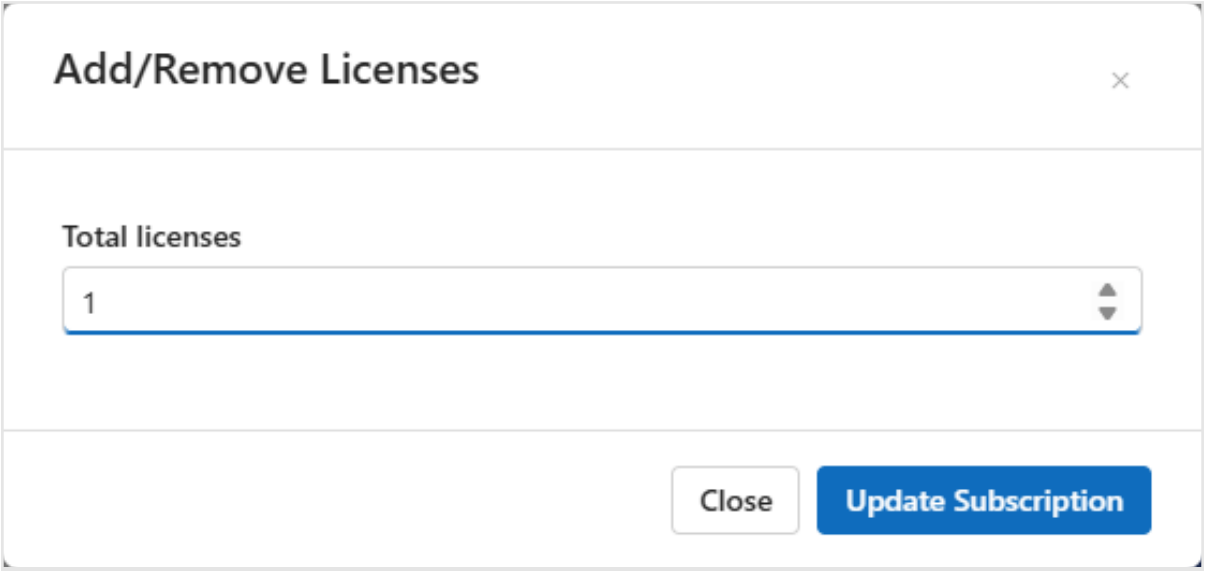


Vitextra Subscription Details

Add or Remove License

To add a new license or remove an unused one:

1 Click the **Add/Remove licenses** button under the *Manage Subscription* heading.
2 Use the up/down arrows to change the number of licenses.
3 Click **Update Subscription** to submit the changes.



Change License Count Dialog

Warning

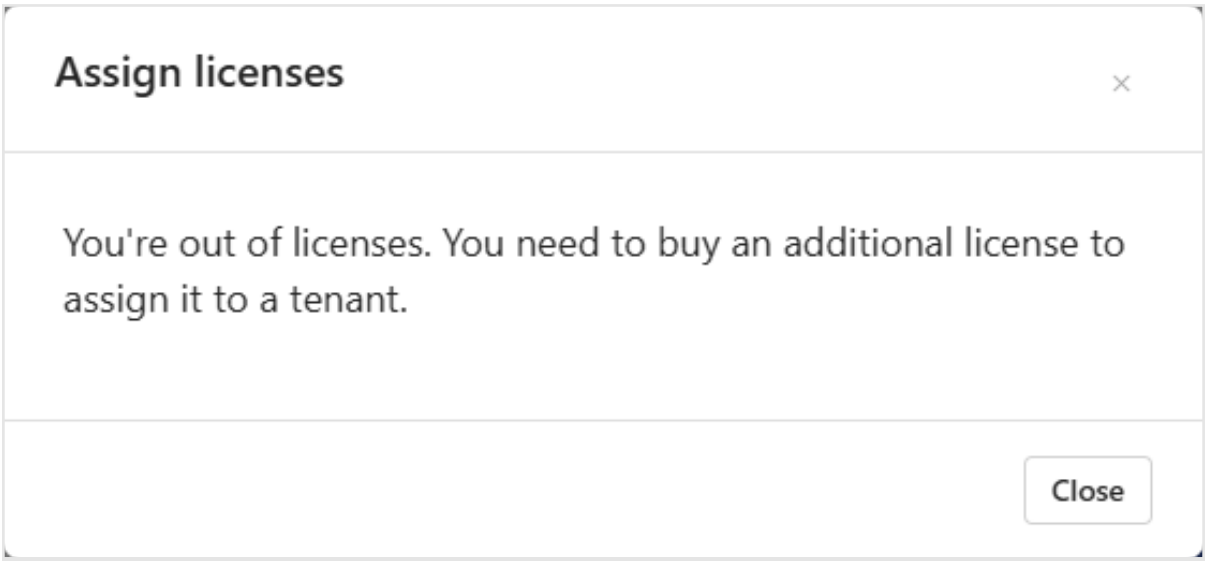
You cannot remove a license from a subscription while it is assigned to a Microsoft 365 **tenant**.

Assign License

A license must be assigned to each Microsoft 365 tenant where the product is used.

To assign a license to your tenant:

1 Go to **Assign License**.
2 Enter the name and ID of your tenant.
3 Click **Submit**.



Assign License Dialog

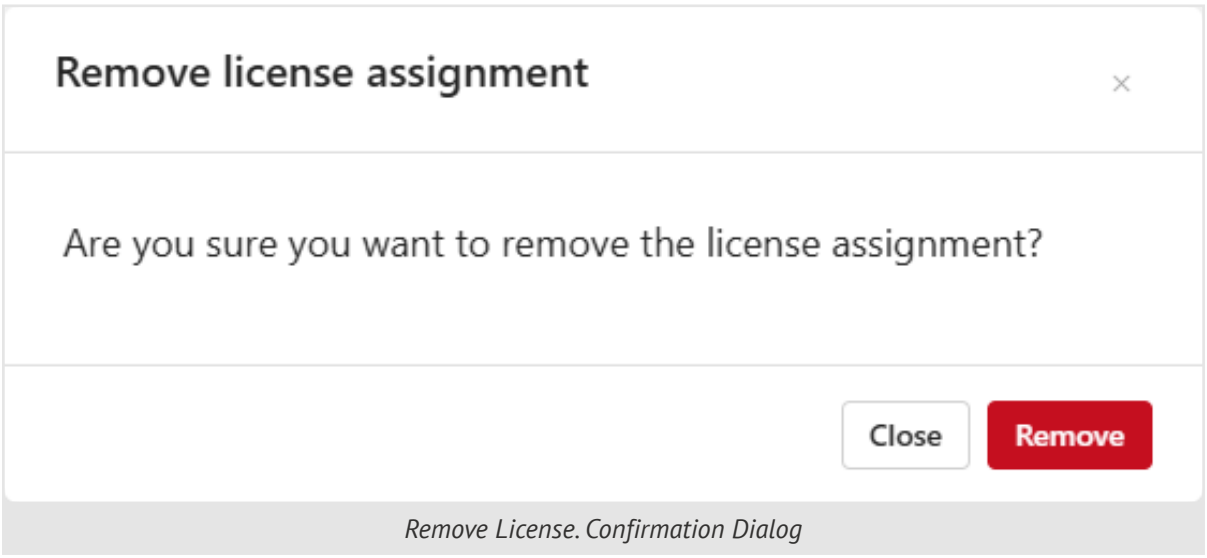
The newly assigned license appears in the **list** immediately.

Remove License

You can unassign a license from a tenant.

To remove an assigned license:

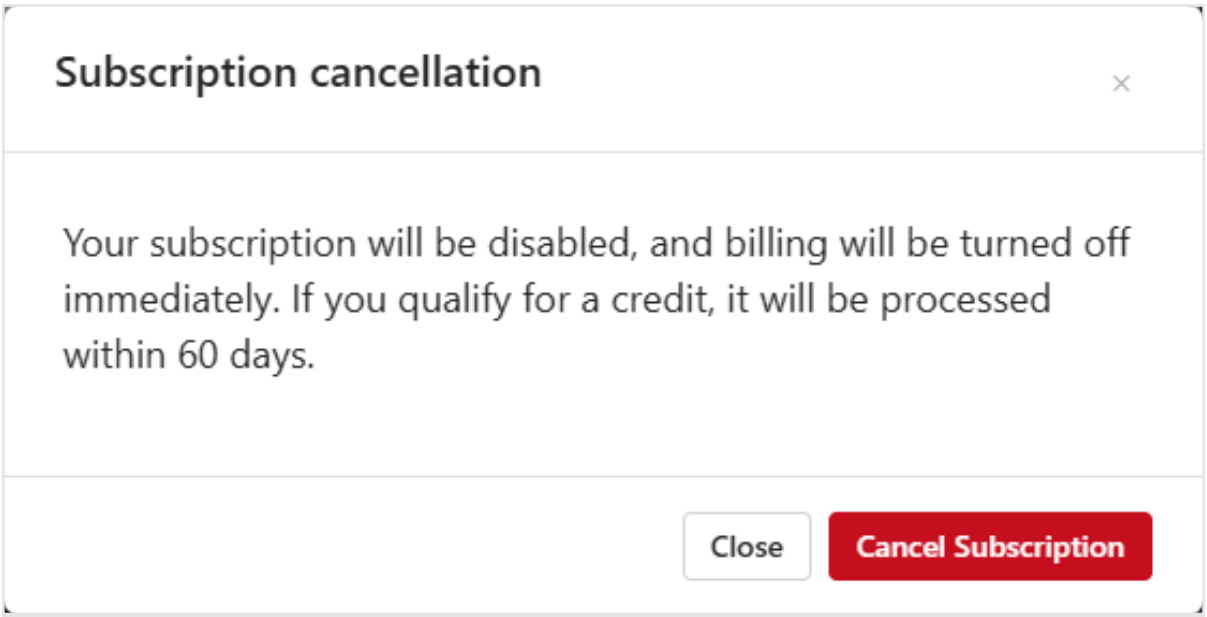
1 Click **Remove** next to the assignment you want to remove.
2 Click **Remove** again to confirm.



Remove License. Confirmation Dialog

Cancel Subscription

To cancel a subscription, go to **Cancel Subscription** and confirm.



Cancel Subscription. Confirmation Dialog

What happens when you cancel a subscription

Canceling a paid subscription turns off automatic renewal. You retain access to the product until the end of the paid period.

Warning

You cannot reactivate a canceled subscription. To keep using the product, you need to set up a new one.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

SharePoint Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.