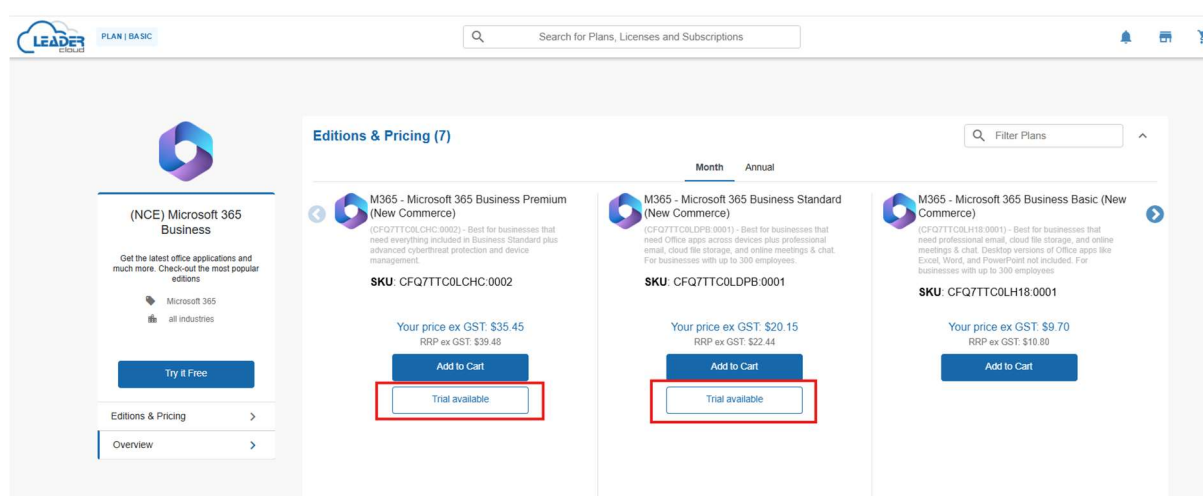


How to Add, Use a Trial, and Activate a Paid Microsoft 365 Subscription

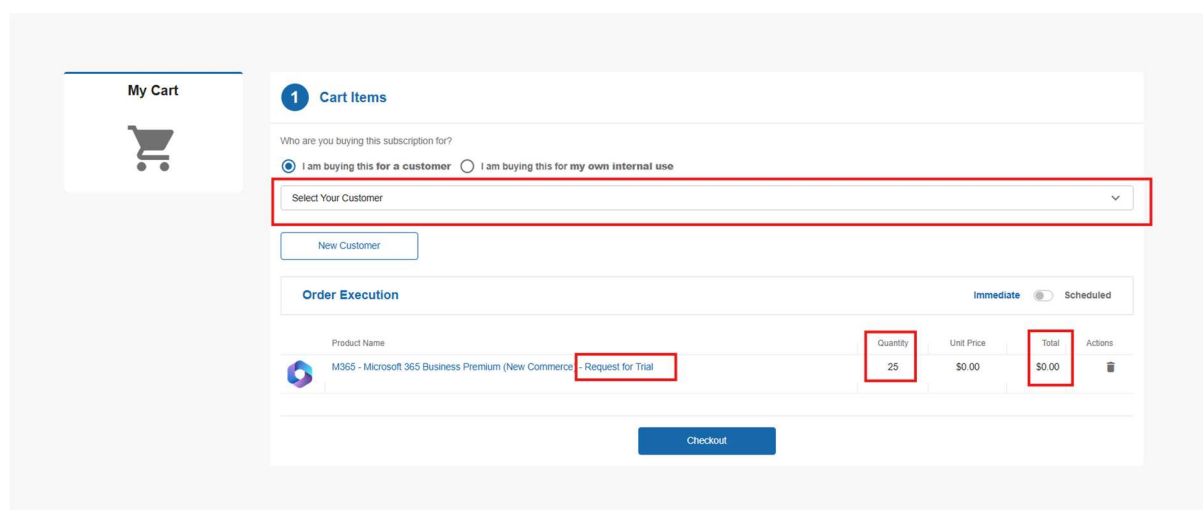
Everything you need to know about a Microsoft 365 Trial

How to add a Trial via the Leader Cloud Portal

Lets first head to the Leader Cloud Portal and find a trial, not all Microsoft products have trials. Please see the ones available below:



Click the “Trial Available” Button and it will add to cart and take you to the checkout



As you can see there is QTY 25 (this is standard for a trial you cannot pick and choose how many), as well as the \$0.00 fee as it’s a trial.

Select your customer and follow the rest of the cart steps.

How to use a M365 Trial

A Microsoft Subscription Trial functions like a paid licence. After adding it to your customer's tenancy, assign it to users so they can begin using the product.

How to turn a Trial into a paid subscription

You can't switch a trial to a paid subscription directly through our portal. If your customer wants to move to a paid version after trying the trial, just let the trial finish—it will expire on its own and drop off. Once it's expired and removed, you can add the paid subscription for the same product by going to the Leader Cloud Portal, adding it to your cart, and completing the checkout steps as usual.