



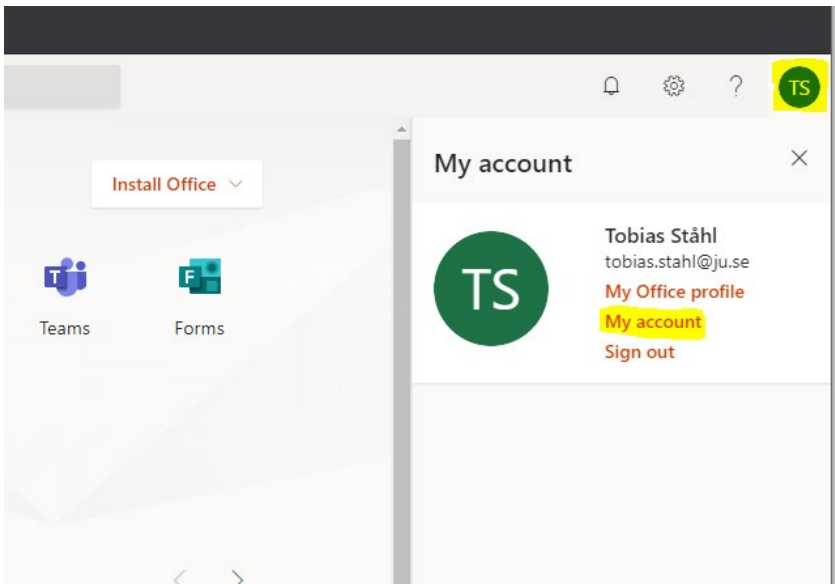
JÖNKÖPING UNIVERSITY

# How to remove a Office365 license from a device

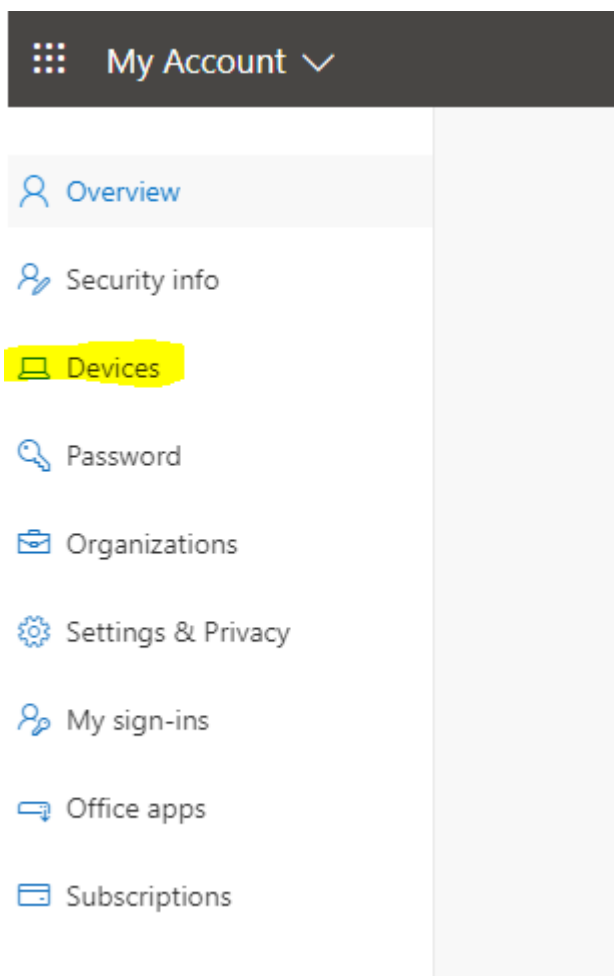
When returning a borrowed  
computer

## How is it done?

1. Sign into Office.com
2. Click on your initials in the top right corner and select "My Account"



3. In the menu on the left, choose "Devices"



4. Click on the computer from which you want to remove a license. The name will contain the word "LAPUTLAN"
5. Click on "Disable Device"

The screenshot shows the 'My Account' interface with a sidebar on the left containing navigation options: Overview, Security info, Devices (highlighted), Password, Organizations, Settings & Privacy, My sign-ins, Office apps, and Subscriptions. The main content area is titled 'Devices' and includes a warning: 'If you lose a device or no longer use it, disable it so no one else can gain access to it. To re-enable...'. Below this, a table lists two devices:

Device Name	OS
DESKTOP-73K35GR	Windows
tobias.stahl_Android_10/1/2019_7:59 AM	Android

The 'Disable device' button for the first device is highlighted in yellow. The 'Activity' status for the first device is 'Active'.