

## Asad Shamsi

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**From:** Sadhasivam K  
**Sent:** Saturday, August 17, 2024 2:52 PM  
**To:** Asad Shamsi  
**Cc:** Chennai IT; Venu Madhav Singaraju  
**Subject:** RE: O365 License Utilization 15 AUG 2024 - TFSCPL

**Importance:** High

Dear Asad,  
Please Find the Below Details for O365 License.

### Need to deactivate Employee Resigned.

94	Vinoth R	Duty Manager	Sales & operations	TFSCPL	Chennai	Tamil Nadu	Microsoft 365 Business
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### New Requirement. As per newjoiner and Promotions forecast from HR.

Company Name	Remaining							Additional Requirement					
	Basic	Basic	Standard	E1	E3	Apps for Business	Online Archive	Basic	Standard	E1	E3	Apps for Business	Online Archive
TFSCPL	0	0	4	-8	0	0	0	0	0	15	0	0	0

Thanks & regards  
Sadhasivam  
Manager IT  
Travel Food Service Chennai Limited.

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**From:** Asad Shamsi <asad.shamsi@travelfoodservices.com>  
**Sent:** 16 August 2024 12:34  
**To:** Sadhasivam K <sadhasivam.k@travelfoodservices.com>  
**Cc:** Chennai IT <chennai.it@travelfoodservices.com>; Venu Madhav Singaraju <venu.singaraju@travelfoodservices.com>  
**Subject:** O365 License Utilization 15 AUG 2024 - TFSCPL

Dear Sadhasivam,

Here is the attached report of O365 license utilization and active mailboxes for **TFSCPL**.

Request you to get all users verified and confirm if any needs to be deactivated.

Please note the **additional usage** if any and provide the **license requirement** including spare of **Office 365 E1** and **Online Archive** to be procured ASAP.

Company Name	Procured						Current Used							
	Basic	Standard	E1	E3	Apps for Business	Online Archive	Basic	Standard	E1	E3	Apps for Business	Online Archive	Basic	Sta
TFSCPL	30	30	32	0	0	2	30	26	40	0	0	2	0	

Action Items:-

Please provide user names of TFSCPL whose licenses can be switched from O365 E1 to M365 Business Standard. (Using extra E1 license)

Send a request for the count of additional licenses required for TFSCPL as per over consumption, new joiner forecast for O365 E1 and Online Archive license required

(Extra licenses used 4 nos. and 1 request is pending)

P.S: Additional M365 Business Basic and M365 Business Standard cannot be procured as per restrictions.

Regards

Asad Shamsi

+91 9930909463