

## Asad Shamsi

**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
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### New Requirement. As per newjoiner and Promotions forecast from HR.

Company Name	Remaining							Add		Ad
	Basic	Basic	Standard	E1	E3	Apps for Business	Online Archive	Basic	Standard	
TFSCPL	0	0	4	-8	0	0	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
TFSCPL	30	30	32	0	0	2	30	26	40	

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

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