

Unassigning User licenses

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You can unassign a license from a User at any time. Licenses can be unassigned in the **Overview** section of each User's profile.

When you unassign a User license from a User, they will lose some functionality. However, they will retain access and a significant amount of functionality. For instance, any User who has not been assigned a scheduled meetings license can do everything their role (Member or Administrator) allows them to do, except book appointments through an enabled Booking page.

Your organization can have unlimited Users without a product license assigned. This allows for a streamlined, cohesive process across your team. Everyone can access OnceHub to fulfill their role without extra cost, whether as a tech admin, virtual assistant, security admin, or more.

[Does my User need an assigned license?](#)

[Use cases for Users without licenses assigned](#)

Effects of unassigning a license

- When you have an active subscription, at least one User license must be assigned to a [OnceHub Administrator](#) in order to keep the subscription active. If there is only one OnceHub Administrator with an assigned User license, their license cannot be unassigned.
- If you unassign a scheduled meetings license from a User who is the Owner of at least one [ScheduleOnce Booking page](#), all of their Booking pages will be disabled. If you'd like to keep the Booking page(s) enabled for another User, we recommend changing the [ownership of associated Booking page\(s\)](#) before unassigning a license.

Requirements for unassigning licenses

To unassign licenses, you must be a [OnceHub Administrator](#).

Unassign license for one User

1. Sign in to your OnceHub Account.
2. Open the left navigation bar and click **Users**.
3. Select the specific User that you would like to unassign a license from.
4. In the **Overview** section of the [User's profile](#), click the **Unassign license** button underneath the relevant product.
5. The license will be unassigned and the User will no longer have full features provided by that license. The license is added back to the pool and is available to be [assigned to another User](#).

Unassign licenses for multiple Users at once

1. Sign in to your OnceHub Account.
 2. In the left sidebar, click **Billing** -> **Licenses**.
 3. Next to the relevant license, click the three-dot menu and select **Remove licenses**.
 4. Select the relevant Users and confirm by selecting the **Remove licenses** button.
 5. The license will be unassigned and the User will no longer have full features provided by that license. The license is added back to the pool and is available to be [assigned to another User](#).
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