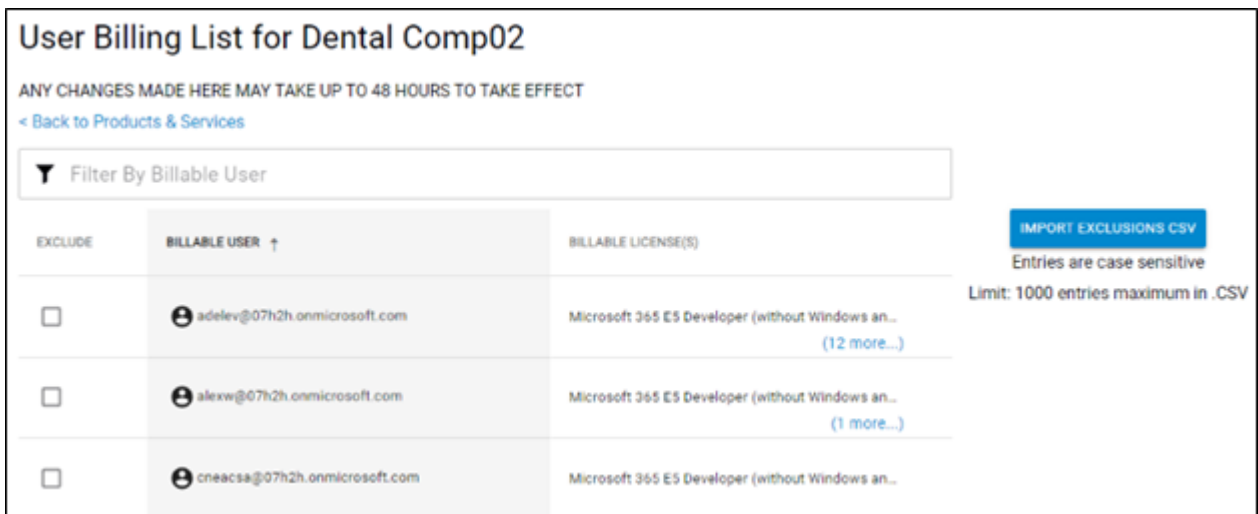


Excluding Users from Billing

<https://campus.barracuda.com/doc/96768310/>

To exclude users from billing, perform the following steps.

1. Access the User Billing List, See [Accessing the User Billing List](#).
The User Billing List is displayed.



User Billing List for Dental Comp02

ANY CHANGES MADE HERE MAY TAKE UP TO 48 HOURS TO TAKE EFFECT

[< Back to Products & Services](#)

Filter By Billable User

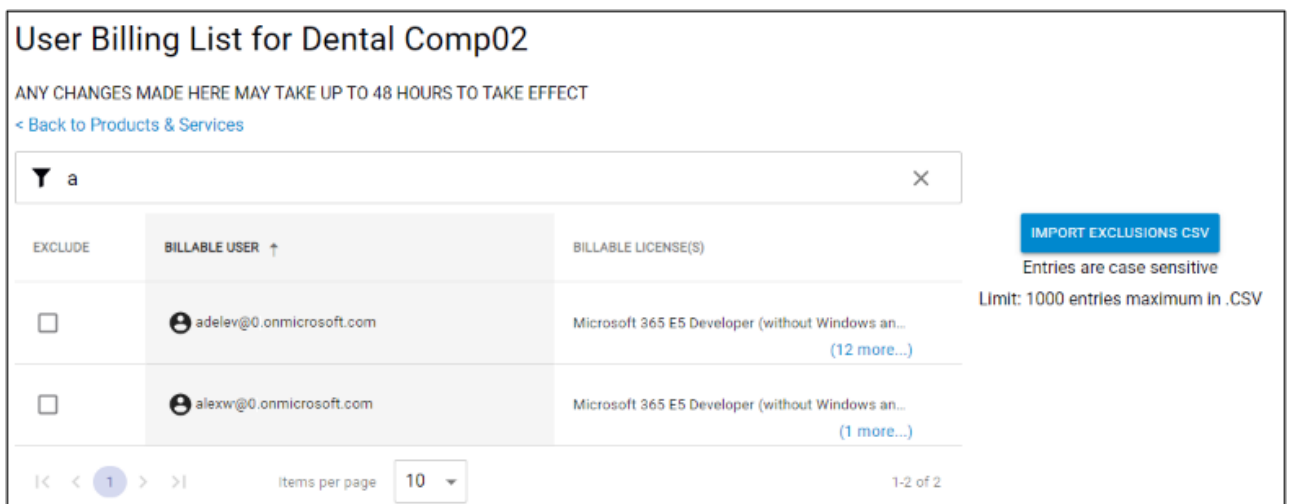
EXCLUDE	BILLABLE USER ↑	BILLABLE LICENSE(S)
<input type="checkbox"/>	adelev@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... (12 more...)
<input type="checkbox"/>	alexw@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... (1 more...)
<input type="checkbox"/>	cneacsa@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an...

IMPORT EXCLUSIONS CSV

Entries are case sensitive

Limit: 1000 entries maximum in .CSV

2. Display the user you want to exclude or include for billing by using the Filter By Billable User field. See [Filtering the User Billing List](#).
The users that match the search criteria are displayed.



User Billing List for Dental Comp02

ANY CHANGES MADE HERE MAY TAKE UP TO 48 HOURS TO TAKE EFFECT

[< Back to Products & Services](#)

Filter By Billable User: a

EXCLUDE	BILLABLE USER ↑	BILLABLE LICENSE(S)
<input type="checkbox"/>	adelev@0.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... (12 more...)
<input type="checkbox"/>	alexw@0.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... (1 more...)

IMPORT EXCLUSIONS CSV

Entries are case sensitive

Limit: 1000 entries maximum in .CSV

1 of 2

3. Select the **Exclude** check box of the user you wish to exclude from billing or clear the check box to include the user to billing.
This selection affects users across multiple services.
Any changes made may take up to 48 hours to take effect.

Figures

1. campus userbillinglistlicenses.png
2. campus exclusion.png

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