Individual who is deactivating their key:
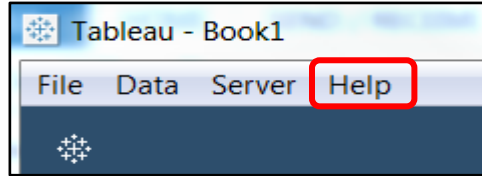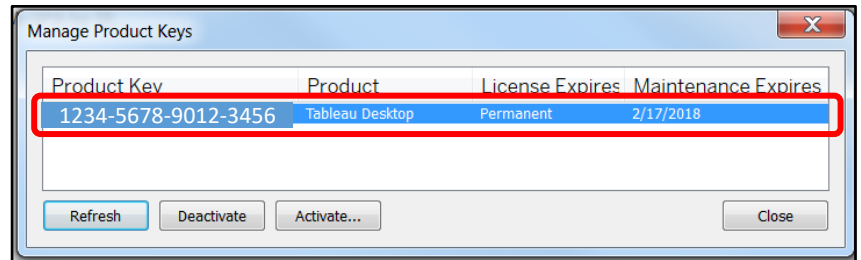
1. **Open** *Tableau.*
2. **Click** on *Help* located in the upper left corner menu.

Tableau - Book1
File Data Server Help

3. **Select** *Manage Product Key*.

4. **Click** to highlight the Key listed.

Manage Product Keys

Product Key	Product	License Expires	Maintenance Expires
1234-5678-9012-3456	Tableau Desktop	Permanent	2/17/2018

Refresh   Deactivate   Activate...   Close

5. **Select** the *Deactivate* button. **Click** *Yes* on the two warning pop-ups.
6. **Close** the window.
7. **Close** *Tableau*.