






Licensing Microsoft Office 2016

Volume Licensing

This document covers licensing for Microsoft Office 2016 acquired outside of the Office 365 plans. These plans are an alternative way of licensing the Office applications and are covered in a separate document in this series.

MICROSOFT® OFFICE 2016 EDITIONS and CHANNEL AVAILABILITY

		Home and Student	Home and Business	Professional	Standard	Professional Plus
						
Word	Word processing	✓	✓	✓	✓	✓
Excel	Spreadsheets	✓	✓	✓	✓	✓
PowerPoint	Presentation graphics	✓	✓	✓	✓	✓
OneNote	Note-taking program	✓	✓	✓	✓	✓
Outlook	Messaging and collaboration client		✓	✓	✓	✓
Publisher	Desktop publishing (brochures, flyers etc)			✓	✓	✓
Access	Database software			✓		✓
Skype for Business	Communications software					✓
Server Integration	Features to help users connect, communicate and collaborate more easily				Limited	Enhanced
Commercial Use Rights	The right to use Microsoft Office for business purposes		✓	✓	✓	✓



Available through OEM



Available through FPP



Available through Volume Licensing

LICENSING MICROSOFT OFFICE

The Microsoft Office desktop products (including, for example, Microsoft® Visio®) are licensed **per device**.

Note that Office 2016 editions consist of more than one product offered under a single license and the software may not be separated for use on more than one computer.



OFFICE 2016 USAGE RIGHTS BY CHANNEL

	OEM	FPP	Volume Licensing
License Reassignment Rights <i>The right to uninstall software from one device and re-install on a different device</i>		✓	✓
Downgrade Rights <i>The right to run an older version (same edition) of Office in place of Office 2016</i>			✓
Portable Use Rights <i>Allows the primary user of a device licensed with Office 2016 to install and use Office on a secondary, portable device</i>			✓
Rights to install with Windows To Go <i>Allows Office to be installed in a Windows To Go environment</i>			✓
Rights to install on a server <i>Allows Office to be installed on a server for delivery through an RDS or VDI infrastructure</i>			✓
Rights to run Office for Mac Standard 2016 <i>The option to deploy Office for Mac if required</i>			✓
Commercial Use Rights for Office Home and Student RT <i>Allows the primary user of a device licensed with Office 2016 to use Office Home and Student RT for commercial purposes</i>			✓

VOLUME ACTIVATION

Product activation is required for all of the latest Office suites. Volume Activation allows Volume Licensing customers to automate the activation process with a choice of two methods:

- ▶ KMS (Key Management Services)
- ▶ MAK (Multiple Activation Key)

Further Microsoft Licensing handouts and exams: GetLicensingReady.com