

Licensing Microsoft Office 2016

Volume Licensing

MICROSOFT® OFFICE 2016 EDITIONS and CHANNEL AVAILABILITY

		Home and Student	Home and Business	Professional	Standard	Professional Plus	Office 365 Business	Office 365 ProPlus
Channel Availability								
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					✓		✓
Office Online	Browser based versions of some applications	✓	✓	✓	✓	✓	✓	✓
Commercial Use Rights	The right to use Microsoft Office for business purposes		✓	✓	✓	✓	✓	✓

OEM
 FPP
 Volume Licensing
 Microsoft Online Subscription Program
 Cloud Solution Provider

Perpetual License Per Device
 1 PC/Mac install only, which may not be separated for use on more than one computer

Subscription License Per User
 • 5 PC/Mac installs
 • 5 Smartphone installs
 • 5 Tablet installs

O/OV = Open / Open Value
EA/ESA = Enterprise Agreement / Enterprise Subscription Agreement

ADDING SOFTWARE ASSURANCE

Volume Licensing:

- ▶ SA can be added to Office Standard or Office Professional Plus
- ▶ A step-up license can be purchased to move from Standard to Professional Plus editions

FPP and OEM

- ▶ SA can be added to Office Professional purchased through OEM only
- ▶ SA must be added within 90 days
- ▶ Rights are to Office Standard 2016

OFFICE 2016 USAGE RIGHTS BY CHANNEL for device-licensed products

	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>			✓

FREQUENCY OF FEATURE UPDATES

	Security Updates	Feature Updates
Office 365 ProPlus (Current Branch for Business)	Monthly, as needed	3 times per year
Office 365 Business (Current Branch)		
Office 2016 Standard and Professional	Monthly, as needed	With new version

PRODUCT 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:

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

Office 365 Business/ProPlus automatically obtain a product key and are activated by cloud-based services associated with Office 365.

Further Microsoft Licensing handouts and exams: GetLicensingReady.com