

Licensing Office 365 through Open and Open Value Agreements

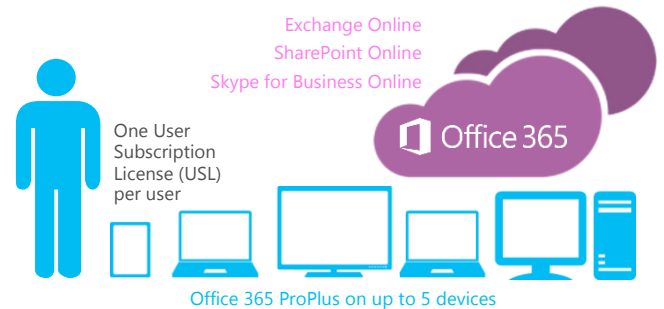
Volume Licensing

OFFICE 365

Office 365 brings together cloud versions of Microsoft's most trusted communications and collaboration products with the latest version of the Microsoft Office suite, for businesses of all sizes

Depending on the plan, Office 365 includes:

- ▶ Office 365 ProPlus (the latest version of Microsoft Office installed on up to 5 devices per licensed user)
- ▶ Exchange Online (email with anti-virus and anti-spam)
- ▶ SharePoint Online (collaboration portal)
- ▶ Skype for Business Online (IM, presence and conferencing)



Office 365 is licensed by purchasing a USL (User Subscription License) for each user using the Office 365 service

OFFICE 365 PLANS

This is a representative overview of included functionality – refer to individual plans for specifics: <http://office.microsoft.com/en-us/business/compare-all-office-365-for-business-plans-FX104051403.aspx>

		Business Essentials	Business	Business Premium	K1	E1	E3	E4
Microsoft Office	Office 365 ProPlus <i>Install on up to 5 devices per user</i>		✓	✓			✓*	✓*
	Office for tablets <i>Office on Windows tablets and iPad</i>		✓	✓			✓	✓
	Office Online <i>Browser based versions of Office applications</i>	✓	✓	✓	✓	✓	✓	✓
	Mobile Apps <i>For iPhone, Android and Windows Phone</i>		✓	✓			✓	✓
Microsoft Exchange Online	Standard <i>Business class email with spam and malware protection</i>	✓		✓	✓†	✓	✓	✓
	Advanced <i>IRM, archiving and legal hold capabilities</i>						✓	✓
Microsoft SharePoint Online	Standard <i>Team sites, file storage, sharing</i>	✓		✓	✓†	✓	✓	✓
	Advanced <i>Further management, BI tools and eDiscovery</i>						✓	✓
Microsoft Skype for Business Online	Standard <i>Web conferencing, presence and IM</i>	✓		✓		✓	✓	✓
	Enterprise Voice <i>Enhance or replace traditional phone systems</i>							✓

* Includes Access † Limited functionality

OFFICE 365 STANDALONES

Exchange Online Plan 1	Email with anti-virus and anti-spam	SharePoint Online Plan 1	Collaboration portal
Exchange Online Plan 2*	Voicemail and archiving	SharePoint Online Plan 2*	Forms; Access, Excel and Visio Services
Exchange Online Protection	Protection against spam and malware	Power BI for Office 365	Self-service BI
Exchange Online Archiving	Cloud-based archiving	Visio Pro for Office 365	Advanced diagramming
Skype for Business Online Plan 1	IM and presence	Project Online	Project management
Skype for Business Online Plan 2*	Conferencing	Project Pro for Office 365	
OneDrive for Business	Storage and Office Online	Office 365 ProPlus	Client applications, Office Online, Office for tablets, Office Mobile apps

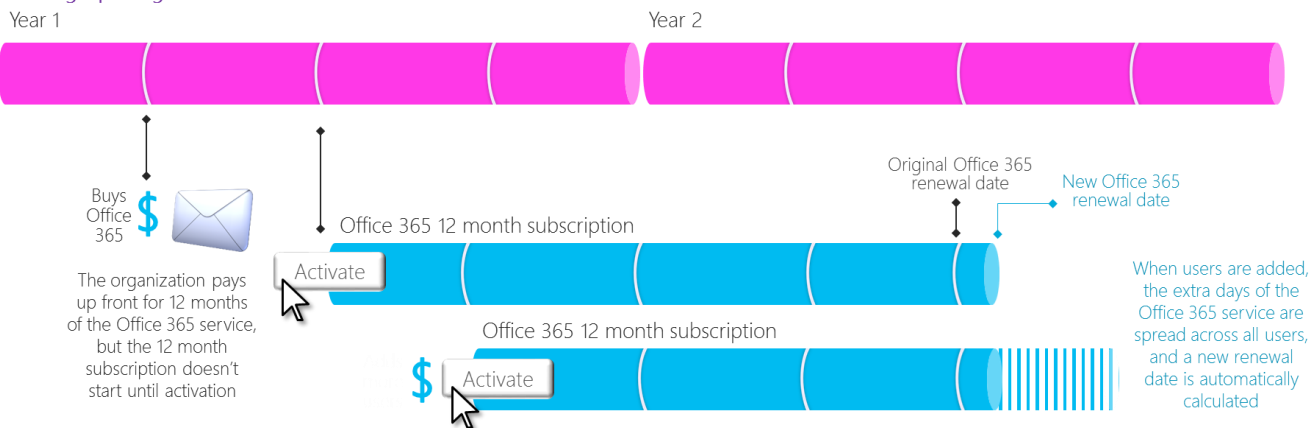
* Plan 2 offerings include all features from Plan 1

THE OFFICE 365 SUBSCRIPTION

- ▶ There is no minimum order for Office 365
- ▶ The customer pays upfront for 12 months of the Office 365 service
- ▶ The Office 365 Subscription is not coterminous with the underlying Open Agreement
- ▶ When the customer purchases Office 365, they receive an email directing them to the Volume Licensing Service Center (VLSC) to retrieve their activation key
- ▶ Activation takes place at office.com/setup365
- ▶ The Office 365 Subscription term starts when it is activated, not when it is purchased
- ▶ When new users are added, the renewal date is “blended” in order to keep all users’ renewal dates the same. The new renewal date is automatically calculated



Existing Open Agreement



ADD-ON USLS

The Office 365 Add-on USLs are cheaper than the full USLs and are designed to enable organizations to “add on” Office 365 functionality when they already have:

- ▶ An active Open Value Company Wide or Open Value Subscription agreement
- ▶ Qualifying licenses

Qualifying Licenses

	Add-on for E1	Add-on for E3
Core CAL Suite	✓	
Core CAL Suite and Office Professional Plus 2013		✓
Enterprise CAL Suite and Office Professional Plus 2013		✓
Office Professional Plus 2013		✓

The Add-on USLs are only valid as long as the qualifying licenses are still active.

This means that the customer must renew their Open Value Company Wide or Open Value Subscription agreement if they want to carry on using the Office 365 Add-on USLs.

OTHER OPERATIONAL DETAILS

- ▶ The Office 365 Business plans have a technical limit of 300 users. Be aware that a customer will be able to order and pay for additional users beyond this limit, but will not be able to activate them
- ▶ The Office 365 Business and Enterprise plans may be mixed
- ▶ To cancel seats, the organization simply does not renew the seats they no longer need at the time of renewal. Refunds are not available
- ▶ Customers receive just a single activation key which will activate the exact number of USLs they have paid for

Further Microsoft Licensing handouts and exams: [GetLicensingReady.com](https://getlicensingready.com)