

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

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

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

SOFTWARE ASSURANCE

Volume Licensing:

- ▶ Software Assurance may be purchased with Office Standard or Professional Plus licenses
- ▶ 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

FREQUENCY OF OFFICE 365 BUSINESS/PROPLUS UPDATES

	Feature Updates	Security Updates
Monthly Channel	✓ Monthly	Monthly, as needed
Semi-Annual Channel (Targeted)	<ul style="list-style-type: none"> ✓ Twice a year, in March and September ✓ Supported for 18 months 	
Semi-Annual Channel	<ul style="list-style-type: none"> ✓ Twice a year, in January and July (4 months after Targeted release) ✓ Supported for 14 months 	

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.

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 2016 for Mac Standard <i>The option to deploy Office for Mac if required</i>			✓

Further Microsoft Licensing handouts and exams: GetLicensingReady.com