

# Licensing Microsoft Office 2021

Microsoft Office 2021 editions and channel availability		Home and Student	Home and Business	Professional	Standard	Professional Plus
	Channel availability					
Word	Word processing	✓	✓	✓	✓	✓
Excel	Spreadsheets	✓	✓	✓	✓	✓
PowerPoint	Presentation graphics	✓	✓	✓	✓	✓
Outlook	Messaging and collaboration client		✓	✓	✓	✓
Publisher	Desktop publishing (brochures, flyers etc)			✓	✓	✓
Access	Database software			✓		✓
Teams	Works with Microsoft Teams	✓	✓	✓	✓	✓
Commercial use rights	The right to use Microsoft Office for business purposes		✓	✓	✓	✓
		Perpetual license per device: 1 PC/Mac install only, which may not be separated for use on more than one computer				

OEM   
 FPP   
 Volume Licensing agreements   
 CSP

Office 2021 usage rights by channel		OEM	FPP	CSP	Volume Licensing
License reassignment rights	The right to uninstall software from one device and re-install on a different device		✓	✓	✓
Downgrade rights	The right to run an older version of Office in place of Office 2021			✓	✓
Down-edition rights	The right to run a lower edition of Office in place of the one purchased				
Portable use rights	Allows the primary user of a device licensed with Office 2021 to install and use Office on a secondary, portable device			✓	✓
Rights to install on a server	Allows Office to be installed on a server for delivery through an RDS or VDI infrastructure			✓	✓
Rights to run Office for Mac	The option to deploy Office 2021 for Mac Standard if required			✓	✓

## 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 2021



## Product activation

Product activation is required for all of the latest Office suites. Volume Licensing customers can use the following methods:



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

Customers purchasing perpetual licenses through CSP use the MAK process.