

Microsoft Office LTSC

Licensing guidance

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Summary

We designed Office LTSC for specific scenarios: regulated devices that cannot accept feature updates, process control devices on the manufacturing floor, and specialty systems that cannot connect to the internet. To meet this need, Office LTSC will provide a locked-in-time version of familiar productivity tools. While it offers performance improvements and expanded accessibility, it will not offer the cloud-based capabilities of Microsoft 365 Apps like real-time collaboration and AI-driven automation in Word, Excel, and PowerPoint, as well as security and compliance capabilities that give added confidence in a hybrid world.

Details

This licensing guidance provides information on licensing Microsoft Office LTSC within Commercial Licensing programs, detailing the per-device licensing model, installation rights, remote access permissions, and usage scenarios like Windows To Go. It outlines available Office LTSC editions, acquisition methods, and downgrade rights while also covering Software Assurance benefits, including upgrade options and additional services. To assist organizations in selecting the right solution, the guide features a FAQ section and an appendix comparing Office LTSC with Microsoft 365 Apps. For more information about use rights for Microsoft 365 Apps acquired as a subscription service, see the <https://aka.ms/M365AppsGuide>.

Licensing model: Device-based

Per Device Office LTSC Licensing

Microsoft licenses Office LTSC software on a per-device basis. Customers must assign each Office LTSC license to a single physical hardware system, known as the 'Licensed Device' in the Product Terms. With this license, you can install and use the software on the Licensed Device.

Commercial Licensing customers can install and use any number of copies of the software directly on the licensed device or on virtual machines running on that device. The primary user of the licensed device can remotely access the installed software from any other device. For example, the primary user may access the software on their work desktop from their personal laptop. The 'primary user' is the individual who uses the licensed device more than 50 percent of

the time within any 90-day period. Non-primary users can also remotely access the software if they are using a device that has a license for the same version and edition of Office LTSC.

Outsourcing software management

All licenses allow you to run the software on servers dedicated to your organization's use and provide access to your licensed users or from your licensed devices. This includes dedicated servers in your own datacenter or hosted by an Authorized Outsourcer. (An Authorized Outsourcer is any outsourcer that is not a [Listed Provider](#) or using a Listed Provider as a datacenter provider.) With the Flexible Virtualization Benefit provided by subscription licenses and licenses with active Software Assurance, you can also run and access the software hosted on an Authorized Outsourcer's shared servers. [\[View related Product Terms\]](#)

You'll find more information in the [Outsourcing Software Management licensing guidance](#) and [Flexible Virtualization Benefit licensing guidance](#).

Licensing requirements and technical enforcement

You must obtain the appropriate license to use a product, regardless of technical enforcement. Some products check for a license before granting access or allow you to restrict access through your admin portal. Other products may not enforce this yet but could in the future. Always secure the proper license, regardless of the available technical enforcement.

Multiplexing

You must properly license any user or device that directly or indirectly accesses, uses, or otherwise benefits from a product. Using hardware or software to pool connections, reroute or indirectly access information, or reduce the number of devices or users that directly access or use a product does not lower the number of licenses you need. The product manages a specific number of users or devices, and multiplexing does not change that requirement. For additional information, refer to the [Microsoft Multiplexing Overview](#). [\[View related Product Terms\]](#)

Reassigning licenses

You can reassign Office LTSC device licenses, but not within 90 days of its last assignment unless the device becomes unavailable (for example, if you remove it from service or repair it). If you reassign a License within 90 days of the last assignment for any other reason, you must reassign it for the remaining duration of the term. When reassigning, block access and remove related software from the previous device. [\[View related Product Terms\]](#)

Licensing Office for use with Windows To Go

Microsoft discontinued the Windows to Go feature in Windows (beginning with the Windows 10 2004 release). As a result, users can no longer use Office installed on a USB drive with Windows To Go. Customers with Office LTSC licensed devices with Software Assurance are still eligible for Office LTSC Roaming Rights for use on Qualified Third Party Devices.

Product-specific provisions

Office LTSC Downgrade Rights

Some customers who have rights to more recent versions of Office LTSC suites might choose to continue using prior versions of those suites. Office LTSC desktop application licenses allow this through a 'downgrade right.' Customers may downgrade to earlier versions of Office software products, but only if their device has a license for the same edition of the software product. For example, a customer cannot downgrade from Office LTSC Standard 2024 to Office Professional Plus 2019.

The following shows the downgrade rights for the most recent Microsoft Office version:

Microsoft Office license	Downgrade rights
Office LTSC Standard 2024	Office Standard 2019
Office LTSC Professional Plus 2024	Office Professional Plus 2019
Office LTSC for Mac 2024	Office for Mac 2019

Software Assurance benefits

The following list highlights key Software Assurance benefits that apply to Microsoft Office

New Version Rights

With Software Assurance, customers can install and use the latest version of the software available during their coverage period. For example, customers with active Software Assurance can install and use Office LTSC 2024 starting from its release in September 2024. At any time, customers may choose to deploy the most recent version of the software released during their active Software Assurance period, even after their coverage ends

Roaming Rights

Customers with active Software Assurance for Office LTSC licenses can use Roaming Rights benefits. The single primary user of a licensed device can remotely access the software running on servers that the customer manages from a qualifying third-party device. They can also run the software in a virtual Operating System Environment (OSE) on a qualifying third-party device when they are not on the customer's or their affiliates' premises. Customers can host dedicated servers for this purpose in their own data centers or on servers that Authorized Outsourcers manage.

A 'qualifying third-party device' refers to any device that you or your affiliates do not control, either directly or indirectly (for example, a third party's public kiosk or an employee's personal device). For example, an employee may not use their personal devices on premises and exercise their Roaming Rights benefits. This same user may access Office LTSC from this personal device when at home.

Microsoft Workplace Discount Program (formerly, the Home Use Program)

In July 2022, Microsoft renamed the Home Use Program to the Workplace Discount Program. You cannot purchase Office LTSC licenses under the Workplace Discount Program. However, if you are an employee at an eligible company, you can buy an annual subscription to Microsoft 365 Family or Microsoft 365 Personal at a discount for use on personal devices. Learn more about the [Workplace Discount Program](#).

Office Online Server and Office for the web services

If you use a device licensed for Office LTSC with Software Assurance, you can access Office Online Server and Office for the web services from that device to edit documents. As the single primary user of an Office LTSC licensed device, you can edit documents using Office Online Server and Office for the web services from any device, even those without an Office license.

*Users must also be licensed for SharePoint Online or OneDrive for Business plans to access Office for the web services.

**The primary user is the user who uses the licensed device more than 50 percent of the time in any 90-day period.

Purchasing your licenses

Where to buy

You have multiple options for where you buy subscription licenses, including:

- From a [Microsoft partner](#)
- From [Microsoft Sales](#)

Frequently asked questions

1. I have an employee in our marketing organization who needs to use only Microsoft PowerPoint. Can an employee in our finance organization, who does not need PowerPoint, share their Microsoft Office suite with the marketing employee?

Office LTSC Standard and Office LTSC Professional Plus are product suites that include multiple software products under a single license. You cannot separate the software for use on more than one computer or by multiple users. If your employees need to use only a single Office LTSC application, you can purchase individual application licenses separately through the Open Value, Open Value Subscription, MPSA, and Select Plus programs.

2. Our company has a mixed deployment with both Office LTSC Standard and Office LTSC Professional Plus. What Microsoft Office licenses do I need if my users access Microsoft Office remotely from a server?

The organization can either: 1) license and deploy a single Office LTSC edition company-wide (either all Standard or all Professional Plus), or 2) set up and maintain separate servers for each group of users (one for Standard users and one for Professional Plus users).

3. Our company has a mixed deployment with both Office LTSC Professional Plus in German language and English language. What Microsoft Office licenses do I need?

Office LTSC licenses provide multiple language packs and proofing tools. All Office suites and application software (such as Excel) allow you to change languages or use multiple languages.

4. I have a personal laptop that I like to use at work for meetings. Can I use Remote Desktop Services to access Office LTSC deployed on a company server from my laptop?

The company must assign an Office LTSC device license to your personal laptop that matches the version and edition of Office you remotely access on the company's dedicated server. Since you are using your personal device on premises, you cannot use Office Roaming

Rights. Only third-party qualified desktops used outside of company premises can exercise Office Roaming Rights. Some examples include home computers and airport kiosk devices.

5. What licenses are required for external users collaborating with licensed employees?

You can collaborate with external users using Office for the web without needing to license them. According to the Product Terms, External Users invited to site collections via Share-by-Mail functionality do not need User SLs with Office for the web.

As of this document's publication, the Product Terms define 'External Users' as 'users who are not employees, onsite contractors, or onsite agents of the Customer or its Affiliates.

To better reflect modern hybrid and remote work environments, Microsoft will revise this definition on October 1, 2024. The updated definition will classify External Users as users who are not (a) employees of the Customer or its Affiliates, (b) contractors or agents who typically work for the Customer or its Affiliates for more than 30 hours per week on average, or (c) contractors or agents who typically work onsite for the Customer or its Affiliates on each working day.

6. Our company deployed Office LTSC Professional Plus in a virtual machine hosted on a company-dedicated network server for remote access by one or multiple end users. Can we assign a single device license to the virtual machine and allow any user to access it since the software is installed on the virtual machine

No. Each device an end user uses to access Office software on a server is required to be licensed.

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