Volume Licensing reference guide

Microsoft Office

Microsoft

Introduction

This guide can help Microsoft Volume Licensing customers understand how the latest Microsoft Office suites are licensed through Microsoft Volume Licensing programs.

In addition, this guide is for informational purposes and does not supersede or replace any documentation covering Microsoft Office licensing. Specific product license terms are defined in the product's Retail Software License Terms, the Microsoft Volume Licensing agreement under which it was acquired, and/or the Microsoft Volume Licensing Product List document and the Microsoft Volume Licensing Product Use Rights (PUR).

For more information, including the latest version of this guide, visit Microsoft's licensing website at www.microsoft.com/licensing/about-licensing/office.aspx.

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Summary

The *Volume Licensing Reference Guide for Microsoft Office* provides an overview of the core product offerings, licensing models, and Microsoft Software Assurance migrations.

Microsoft Office Product Snapshot

Microsoft Office gives you access to your familiar Office applications, email, calendar, HD video conferencing, and most up-to-date documents.* To provide you more flexibility to best meet your unique needs, Microsoft offers a variety of Microsoft Office suites.

The latest release of Microsoft Office suites available through Volume Licensing includes the following:

▶ Microsoft Office Standard 2013

▶ Microsoft Office Professional Plus 2013

Microsoft Office suites available through retail and/or original equipment manufacturer (OEM):

▶ Microsoft Office Home and Student 2013

▶ Microsoft Office Home and Business 2013

▶ Microsoft Office Professional 2013

Retail and reseller customers can purchase licenses for and activate an Office suite on new PCs preloaded with the Office media with the Office Product Key Card. The Product Key Card is available for Office Home and Student 2013, Office Home and Business 2013, and Office Professional 2013.

Microsoft Office in Microsoft Volume Licensing

For Microsoft Volume Licensing customers, Office provides more business value in each product offering plus new, innovative integrated Microsoft Office Web App capabilities.* With Software Assurance you can benefit from an efficient migration path to Office and can take advantage of training, deployment planning, technical support benefits, and more to get the most out of the software.

*An appropriate device, Internet connection, and supported Windows Internet Explorer Internet browser, Firefox, Chrome, or Safari browser are required. Use of some devices or functionalities may require the purchase of separate licenses.

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Volume Licensing Offerings for the Latest Microsoft Office

Microsoft Office suites help enable enterprise productivity across devices. For Volume Licensing customers, Microsoft Office deliver you new ways of collaborating, making it easier to support flexible work styles.

The following are included in each Office suite available through Volume Licensing:

	Office Professional Plus 2013	Office Standard 2013
Microsoft Word	✔	✔
Microsoft Excel spreadsheet software	✔	✔
Microsoft PowerPoint presentation graphics program	✔	✔
Microsoft Outlook messaging and collaboration client	✔	✔
Microsoft OneNote note-taking program	✔	✔
Microsoft Publisher	✔	✔
Microsoft Office Web Apps	✔	✔
Commercial User Rights for Office Home and Student 2013 RT **NEW!**	✔	✔
Enterprise Server Integration Features	✔	
Microsoft InfoPath information-gathering program	✔	
Microsoft Lync Server communications software	✔	
Microsoft Access database software	✔	

All Office licenses acquired through Volume Licensing include Office Web Apps and Commercial Use Rights for Office Home & Student 2013 RT for the primary user of the licensed device. These programs and online companion apps help you better manage your personal information and collaborate on documents and projects.

Office Professional Plus 2013 offers a complete toolset for both individual and team productivity and connects users to key business processes. The enhanced Enterprise Server Integration Features provide out-of-the-box integration with Microsoft Business Productivity server solutions, including Microsoft SharePoint Server 2013, Microsoft Exchange Server 2013, and Microsoft Lync Server 2013, creating new opportunities to collaborate within and across corporate boundaries, manage content more efficiently, and streamline everyday business processes. Office Professional Plus is a great choice if you:

▶ Have intellectual property you need to protect.

▶ Need to create forms.

▶ Want to manage content flow and access within your organization.

▶ Have teams located in different places that need to work together on projects.

▶ Need a central location for capturing information, such as notes.

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Office Standard 2013 provides a comprehensive toolset for individual productivity, including the tools you need to create great-looking documents, spreadsheets, and presentations quickly and easily; and manage email. Office Standard 2013 is great if you:
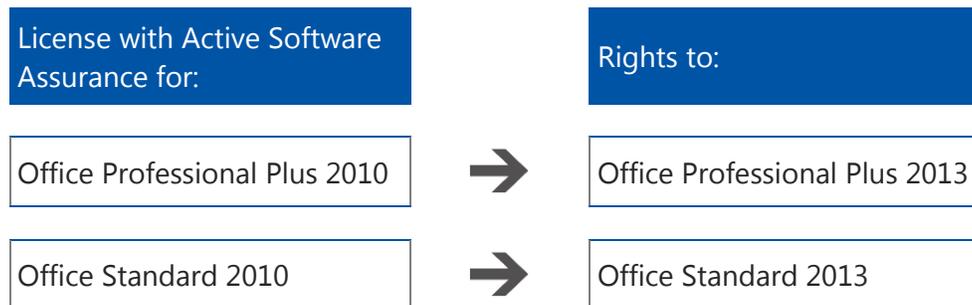
▶ Want a basic desktop suite to create documents, track finances/inventory, analyze data for business insights, and create presentations and marketing/sales collateral.

▶ Need to communicate with others within and outside of your organization and track business contacts.

▶ Are looking for a work-capable desktop suite at an affordable price.

Step-Up Licenses

If you have active Software Assurance for Office, you can upgrade from Office Standard 2013 to Office Professional Plus 2013 by acquiring a Step-Up License. For more information about Step-Up licenses, refer to the [Volume Licensing brief](#).

Microsoft Software Assurance Migration

Volume Licensing customers licensed for Office Professional Plus 2010 with active Software Assurance coverage at the time of Office availability have rights to Office Professional Plus 2013. Office Standard 2010 customers with active Software Assurance coverage at the time of Office availability have rights to Office Standard 2013.

License with Active Software Assurance for:		Rights to:
Office Professional Plus 2010	➡	Office Professional Plus 2013
Office Standard 2010	➡	Office Standard 2013

Software Assurance Migration Paths

Microsoft Office Web Apps in Office

Office Web Apps include Word Web App, Excel Web App, PowerPoint Web App, and OneNote Web App.

Office Web Apps are not a replacement for Office 2013, but rather extend common Microsoft productivity tools to the web for anywhere access, sharing and collaboration from a browser.[1] The most complete solution for office workers remains Office Professional Plus and the Business Productivity server solutions on the back end. Together, Office 2013 and Office Web Apps marry the right productivity experience of desktop applications and the collaborative power of the web, extending Office productivity across the PC, mobile devices, and browser. While the Office 2013 client applications provide the full range of authoring, design and analysis tools, Office Web Apps deliver the ability to access and view most content created by the rich clients and enable sharing and collaboration with others, even when Office isn't available.

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Licensing of Office Web Apps

With the latest Microsoft Office, everyone has view-only access to Office Web Apps documents. For editing of Office Web Apps documents, you need an Office suite license acquired through Volume Licensing. These use rights are not licensed as part of Software Assurance. The single primary user[2] of an Office licensed device can edit the Office Web Apps from any device, including those not licensed for Office. External users[3] do not need an Office suite license to view or edit Office Web Apps documents.

Key Dependencies

Office Web Apps Server is now available as a stand-alone server, enabling viewing of Office files from a browser within a private network. On-premise deployment and configuration is now managed independently of SharePoint, allowing for integration and viewing of files hosted on Exchange, SharePoint, Lync, line-of-business (LOB) applications and file shares. When integrated with SharePoint 2013, users with the appropriate license can also edit Office files using the Office Web Apps Server.

[1]An appropriate device, Internet connection, and supported Internet Explorer, Firefox, Chrome, or Safari browser are required. Use of some devices or functionalities may require the purchase of separate licenses.

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

[3]External users are those users that are not either your or your affiliates' employees or your or your affiliates' on-site contractors or on-site agents.

Licensing Microsoft Office Home & Student 2013 RT for Commercial Use

Microsoft Office provides the best Office experience across devices. The Windows 8 RT operating system and Surface software and touch computing platform tablets come preinstalled with Office Home & Student 2013 RT software on the device for noncommercial use.

If you are the primary user of a device licensed with Office Professional Plus 2013 or Office Standard 2013, then you can use Office Home & Student 2013 RT for commercial use. The primary user of a device licensed for Office for Mac Standard 2011 also has Commercial Use Rights for Office Home & Student 2013 RT. You do not need active Software Assurance for Office to receive this benefit. You can also purchase perpetual licenses for Commercial Use Rights for Office Home & Student 2013 RT on a per-device basis through the Microsoft Open License or Microsoft Select Plus programs. If you use a Windows RT or Surface tablet to access Office Professional Plus 2013 or Office Standard 2013 software running remotely in a data center, the Windows RT or Surface device must be separately licensed for the corresponding Office suite.

Licensing Office for Use with Windows To Go

Bring Windows 8 and the latest Microsoft Office software to any device in your organization with Windows To Go. You can use Office installed on a USB drive with Windows To Go when you license the work device for the following:

▶ Windows 8 with Software Assurance for Windows or Windows Virtual Desktop Access subscription license; and

▶ Office Professional Plus 2013 or Office Standard 2013

As a result, a user can use a USB drive to run Office on any licensed work device while on company premises. If you also have active Software Assurance for your Office suite license, the primary user of the licensed device can use the USB drive to run Office on devices outside of the workplace through the Office Roaming Rights benefits.

Enhanced Server Integration with Office

With the latest version of Microsoft Office, the ease of a familiar Office user interface can be enhanced with server capabilities to help users connect, communicate, collaborate, and accomplish more.

With its enterprise features, Office Professional Plus 2013 offers an enhanced user experience. In contrast, while users of Office Standard 2013 can access these features, the access is often less integrated. For example, the users of the Standard edition can interact with SharePoint libraries through a Web browser interface. In many cases, Office Professional Plus 2013 is required to initiate a process or apply policies. However, all users can participate in the process or use content, regardless of which suite of the latest Office release they are using.

The following is an overview of the Enhanced Server Integration Features available with the latest Office suites.

Feature	Description	Office Standard 2013	Office Professional Plus 2013
Information Rights Management (IRM) and Policy Capabilities	Help safeguard digital information from unauthorized use through integration with Windows Rights Management Services (RMS) for the Windows Server operating system.	Limited[1]	✓
Contextual Access to Business and Social Networking	Get a people-centric view of your company directly within Outlook. And connect to popular social networking sites to get news from your customers, prospects, and partners.	Limited[2]	✓
Integrated Enterprise Content Management (ECM)	Provide security-enhanced access to business information through integration with SharePoint 2013—from integrated document workflow to smart templates that populate document metadata.	Limited[3]	✓
Publishing Data Insights	Publish worksheets with high fidelity to the web and create web databases with Excel Services and Access Services through SharePoint 2013.	Limited[4]	✓
Unified Instant Messaging, Presence, and Voice	Easily communicate with others in different locations or time zones using familiar Office tools. Integrated with Lync and Lync Server.	Limited[5]	✓
Managed Email Folders and Retention Policy	Use a variety of tools and features that help improve your organization's ability to maintain compliance—from accessible document creation to email retention.		✓
Integrated Electronic Forms	Improve data collection processes through integration between InfoPath 2013 and other core applications and back-end systems.		✓

[1]Users of Office Standard can access IRM content when granted appropriate rights, but Office Professional Plus is required to create document protection.

[2]Office Professional Plus is required to integrate with SharePoint. Connections work with the Office Standard suite through the software development kit (SDK).

[3]Office Professional Plus is required to initiate workflows from within Office applications and some other ECM-related tasks.

[4]Users of Office Standard can view content, but Office Professional Plus is required to create and publish to the web.

[5]Office Professional Plus is required to integrate with Lync Server to surface presence and initiate conversations from within Office applications.

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Availability through Volume Licensing Programs

The availability of the latest Microsoft Office suites varies by Volume Licensing program. With Office, Office Professional Plus 2013 is the platform offering for the Microsoft Enterprise Agreement (EA), Microsoft Enterprise Subscription Agreement (EAS), Microsoft Open Value (OV), Microsoft Open Value Subscription (OVS), and Microsoft Enrollment for Education Solutions (EES) Volume Licensing programs. Office Professional Plus 2013 is also available in the Microsoft Select Plus and Open programs. Office Standard 2013 is available in Select Plus and Microsoft Open License and as a non-companywide option in Open Value programs.

	Office Professional Plus 2013	Office Standard 2013
Open Value	✓*	✓**
Open Value Subscription	✓*	✓**
Open License	✓	✓
Select Plus	✓	✓
Enterprise Agreement	✓*	
Enterprise Subscription Agreement	✓*	
Enrollment for Education Solutions	✓*	

*Platform/companywide offering
**Non-companywide offering

Office Professional Plus 2013 is the platform offering in both the Professional Desktop and Enterprise Desktop offerings in the EA, EAS, and EES programs.

Office Professional Plus 2013 is the platform offering for both the Small Business and Professional Desktop offerings in the OV and OVS programs.

Software Assurance Benefits

Microsoft Volume Licensing customers with active Software Assurance get more productivity value through their agreement by taking advantage of the new version software rights and by capitalizing on the deployment and productivity benefits included with Software Assurance.

If you have active Software Assurance for your Office licenses, you can upgrade from the following:

▶ Office Professional Plus 2010 to Office Professional Plus 2013

▶ Office Standard 2010 to Office Standard 2013

You also have access to Software Assurance benefits, including the following:

▶ **Planning Services:** Help streamline software implementation with structured planning services from Microsoft partners covering Desktop (Office and/or Windows), SharePoint, and Exchange.

▶ **New Software Versions:** Upgrade every license covered under Software Assurance to the newest version when available.
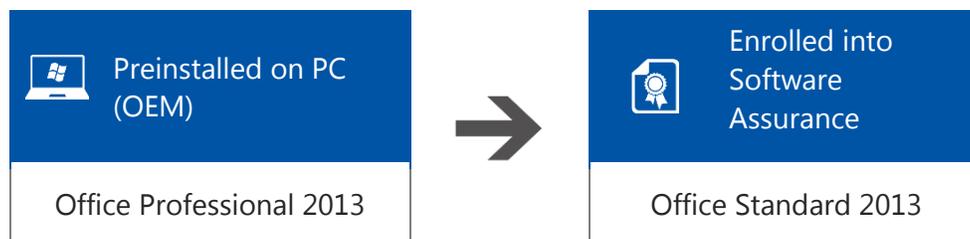
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- ► **Home Use Program (HUP):** Increase efficiencies of users when they use the same software at home with low-cost home use licenses.

- ► **E-Learning:** Prepare your users for new software versions with self-paced, interactive, online training that Microsoft experts develop.

- ► **Training Vouchers:** Keep your IT staff up-to-date with classroom technical trainings.

- ► **Multilanguage User Interface (MUI):** Support your multilingual business needs on your desktops with the Office Multilanguage User Interface.

- ► **Office Roaming Use Rights:** Allow the primary user of the work licensed device to access Office suites deployed on a network server or on a USB drive on a third-party device. Office Roaming Use Rights apply only for use outside of your or your affiliates' premises.

Enrollment of Original Equipment Manufacturer Office Licenses into Software Assurance

You can enroll certain Office licenses acquired from an original equipment manufacturer (OEM) in Software Assurance through the Open License, Open Value, and Select Plus programs within 90 days from the date you acquired the OEM licenses. (This does not apply to the Open Value companywide option.)

By acquiring Software Assurance coverage for an OEM copy of Office, you are eligible to "step into" an equivalent edition of the latest Office software offered through Volume Licensing. This includes every application included in the Volume Licensing edition. The following table shows the mapping of OEM versions to Volume Licensing versions when you purchase Software Assurance.

Preinstalled on PC (OEM)	➜	Enrolled into Software Assurance
Office Professional 2013		Office Standard 2013

OEM License Enrollment into Software Assurance Migration Path

Note: OEM Office Professional 2013 maps to Volume Licensing Office Standard 2013 rather than Office Professional Plus 2013. This is because Office Professional Plus 2013 contains several components (for example, Lync 2013, InfoPath 2013, and the Enterprise Server Integration Features) that are not present in the OEM version of Office Professional 2013.

On enrolling OEM licenses into the Microsoft Volume Licensing Program, you are eligible to purchase Step-Up Licenses to move from Office Standard 2013 to Office Professional Plus 2013.

Volume Activation

Product activation confirms whether your copy of the software is properly licensed. Product activation is required for all of the latest Office suites.

Volume Activation allows enterprise customers to automate the activation process and make it transparent to users. Volume Activation applies to computers that are covered under a Volume Licensing program and for customers using Volume Licensing media. It is used strictly as a tool for activation, and it is not tied to license invoicing or billing.

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Activation through Key Management Service and Multiple Activation Key

With Key Management Service (KMS), organizations can activate computers through an internally hosted service, and Multiple Activation Key (MAK) activates computers on a one-time basis by using the hosted activation services that Microsoft provides. You can use either or both key types to activate computers in their environments.

The KMS and MAK activation processes for this latest release of Office are basically the same as they were for Office 2010, except that the new Office KMS host is not supported on Windows Server 2003. Instead, this Office KMS host is supported on Windows Server 2008 R2, Windows 7 Volume Licensing edition, Windows 8 Volume Licensing edition, and Windows Server 2012.

Learn more about Volume Activation for this latest release of Office on TechNet.

Key Takeaways

The New Office Features and Benefits	Office Web Apps and Windows To Go Deployments for Flexible Work Styles
▶ Fast and fluid Office experience across devices.	▶ Included with Office Professional Plus 2013 and Office Standard 2013 licenses.
▶ Optimized for Windows 8 and touch experience.	▶ Office Web Apps extend the productivity experience across the PC, mobile devices, and browser.
▶ Commercial Use for Office Home & Student 2013 RT.	▶ Deploy Office on a USB drive with Windows To Go for use on-premises.
	▶ Enable work-at-home scenarios on cost-effective Windows To Go deployments with Software Assurance for Office.

Frequently Asked Questions

How can I be licensed for access to the Office Web Apps?
The Office Web Apps are included when you purchase Office Professional Plus 2013 or Office Standard 2013 licenses and allow you to view and edit Office files using the Office Web Apps Server.

Are the Office Web Apps included with the Office license or as part of Software Assurance?
The Office Web Apps are included with the Office Standard 2013 and Office Professional Plus 2013 licenses. They are not included as part of Software Assurance.

When licensed with Office Professional Plus 2013 or Office Standard 2013, are Office Web Apps licensed on a per-device or per-user basis?
Office client suites are licensed per device. The primary user of a device licensed for this Office software is licensed for access to the online companion Office Web Apps from any device. In these situations, the primary user is enabled for remote online access through Office Web Apps.

What licenses are required for external users collaborating with licensed employees?
External users accessing Office Web Apps documents for viewing or editing are not required to license the new Office suites. External users are those users that are not either your or your affiliates' employees or your or your affiliates' on-site contractors or on-site agents.

Do my employees need an Office Professional Plus 2013 or Office Standard 2013 license for viewing only Office Web Apps documents?
No. This new release of Office suite licenses are only required for those employees editing Office Web Apps documents.

What is included in the Office Web Apps that are licensed as part of Office licenses?
The Office Web Apps licensed with Office Professional Plus 2013 and Office Standard 2013 include Word Web App, Excel Web App, PowerPoint Web App, and OneNote Web App.

Can I install a copy of Office Professional Plus 2013 or Office Standard 2013 on a USB drive with my Windows To Go rights?
Yes. You can install a copy of Office Professional Plus 2013 or Office Standard 2013 on a USB drive and use Office on any licensed work device. Those rights only apply for using a copy of Office on a USB drive on company premises. Note that you must have active Software Assurance for Windows to be licensed for Windows To Go rights.

Can I use a copy of Office Professional Plus 2013 or Office Standard on a USB drive outside of the workplace?
You can use a USB drive with Office Professional Plus 2013 or Office Standard 2013 outside of the workplace only if you have active Software Assurance with your Office suite license.

How can I license Office Home & Student 2013 RT for use on my tablet at work?
Commercial Use Rights for Office Home & Student 2013 RT are included with your Office Professional Plus 2013 or Office Standard 2013 license for the primary user of the licensed device. The primary user of a device licensed for Office for Mac Standard 2011 also has Commercial Use Rights for Office Home & Student 2013 RT. You do not need active Software Assurance for Office to receive this benefit. You can also purchase a perpetual per-device license for Commercial Use Rights for Office Home & Student 2013 RT on a stand-alone basis through an Open or Select Plus Volume Licensing Agreement.

What licenses are required to access Office Professional Plus 2013 or Office Standard 2013 remotely from my Windows RT or Surface tablet?
Office Professional Plus 2013 and Office Standard 2013 are licensed on a per-device basis. Users can only remotely access a copy of Office Professional Plus 2013 or Office Standard 2013 running on a network server from a licensed device. Therefore, your Windows RT or Surface tablet would need the latest Office suite license assigned to the device for this use.

For More Information

▶ **Microsoft Office Licensing:** www.microsoft.com/licensing/about-licensing/office.aspx

▶ **Microsoft Volume Licensing:** www.microsoft.com/licensing

▶ **Volume Licensing Service Center (VLSC):** www.microsoft.com/licensing/servicecenter/

▶ **Microsoft License Advisor:** www.microsoft.com/licensing/mla

▶ **Volume Activation:** www.microsoft.com/licensing/existing-customers/product-activation.aspx