



# Microsoft Office 2010 Volume Licensing Guide

**April 2010**



**Microsoft** | Volume Licensing



# Appropriate Use

This guide is intended to help Microsoft Volume Licensing customers understand how the Microsoft Office 2010 suites are licensed through Microsoft's Volume Licensing programs.

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, please visit:

[www.microsoft.com/licensing/about-licensing/office.aspx](http://www.microsoft.com/licensing/about-licensing/office.aspx).

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# Summary

The Microsoft Office 2010 Licensing Guide provides an overview of the core product offerings, licensing models, and Software Assurance (SA) migrations for customers with active Software Assurance.

## Microsoft Office 2010 Product Snapshot

Microsoft Office 2010 provides a wide range of powerful new ways for people to do their best work from anywhere—whether they are using a PC, Smartphone, or Web browser.\* To provide customers with more flexibility to best meet their unique needs, Microsoft offers a variety of Microsoft Office 2010 suites.

The Microsoft Office 2010 suites available through Volume Licensing include:

- Microsoft® Office Standard 2010
- Microsoft® Office Professional Plus 2010

Microsoft Office 2010 suites available through Retail and / or OEM:

- Microsoft® Office Starter 2010 (OEM only offering)
- Microsoft® Office Home and Student 2010
- Microsoft® Office Home and Business 2010
- Microsoft® Office Professional 2010
- Microsoft® Office Professional Academic 2010

With the release of Office 2010, retail and reseller customers have two ways to purchase and activate an Office suite on new PCs pre-loaded with the Office image. In addition to the traditional disc product, consumers may choose the new Office 2010 Product Key Card. The Product Key Card and traditional disc are both available for Office Home and Student 2010, Office Home and Business 2010, Office Professional 2010 and Office Professional Academic 2010 (Academic is available through Authorized Academic Resellers only).

## Office 2010 in Microsoft Volume Licensing

For Microsoft Volume Licensing customers, Office 2010 provides more business value in each product offering plus new, innovative integrated Microsoft Office Web App capabilities\*. Software Assurance customers benefit from an efficient migration path to Office 2010 and can take advantage of training, deployment planning, and technical support benefits to get the most out of the software.

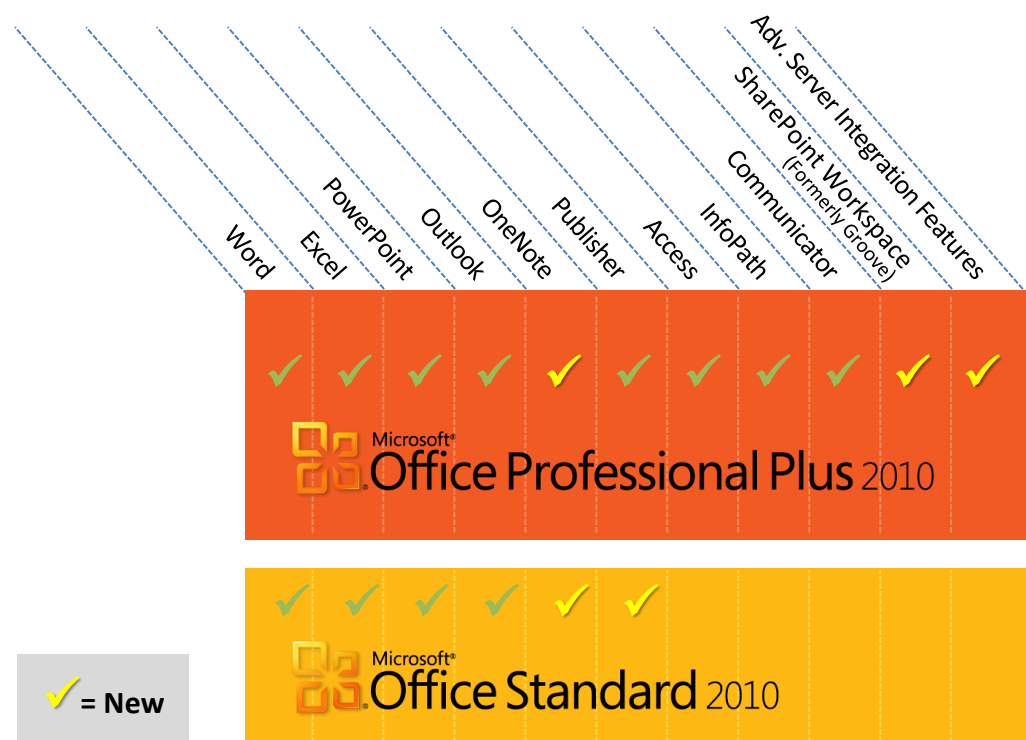
*\*An appropriate device, Internet connection, and supported Internet Explorer®, Firefox, or Safari browser are required. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.*

# Microsoft Office 2010 Volume Licensing Offerings

With the release of Microsoft Office 2010, the four Microsoft Office 2007 suites have been streamlined to two: Microsoft Office Professional Plus 2010 and Microsoft Office Standard 2010. The Office Enterprise and Small Business Edition suites have been retired. For Volume Licensing customers, this simplification makes it easier to understand the distinctions between the offerings and license acquisition processes.

The following chart denotes the applications included in each Office 2010 suite:

## Office 2010 Suites in Volume Licensing



Microsoft Office Professional Plus 2010 offers a complete toolset for both individual and team productivity and connects users to key business processes. New additions to the Office Professional Plus 2010 suite include Microsoft® OneNote®, and Microsoft® SharePoint® Workspace. The Office Web Apps online companion applications are licensed to Volume Licensing customers with the Office Professional Plus suite. These programs and online companion applications extend the value of Office Professional Plus 2010 by helping people better manage their personal information and making it easier to collaborate on documents and the projects they drive.

The enhanced Advanced Server Integration Features provide out-of-the-box integration with Microsoft's Business Productivity server solutions (Microsoft® SharePoint® Server 2010, Microsoft® Exchange Server 2010, and Microsoft® Communication Server), creating new opportunities to collaborate within and across corporate boundaries, manage content more efficiently, and streamline everyday business processes.

Microsoft Office Standard 2010 provides a comprehensive toolset for individual productivity including necessary tools to quickly and easily create great-looking documents, spreadsheets, and presentations, and manage e-mail. New additions to the Office Standard 2010 suite include OneNote and Publisher. The Office Web Apps online companion applications are licensed to Volume Licensing customers with the Office Standard 2010 suite.

#### Office Professional Plus 2010

**Includes:** Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010, OneNote 2010, Publisher 2010, Access 2010, InfoPath 2010, Communicator, and SharePoint Workspace 2010

#### Qualifying Questions:

- Do you have intellectual property you need to protect?
- Is the ability to create forms important to the success of your business?
- Do you want to manage content flow and access within your organization?
- Do you have teams located in different places that need to work together on projects?
- Do your employees need a central location for capturing information such as notes?



#### Office Standard 2010

**Includes:** Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010, OneNote 2010, and Publisher 2010

#### Qualifying Questions:

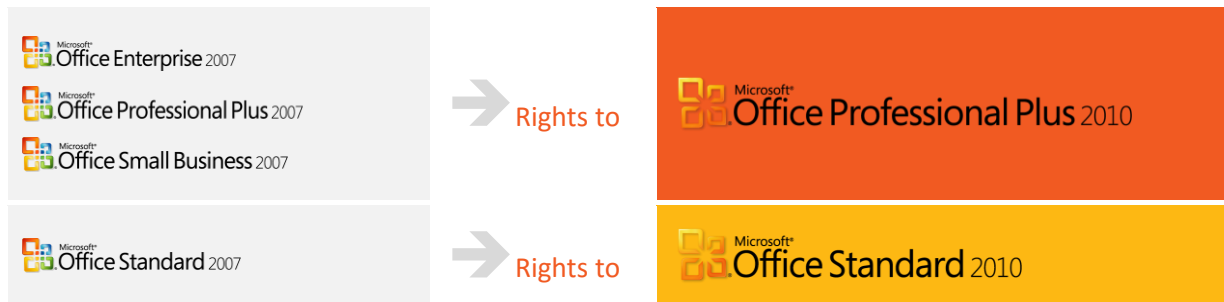
- Do you need a basic desktop suite to create documents, track finances/inventory, analyze data for business insights, and create presentations and marketing/sales collaterals?
- Do you need to communicate with others internally/externally and track business contacts?
- Are you looking for a work-capable desktop suite at an affordable price?

Step-up Licenses: Volume Licensing customers with active Software Assurance may upgrade from Office Standard 2010 to Office Professional Plus 2010 by acquiring a Step-up License.

## Software Assurance Migration

Volume Licensing customers licensed for Office Enterprise 2007, Office Professional Plus 2007, or Office Small Business Edition 2007 with active Software Assurance coverage at the time of Office 2010 availability have rights to Office Professional Plus 2010. Office Standard 2007 customers with active Software Assurance coverage at the time of Office 2010 availability have rights to Office Standard 2010.

### Office 2010 Software Assurance Migration Plan



## Office Web Apps in Office 2010

Office Web Apps include Word Web App, Excel® Web App, PowerPoint® Web App, and OneNote Web App. They move Office 2010 beyond the traditional workstation and extend the Office productivity experience to the browser – offering virtually anytime, anywhere access.\*

### Licensing of Office Web Apps

*Office Web Apps are licensed with the Office 2010 suites offered in Volume Licensing Programs.* They are not licensed as part of Software Assurance. Since Office is licensed “per device”, Office Web Apps are also licensed per device. A single, “primary user” of an Office 2010 licensed device may access the Office Web Apps from any other device, including those not necessarily licensed for Office.

### Key Dependencies

Although Office Web Apps are licensed with Office Professional Plus 2010 and Office Standard 2010, the actual bits for Office Web Apps are installed by a customer’s IT department on SharePoint Foundation Server 2010 (currently Windows SharePoint Services) or SharePoint Server 2010. Windows SharePoint Services (WSS) has been re-named SharePoint Foundation Server and remains a free, online download.

Office Web Apps are not a replacement for Office 2010, but rather online companions to Microsoft Office that extend the familiar Office experience to the browser.\* The most complete solution for office workers remains Office Professional Plus and the Business Productivity server solutions on the back-end. Office Web Apps extend the productivity experience – across the PC, phone, and browser– to allow for document viewing and light editing away from the user’s primary device. Web Apps do not provide the full experience of Office.

*\*An appropriate device, Internet connection, and supported Internet Explorer, Firefox, or Safari browser are required. Some mobile functionality requires Office Mobile 2010 which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.*

### Office 2010: Enhanced Business Productivity through Server Integration




With Office 2010, the ease of a familiar Office end-user interface can be enhanced with related Business Productivity server capabilities to help end-users to connect, communicate, collaborate, and accomplish more.

With its advanced features, Office Professional Plus 2010 offers an enhanced user experience. In contrast, while users of Office Standard 2010 may have access to these features, the access is often less integrated. For example, the users of the Standard edition may interact with SharePoint libraries through a Web browser interface. In many cases, Office Professional Plus 2010 is required to initiate a process or apply policies. However, all users are able to participate in the processes, or to consume content, regardless of which suite of the Office 2010 release they are using.

#### Server Integration Features

	Microsoft Office Standard 2010	Microsoft Office Professional Plus 2010	
Information Rights Management (IRM) & Policy Capabilities	Limited <sup>1</sup>	✓	Help safeguard digital information from unauthorized use through integration with Windows Rights Management Services (RMS) for Microsoft Windows Server®.
Contextual Access to Business & Social Networking	Limited <sup>2</sup>	✓	Get a people-centric view of your company, directly within Outlook. And connect to popular social networking sites to get news from customers, prospects, and partners.
Integrated Enterprise Content Management (ECM)	Limited <sup>3</sup>	✓	Provide security-enhanced access to business information through integration with SharePoint 2010— from integrated document workflow to smart templates that populate document metadata.
Publishing Data Insights	Limited <sup>4</sup>	✓	Publish worksheets with high fidelity to the Web, and create Web databases with Excel Services and Access Services through SharePoint 2010.



<p>Unified Instant Messaging, Presence &amp; Voice</p>	<p>Limited<sup>5</sup></p>		<p>Easily communicate with others in different locations or time zones using familiar Office tools. Integrated with Communicator and Office Communications Server.</p>
<p>Managed E-mail Folders &amp; Retention Policy</p>			<p>Use a variety of tools and features that improve your organization's ability to maintain compliance—from accessible document creation to e-mail retention.</p>
<p>Integrated Electronic Forms</p>			<p>Improve data collection processes through integration between InfoPath 2010 and other core applications and back-end systems.</p>

<sup>1</sup>Users of Office Standard have the ability to access IRM content when granted appropriate rights, but Office Professional Plus is required to create document protection.

<sup>2</sup>Office Professional Plus is required for integration with SharePoint; Connections will work with the Office Standard suite through the SDK.

<sup>3</sup>Office Professional Plus is required to initiate workflows from within Office applications and some other ECM related tasks.

<sup>4</sup>Users of Office Standard have the ability to view content, but Office Professional Plus is required to create and publish to the Web.

<sup>5</sup>Office Professional Plus is required for integration with Office Communications Server to surface presence and initiate conversations from within Office applications.

## Enterprise Search

The Office 2010 release brings powerful new search capabilities for businesses. The following are new offerings for the SharePoint Server product family:

### Microsoft Enterprise Search

 <p>Microsoft® <b>FAST™ Search Server 2010</b> for SharePoint®</p> <p><b>Powerful High-end Search Delivered Through SharePoint</b></p> <p><i>Requires SharePoint Server and Enterprise CAL</i></p>	<ul style="list-style-type: none"> <li>• High-end capabilities and easy deployment and manageability</li> <li>• Great general productivity search</li> <li>• Designed for building custom, strategic search solutions and integrated applications</li> </ul>
 <p>Microsoft® <b>SharePoint® Server 2010</b></p> <p><b>Complete Intranet Search Solutions</b></p>	<ul style="list-style-type: none"> <li>• Enterprise-class Intranet search with low touch from IT</li> </ul>
 <p>Microsoft® <b>Exchange Server 2010</b></p> <p><b>Departmental Search</b></p>	<ul style="list-style-type: none"> <li>• Useful for tactical, low scale search applications (such as departmental sites)</li> <li>• Use for quick, basic projects requiring little or no cost and IT effort</li> </ul>

For more details visit the SharePoint 2010 Web site:  
<http://sharepoint2010.microsoft.com/Pages/default.aspx>

# Volume Licensing Programs and Activation

The availability of Office 2010 suites varies by Volume Licensing Program. With Office 2010, Office Professional Plus 2010 is the platform offering for the Enterprise Agreement (EA), Enterprise Subscription Agreement (ESA), Open Value (OV) and Open Value Subscription (OVS) Volume Licensing Programs. Office Professional Plus 2010 is also available in the Select, Select Plus and Open License Volume Licensing Programs. Office Standard 2010 is available in the Select, Select Plus, Open License, and as a non-companywide option in Open Value Volume Licensing Programs.

	EA	ESA	Select	Select Plus	OV	OVS	Open
<b>Office Professional Plus 2010</b>	✓#	✓#	✓	✓	✓#	✓#	✓
<b>Office Standard 2010</b>			✓	✓	✓*	✓*	✓

# Platform / Companywide offering      \* Non-companywide offering

With Office 2010, Office Professional Plus 2010 is the platform offering in both the Professional and Enterprise Desktop offerings in the EA and ESA programs.

## EA / ESA Platform



With Office 2010, Office Professional Plus 2010 is the platform offering in both the Small Business and Professional Desktop offerings in the OV and OVS programs.

## OV / OVS Platform



### Software Assurance Benefits for Microsoft Office

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 leveraging the deployment and productivity benefits included with Software Assurance.

Software Assurance Migration:

- Customers with active Software Assurance for Office Enterprise2007, Office Professional Plus 2007, or Office Small Business Edition 2007 gain rights to Office Professional Plus 2010.
- Customers with active Software Assurance on Office Standard 2007 gain rights to Office Standard 2010.

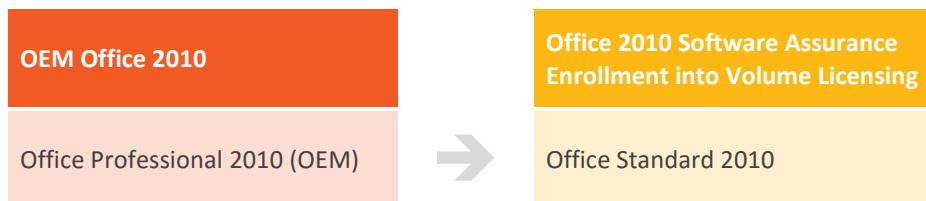
Key Software Assurance benefits:

- 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 – Every License covered under Software Assurance may be upgraded to the newest version when available.
- Home Use Program – 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 is developed by Microsoft experts.
- Training Vouchers – Keep your IT staff up to date with classroom technical trainings.
- Multi-language User Interface (MUI) – Support your multi-lingual business needs on your desktops with the Office Multilanguage User Interface.

### Enrollment of OEM Office 2010 Licenses into Volume Licensing

Customers who want to buy Software Assurance for certain Office 2010 licenses acquired from an OEM may do so in the Open License and Select programs within 90 days from the date those licenses are acquired. Customers under Open Value may acquire Software Assurance for Office 2010 licenses within 90 days from the date those licenses are purchased (this does not apply to the Open Value company-wide option).

By acquiring Software Assurance coverage for an OEM copy of Microsoft Office 2010, the customer is eligible to “step into” an equivalent edition of Office 2010 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 Software Assurance is purchased.



**Note:** OEM Office Professional 2010 maps to Volume Licensing Office Standard 2010 rather than Office Professional Plus 2010. This is because Office Professional Plus 2010 contains several components (e.g., Communicator 2010, InfoPath 2010, SharePoint Workspace 2010 and the Advance Server Integration Features), that are not present in the OEM version of Office Professional 2007.

On enrolling OEM licenses into the Microsoft Volume Licensing Program, customers are eligible to purchase Step-up Licenses from Office Standard 2010 to Office Professional Plus 2010.

## Office 2010 and Volume Activation

Volume Activation (VA) represents a set of activation methods for Office 2010 under Microsoft Volume Licensing Programs or using Volume Licensing media. Volume Activation has been standardized across Microsoft products. These VA methods began with Windows Vista and Windows Server 2008 and continue forward with Windows 7 and Windows Server 2008 R2, and Office 2010. Product activation is required for all editions of Windows 7, Windows Server 2008 R2, and Office 2010.

You have two activation options: You can run a local activation service, called Key Management Service (KMS), in your environment. In this option there is no need for individual PCs to connect to Microsoft for activation. In the second option, you can complete activation directly with Microsoft using a Multiple Activation Key (MAK) with an upper limit on activations.

You can use any combination of these methods to activate machines in your environment, depending on the needs of your organization and network infrastructure. If you do not activate, you will receive notification dialogs which will provide educational links and ways to buy the product.

### Volume Activation Benefits

Volume Activation is more flexible and manageable than before, and ensures you are accessing Genuine software from Microsoft with the support and compliance to provide peace of mind.

- **Assurance:** Activation provides assurance that the software is reliable and can be validated as Genuine from Microsoft.
- **Supported:** Genuine software is fully supported by Microsoft and its partners where software found to be non-genuine will not receive the full range of updates and support available to genuine software.
- **Managed:** With the enhancements to KMS and VAMT, Volume Activation provides an increasingly flexible and more secure installation and activation experience for you.
- **License Compliance:** VA management tools and services help you track the number of installed licenses which aids in compliance with license terms. VA's flexible activation infrastructure meets varying enterprise deployment requirements and will handle the activation of multiple applications. There can be financial penalties associated with being out of compliance with signed licensing agreements, so VA helps to reduce your company's risk. For more information, see the list of resources in the Appendix section.

## Office 2010: Key Takeaways

Office 2010 SKUs	Office 2010 Software Assurance Migration	Office Web Apps
<ul style="list-style-type: none"> <li>• Two Volume Licensing Office suites: Office Professional Plus 2010 and Office Standard 2010</li> <li>• Office Professional Plus: adding OneNote 2010 and SharePoint Workspace 2010 (formerly Groove)</li> <li>• Office Standard: adding OneNote 2010 and Publisher 2010</li> </ul>	<ul style="list-style-type: none"> <li>• Customers with active Software Assurance for Office Professional Plus 2007, Office SBE 2007, or Office Enterprise 2007 as of Office 2010 release → Software Assurance rights to Office Professional Plus 2010</li> <li>• Customers with active Software Assurance on Office Standard 2007 as of Office 2010 release → Software Assurance rights to Office Standard 2010</li> </ul>	<ul style="list-style-type: none"> <li>• Included with Office Professional Plus 2010 and Office Standard 2010 license</li> <li>• Not a low-cost replacement for Office and will not be sold standalone</li> <li>• Position as part of PC, Phone, and Browser story</li> <li>• Customer is licensed for on-premises deployments of Office Web Apps</li> </ul>

## Frequently Asked Questions

1. **What changes are being made to Office Enterprise?**  
Office Enterprise is being retired with the release of Office 2010. SharePoint Workspace 2010 (formerly Groove) has been added to Office Professional Plus 2010, and OneNote 2010 has been added to both Office Professional Plus 2010 and Office Standard 2010.
2. **What is the Software Assurance migration path for Office Enterprise customers with the release of Office 2010?**  
Customers with active Software Assurance on their Office Enterprise licenses at time of Office 2010 product availability have rights to Office Professional Plus 2010, which includes SharePoint Workspace 2010 and OneNote 2010.
3. **Which Office suite(s) contain the Business Contact Manager (BCM) application that is currently included in Office Small Business Edition 2007?**  
In Office 2010, Outlook with Business Contact Manager is available as part of Office Professional Plus as well as Office Standard.
4. **What is the Software Assurance migration path for Office Small Business Edition 2007 customers?**  
Office Small Business Edition is being retired with the launch of Office 2010. Small Business Edition customers with active Software Assurance at time of Office 2010 availability have migration rights to Office Professional Plus 2010.
5. **Are the Office Web Apps included with the Office license, or as part of the Software Assurance?**  
The Office Web Apps are included with the Office Standard and Office Professional Plus 2010 licenses. They are not included as part of the Software Assurance. If a customer is licensed for Office with Software Assurance now and continues to maintain active Software Assurance after the Office 2010 release, they will have rights to Office 2010 licenses.
6. **In terms of licensing, is there a 1:1 ratio between Office Web Apps licenses and Office licenses in terms of licensing?**  
Office continues to be licensed per device. Each Office client license includes a license for the Office Web Apps. When accessed outside of that licensed device, the use of the Office Web Apps is restricted to the primary user of the Office licensed device.
7. **How can I be licensed for access to the Office Web Apps?**  
The Office Web Apps are included with the purchase of Office Professional Plus 2010 or Office Standard 2010 licenses and allow the customer to host the Office Web Apps on-premises.
8. **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 2010 and Office Standard 2010 includes Word Web App, Excel Web App, PowerPoint Web App, and OneNote Web App.
9. **Can I purchase Office Web Apps with Business Productivity Online Suite (BPOS)?**  
No, the Office Web Apps are included with the Office 2010 licenses only. They are not part of BPOS, or an add-on to BPOS. Customers who desire BPOS and the Office Web Apps should purchase Office Professional Plus 2010 or Office Standard 2010 along with their BPOS subscription.
10. **What server capabilities do I need in order to deploy the Office Web Apps?**  
The Office Web Apps run on SharePoint Server 2010 or SharePoint Foundation Server 2010 (formerly Windows SharePoint Server (WSS)).
11. **Does the 2010 version of SharePoint Online provide access to Office Web Apps?**  
No, Office Web Apps are not licensed as part of SharePoint Online or BPOS.

12. **Are Office Web Apps available via Software Assurance for Office Professional Plus and Office Standard?**

The Office Web Apps are licensed with the Volume Licensing versions of the Office 2010 client license—with or without Software Assurance. Customers without Software Assurance need to buy a license to Office Standard 2010 or Office Professional Plus 2010 to be licensed for the Office Web Apps hosted on-premises.

13. **Are Office Web Apps licensed with Office Professional Plus 2010 or Office Standard 2010 licensed on a per device or per user basis?**

Office client is licensed per device. The primary user of a device licensed for Office 2010 will be 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.



# Appendix

## Microsoft Office Licensing Glossary

**Enterprise Agreement (EA):** Designed for businesses with a minimum of 250 desktops that wish to license all of their qualified desktops for a three-year period.

**FPP:** Fully packaged product for the retail sales channel.

**OEM:** Original Equipment Manufacturer sales channel.

**Open License (Open License Business and Open License Volume):** For customers that need five or more licenses and the option to buy Software Assurance.

**Open Value:** For customers that need five to 250 licenses with simplified license management and better control of licensed product costs under a single licensing agreement with the option to buy Software Assurance.

**PUR:** Product Use Rights are the legal terms and conditions for products licensed through the Volume Licensing channel.

**Select Plus:** A license for customers with 250 or more desktops who can forecast their license consumption.

**Software Assurance (SA):** Software Assurance. Provides automatic access to new technology and productivity benefits, support, tools, and training to help deploy and use software efficiently.

**Services Provider License Agreement (SPLA):** This agreement enables service providers to license Microsoft products on a monthly subscription basis to provide services and hosted applications to their end customers.

**Volume Licensing:** Microsoft Volume Licensing offers customized Microsoft product and services licensing programs that are designed to meet the needs of your business. Tailored to the size and purchasing preference of your company, these programs provide simple, flexible, and affordable solutions that enable you to easily manage your licenses.

## For More Information

**Office 2010 Licensing**

[www.microsoft.com/licensing/about-licensing/office.aspx](http://www.microsoft.com/licensing/about-licensing/office.aspx)

**Microsoft Volume Licensing**

[www.microsoft.com/licensing](http://www.microsoft.com/licensing)

**Volume Licensing Service Center**

[www.microsoft.com/licensing/servicecenter/](http://www.microsoft.com/licensing/servicecenter/)

**Microsoft License Advisor**

[www.microsoft.com/licensing/mla](http://www.microsoft.com/licensing/mla)

**Volume Activation**

[www.microsoft.com/licensing/existing-customers/product-activation.aspx](http://www.microsoft.com/licensing/existing-customers/product-activation.aspx)

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