

Microsoft Office

Volume Licensing Offerings for the Latest Microsoft Office

Microsoft Office suites help enable enterprise productivity across devices. For Volume Licensing customers, Microsoft Office delivers new ways of collaborating, making it easier to enable 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 Use 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 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.

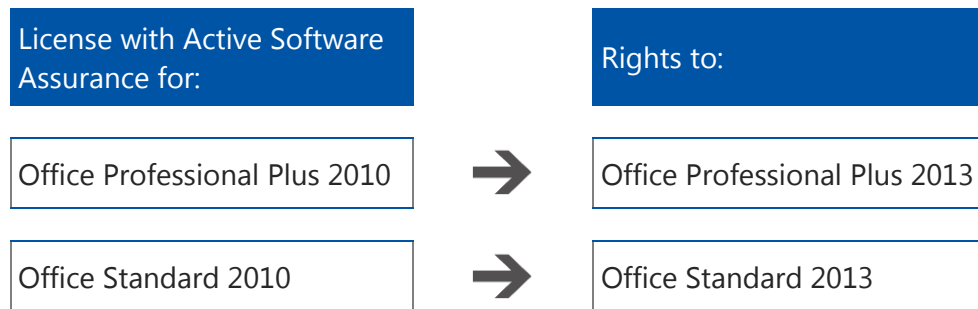
Volume Licensing Quick Reference Guide for Microsoft Office

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.



Software Assurance Migration Paths

Licensing 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* of an Office licensed device can edit the Office Web Apps from any device, including those not licensed for Office. External users** do not need an Office suite license to view or edit Office Web Apps documents.

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

**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.

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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.

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

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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.
- ▶ **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 (MUJ):** 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.

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.

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

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