

# Licensing Microsoft Office 2019

## Volume Licensing

### MICROSOFT® OFFICE 2019 EDITIONS and CHANNEL AVAILABILITY

		Home and Student	Home and Business	Professional	Standard	Professional Plus	Office 365 Business	Office 365 ProPlus
Channel Availability								
<b>Word</b>	Word processing	✓	✓	✓	✓	✓	✓	✓
<b>Excel</b>	Spreadsheets	✓	✓	✓	✓	✓	✓	✓
<b>PowerPoint</b>	Presentation graphics	✓	✓	✓	✓	✓	✓	✓
<b>OneNote</b>	Note-taking program	✓	✓	✓	✓	✓	✓	✓
<b>Outlook</b>	Messaging and collaboration client		✓	✓	✓	✓	✓	✓
<b>Publisher</b>	Desktop publishing (brochures, flyers etc)			✓	✓	✓	✓	✓
<b>Access</b>	Database software			✓		✓	✓	✓
<b>Skype for Business</b>	Communications software					✓	✓	✓
<b>Office Online</b>	Browser based versions of some applications	✓	✓	✓	✓	✓	✓	✓
<b>Commercial Use Rights</b>	The right to use Microsoft Office for business purposes		✓	✓	✓	✓	✓	✓

OEM  
 FPP  
 Volume Licensing  
 Microsoft Online Subscription Program  
 Cloud Solution Provider

**Perpetual License Per Device**

*1 PC/Mac install only, which may not be separated for use on more than one computer*

**Subscription License Per User**

- 5 PC/Mac installs
- 5 Smartphone installs
- 5 Tablet installs

O/OV = Open / Open Value  
EA/ESA = Enterprise Agreement / Enterprise Subscription Agreement

### 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 2019

### FREQUENCY OF OFFICE 365 BUSINESS/PROPLUS UPDATES

	Feature Updates	Security Updates
Monthly Channel	✓ Monthly	Monthly, as needed
Semi-Annual Channel (Targeted)	✓ Twice a year, in March and September ✓ Supported for 18 months	
Semi-Annual Channel	✓ Twice a year, in January and July (4 months after Targeted release) ✓ Supported for 14 months	

### OFFICE 2019 USAGE RIGHTS BY CHANNEL for device-licensed products

	OEM	FPP	Volume Licensing
<b>License Reassignment Rights</b> <i>The right to uninstall software from one device and re-install on a different device</i>		✓	✓
<b>Downgrade Rights</b> <i>The right to run an older version (same edition) of Office in place of Office 2019</i>			✓
<b>Portable Use Rights</b> <i>Allows the primary user of a device licensed with Office 2019 to install and use Office on a secondary, portable device</i>			✓
<b>Rights to install with Windows To Go</b> <i>Allows Office to be installed in a Windows To Go environment</i>			✓
<b>Rights to install on a server</b> <i>Allows Office to be installed on a server for delivery through an RDS or VDI infrastructure</i>			✓
<b>Rights to run Office 2019 for Mac Standard</b> <i>The option to deploy Office for Mac if required</i>			✓

### PRODUCT ACTIVATION

Product activation is required for all of the latest Office suites. Volume Activation allows Volume Licensing customers to automate the activation process with a choice of:

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

Office 365 Business/ProPlus automatically obtain a product key and are activated by cloud-based services associated with Office 365.

Further Microsoft Licensing handouts and exams: [GetLicensingReady.com](http://GetLicensingReady.com)