Volume Licensing brief

Office 365 Licensing Brief

Microsoft

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Introduction

Office 365 is Microsoft's productivity solution in the cloud. It is sold as suites that are available for every organization, regardless of their size. Depending on the suite, Office 365 can include the full downloadable Office client, also available as a set of web-based applications (Word, Excel, PowerPoint, etc.), business class email, file sharing, meetings and communications solutions, and an internal collaboration social network—all while helping to keep data private and protected from potential threat. Office 365 provides users with access to the productivity solution from anywhere, simple management IT solutions, and comes with a financially backed service level agreement.

This document provides an overview of the Office 365 products and services that are available through Volume Licensing channels. While this is not a licensing document, this brief will serve as a guide to complement the Microsoft Volume Licensing Product Terms and Online Services Terms. The content included here is for informational purposes only and is not meant to replace or override other licensing documentation.

Office 365 offers in Volume Licensing

Product availability

Office 365 has two sets of suites: one for the small and medium business segment and one for the enterprise segment. These suites are sold across different channels and programs designed to meet each segment's needs. Below, you can find a list of the different Office 365 suites with details on what each includes for the different segments. For full details on each suite and included online services, please go to the corresponding product pages.

	Business [1]			Enterprise [2]				
	Business	Business Essentials	Business Premium	ProPlus	K1	E1	E3	E5
Standard Services								
Install Office on up to 5 PCs/Macs + 5 tablets + 5 smartphones per user	Business [3]		Business [3]	ProPlus [4]			ProPlus [4]	ProPlus [4]
Access to Office apps and documents from all major smartphones and iPad	●		●	●			●	●
OneDrive for Business: personal online document storage	●	●	●	●		●	●	●
Office Online: create/view/edit rights for online versions of core Office apps for collaborating on documents	●	●	●	●	●	●	●	●
Sway for Office 365	●	●	●	●	●	●	●	●
eDiscovery Search	●	●	●	●	●	●	●	●
Sites: team collaboration and internal portals (SharePoint)		●	●			●	●	●
Private social networking (Yammer)		●	●			●	●	●
Email: 50 GB email, contacts, shared calendars (Exchange)		●	●		Kiosk (2GB)	●	●	●
Meetings and communications: web conferencing, IM, video, presence (Skype for Business)		●	●			●	●	●
Advanced Services								
On-premises Active Directory synchronization for single sign on	●	●	●	●	●	●	●	●
Mobile Device Management (MDM) for Office 365	●	●	●	●	●	●	●	●
Access to equivalent on-premises server workloads (Exchange Server, SharePoint Server, Skype for Business Server)						●	●	●
Office 365 Video						●	●	●
Legal compliance and archiving needs for email: archiving, eDiscovery hold and export, mailbox hold							●	●
Information protection: message encryption, rights management, data loss prevention							●	●
Enterprise Voice w/Skype for Business (on-premises only)								●
Advanced eDiscovery, Secure Attachments and URLs, Access Control								●
End User and Organizational Analytics								●
Cloud PBX								●

PSTN Conferencing[5]								●

[1]Business plans include business hours support for all non-critical issues, 24/7 phone support from Microsoft, and a 300-seat cap limit for all Business plans

[2] Enterprise plans include 24/7 phone support from Microsoft for all issues and has an unlimited seat cap

[3]Includes Word, Excel, PowerPoint, Outlook, OneNote, Publisher

[4]Adds Access, Group Policy, Telemetry, support for shared computer activation (RDS), Push Deployment,

[5]PSTN Conferencing transacted separately from E5 and has limited regional and channel availability

Channel and program availability

Office 365 is sold across different channels and programs. The following table outlines the availability of Office 365.

Volume Licensing Programs	Business	Business Essentials	Business Premium	ProPlus	Enterprise K1	Enterprise E1	Enterprise E3	Enterprise E5
Web Direct (MOSP)	●	●	●	●	●	●	●	●
EA/EAS				●	●	●	●	●
MPSA				●	●	●	●	●
Open	●	●	●	●		●	●	●
Cloud Solution Provider (CSP)	●	●	●	●	●	●	●	●

Buying Office 365 licenses in Volume Licensing

Microsoft offers a variety of licensing models to fit the different needs of different customers, depending on the customers' previous licensing purchases with Microsoft. There are four types of user subscription licenses (USLs) a customer can buy: Full USL, From SA USL, Add-on USL, and Step-up USL

Full USL

These licenses are designed for new customers who have not purchased any productivity solution from Microsoft. The Full USL also may be appropriate for a previous Microsoft customer who previously acquired some perpetual licenses but stopped paying for Software Assurance.

From SA USL

These licenses are designed for current Microsoft customers who want to transition, at their next contract renewal, to the cloud and are using our on-premises solutions, such as an ECAL Suite and Office Professional Plus. From SA USLs recognise the investment our current customers have made with Microsoft and thus are offered at a discounted price for customers who continued to pay for Software Assurance throughout their enrollment. From SA USLs also offer customers cloud relevant Software Assurance benefits, such as deployment planning services, IT pro technical training vouchers, Home Use Program, online end user training courses, and additional support incidents. It is important to note that some traditional Software Assurance benefits, like Version Upgrade Rights, do not apply to an always up-to-date online service. In order to purchase From SA USLs, customers must have qualifying licenses, namely the corresponding on-premises licenses from which the customer is transitioning. The qualifying licenses are detailed in the [Product Terms](). From SA USLs must be purchased on the same agreement or enrollment as the qualifying licenses.

Add-on USL

Add-on USLs are designed for current on-premises Microsoft customers who want to try a Office 365 cloud solution without giving up their on-premises solution or fully transitioning to the cloud. These USLs provide the full benefits of the Office 365 suites at a fraction of the cost. Add-on USLs also have qualifying licensing requirements—which are detailed in the Product Terms—and must also be purchased on the same agreements or enrollment as the qualifying licenses.

Step-up USL

Step-up USLs are designed for current Office 365 customers who want to upgrade their service during the term of the enrollment or agreement. These licenses must be purchased on the same agreement or enrollment as the base license from which the customer is upgrading.

Office 365 technical dependencies

The previously-mentioned Office 365 suites are a collection of online services that, when purchased together, give customers what we call a suite discount. Customers who do not need or want to buy full suites can purchase individual services as separate products. Note that some of these online services have technical dependencies on others. For example, Exchange Online Protection (EOP) provides an added level of security to the Exchange Online and/or Exchange Server services, customers can't use EOP if they don't have either Exchange Online or Exchange Server deployed. These technical dependencies are highlighted on the corresponding service description pages for the different Office 365 online services. While customers should always review the individual service descriptions to understand how the service works and any corresponding dependencies, you can use the following table used as a reference.

Service group	Service name	Technical dependency
Exchange	Exchange Online Protection (EOP)	Exchange Online or Exchange Server
	Exchange Online Archiving (EOA)	Exchange Online or Exchange Server
Storage	Office 365 Extra File Storage	SharePoint Online or OneDrive for Business
Advanced Security	Advanced Threat Protection	Exchange Online or EOP
	Customer Lockbox	Exchange Online or SharePoint Online
Advanced Analytics	Delve Analytics	Exchange Online
	Advanced eDiscovery	Exchange Online or SharePoint Online
Voice in the Cloud	Cloud PBX	Skype for Business Online Plan 2
	PSTN Conferencing	Skype for Business Online Plan 2
	PSTN Calling	Skype for Business Online Plan 2 and Cloud PBX