

Licensing Microsoft Office 365 ProPlus Subscription Service in Commercial Licensing

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This brief applies to the Microsoft Licensing programs.

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Summary

This licensing brief addresses commonly asked questions about licensing Microsoft Office 365 ProPlus through Microsoft Commercial Licensing programs. This brief will help clarify the differences between use rights for Office 365 ProPlus acquired as a subscription service and Office acquired as a software product (Office 2019) under a desktop application license (typically, a perpetual license).

This brief only addresses questions about Office 365 ProPlus use rights. For more information on desktop application licenses for Office, see the [“Licensing Microsoft Office Software in Commercial Licensing”](#) brief.

Licensing Microsoft Office 365 ProPlus

Details

Per-User Microsoft Office Licensing

Office 365 ProPlus is productivity software (including Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access, and Audio Services) that's installed on your desktop or laptop computer.

Office 365 ProPlus is a subscription service offering under the online services licensing model. It's licensed on a "per user" basis. Each Office 365 ProPlus User Subscription License (User SL) must be assigned to a single named user (Licensed User) before using the software. This differs from traditional Office installations (such as Office 2019) which are tied to Licensed Devices. The Office 365 ProPlus license allows Licensed Users to access Office experiences on PCs or Macs and on their mobile devices. The Licensed User may activate the software for local or remote use on up to five concurrent operating system environments (OSEs). Office 365 ProPlus licensing treats physical and virtual OSEs the same, so the five concurrent activations may be on five different devices or multiple OSEs on one device. These devices may include company managed device and employee personal devices. The Licensed User may also use the software activated by another user under a different User SL.

Each Licensed User may also access Office365 ProPlus remotely from any device, including third-party devices. This includes situations where you activate one of five copies of the software on a network server or a server hosted by a third party. See *Remote Access* below for additional details.

Office 365 ProPlus activation options

Office 365 ProPlus primarily uses click-to-run deployment technology to activate the software. Shared computer activation is another activation mode for Office365 ProPlus and integrates with RDS virtualization technologies.

- Click-to-run deployment technology integrates with user-dedicated virtualization technologies. Click-to-run supports the full client installation on physical PCs as well as dedicated virtual desktop infrastructure (VDI) deployment on user-dedicated Windows 7 and Windows Server 2008 R2 or newer virtual machines without Remote Desktop Service (RDS) role enabled*.

*Additional licenses are required to enable virtualization deployments on a network server. Please consult a Volume Licensing Partner to determine your license needs.

- Shared computer activation is another activation mode for Office365 ProPlus and integrates with RDS virtualization technologies. Examples of virtualization scenarios using the RDS role include Remote Desktop Session Host and Pooled VDI (using RDS). When Office 365 ProPlus is deployed on a network server with RDS role enabled, each Licensed User may sign in with their subscription account to temporarily activate Office via shared computer activation*. Shared computer activation also enables use of Office 365 ProPlus on shared devices such as those on a factory floor or those used by medical personnel in a hospital. Deploying Office 365 ProPlus using shared computer activation does not count against a user's five desktop installations of Office 365 ProPlus. Shared computer activation may also be used when deploying Office 365 Business only when Office 365 Business is licensed as a component of Microsoft 365 Business.

*Additional licenses are required to enable virtualization deployments on a network server. Please consult a Volume Licensing Partner to determine your license needs.

Licensing Microsoft Office 365 ProPlus

Remote Access for Office365 ProPlus

Customers may choose to deploy the Office 365 ProPlus software for remote access by their users licensed for Office 365 ProPlus. This can be done on servers dedicated to the customer or in shared server environments.

- Dedicated server scenarios include deploying on the customer's own servers or using a third party to host a dedicated server. If the customer chooses to use a third party, this is often referred to as "Outsourcing Software Management" and requires the third party to be an Authorized Outsourcer. The hosted environment must be on servers dedicated to the customer. An Authorized Outsourcer is restricted from being a Listed Provider and may not use a Listed Provider as a datacenter provider. A list of Listed Providers can be found at <https://aka.ms/ListedProviders>. See Microsoft's Product Terms for details.
- Shared server scenarios include using Microsoft Azure or a third-party service provider that is a Qualified Multitenant Hosting Partner (QMTH). A list of QMTH Partners and additional deployment requirements are available at <https://www.office.com/sca>. If the customer chooses to use a QMTH, the QMTH may not be a Listed Provider or be using a Listed Provider as a data center provider. A list of Listed Providers can be found at <https://aka.ms/ListedProviders>. See Microsoft's Product Terms for details.

Licensing Office Online Server

Microsoft Office Online Server offers everyone view-only access to Office Online documents.

For editing of Office Online documents, you need an Office license acquired through Volume Licensing. Office 365 ProPlus provides licensing rights to use Microsoft Office Online when Microsoft Office Online Server is deployed on-premises. The Office 365 ProPlus Licensed User can edit documents using Office Online Server from any device, including those not licensed for Office. External Users* don't need an Office license to view or edit Office Online documents. All Office 365 plans that include Microsoft SharePoint Online include Office Online as a hosted service.

See descriptions of Office 365 plans at <https://office.microsoft.com/en-us/business/compare-office365-for-business-plans-FX102918419.aspx>.

Customers that qualify for Office Online Server but don't have access to the Volume License Servicing Center to download a copy, the following actions are possible:

- VL or Open customers can contact their [Support Center](#).
- Direct customers can submit a request from their Office 365 admin center or [contact support](#).

*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 365 ProPlus

Licensing Office 365 ProPlus for use with Windows To Go

You can use Office 365 ProPlus installed on a USB drive with Windows To Go when you license the work device for the following:

- Windows 10 with Software Assurance for the Windows desktop operating system, Windows E3/E5 per user subscription, or Windows Virtual Desktop Access subscription license; and
- Office 365 ProPlus*

*Shared computer activation may be required.

As a result, a Licensed User can use a USB drive to run Office 365 ProPlus on any licensed work device whether on company premises or outside of the workplace.

Acquiring Office 365 ProPlus in Commercial Licensing

Office 365 ProPlus available through the Microsoft Enterprise Agreement, Microsoft Enterprise Subscription Agreement, Microsoft Online Subscription Agreement, Microsoft Cloud Agreement, MPSA, Open programs, and Microsoft Enrollment for Education Solutions (under the Campus and School Agreement).

Office 365 ProPlus is available as a stand-alone User SL and is also included as a component of certain Office 365 plans. Users who are licensed for any of the following are licensed for Office 365 ProPlus:

- Office 365 ProPlus User SL*, or
- Office 365 E3/E5 User SL, or
- Microsoft 365 E3/E5 User SL

Office 365 ProPlus may also be acquired under Government and Education offerings. You can compare the Office 365 plans at <https://office.microsoft.com/en-us/business/compare-office-365-for-business-plans-FX102918419.aspx>.

*Office 365 ProPlus is an Enterprise Product and may be licensed to satisfy Enterprise-wide requirements.

Online Services downgrade rights

In Online Services customers have access to the latest technology with the newest features and releases. As with all Subscription Services, Microsoft generally offers only the latest version of the service at a time. Therefore, downgrade rights aren't available with Office 365 ProPlus licenses.

Frequently asked questions

1. What is the difference between Office 365 ProPlus and Office Professional Plus 2019?
Both Office Professional Plus 2019 and Office 365 ProPlus deliver the same productivity software and application experiences. However, Office Professional Plus 2019 is a traditional Office installation that is tied to the computers it is installed on, and it is available through Volume Licensing only. Office 365 ProPlus is available as a per user subscription. See the comparison of the two licensing models for Office in the [Appendix section](#) of this document.

Licensing Microsoft Office 365 ProPlus

2. Which Office 365 subscriptions include shared computer activation?

Any SKU that contains Office 365 ProPlus will be eligible for shared computer activation. This includes the following SKUs:

- Office 365 ProPlus
- Office 365 E3
- Office 365 E5

And all equivalent Government and Education SKUs are also included. Project Online and Visio Online also include shared computer activation.

3. How many machines can be activated via shared computer activation?

Office 365 ProPlus allows a user to activate up to five desktop PCs/Macs in non-shared environment. When a user signs into Office 365 Pro Plus via shared computer activation it will not count against a user's five total desktop installations and thus will not show up on the user account management page.

4. Which devices can be used to access Office deployment on a network server?

Different from Office Professional Plus 2019 per device licensing terms, with an Office 365 ProPlus per user license you may access your Office deployment on a network server from any device, anywhere. You may also access Office 365 ProPlus from your mobile devices, such as tablets.*

5. Can I deploy Office 365 ProPlus media to my personal device to work from home?

Yes. Office 365 ProPlus may be installed on up to five devices at a time per user license independent of device ownership, corporate-owned or personal devices.*

6. Can I bring my personal device to work and use it with Office 365 ProPlus?

Yes. Office 365 ProPlus may be installed on up to five devices at a time and be used anywhere, at work or at home.*

7. Can I install and use Office 365 ProPlus with my Mac device?

Yes. Office 365 ProPlus is available for devices running on Mac Operating Systems.

8. Can I use Office 365 ProPlus with a partner-hosted solution?

No. Office 365 ProPlus is not sold under our service provider hoster channel (or SPLA partners). Customers may continue to purchase Subscriber Access License (SAL) for Office hosted desktop solutions provided by Microsoft Partners.

9. Can I deploy Office 365 ProPlus on shared public cloud environments?

Yes. Office 365 ProPlus may be deployed on shared servers using shared computer activation on Microsoft Azure or a Qualified Multitenant Hosting Partner (QMTH). A list of QMTH partners and additional deployment requirements are available at www.office.com/sca.

10. Can I deploy Office 365 ProPlus on Azure?

Yes. Office 365 ProPlus may be deployed on Azure with shared computer activation enabled.*

*These licensing terms only apply to Office 365 ProPlus per user licensing and do not apply or change the terms under Office Professional Plus per device licenses or Windows Client licenses.

Licensing Microsoft Office 365 ProPlus

Appendix: Microsoft Office as a subscription service

Customers may license Office as a software product or a subscription service. Those are two different Office offerings with similar functionality. See below the main differences between the two offerings.

	Microsoft Office as a software product	Microsoft Office as a subscription service
Licensing Model	Per device	Per user, one copy on up to five devices at a time.
Product Editions	Office Standard, Office Professional Plus	Office 365 ProPlus, Office 365 Business
Downgrade	User may downgrade to earlier version of same Microsoft Office edition licensed for device.	Downgrade rights aren't applicable.
Office Home & Student 2013 RT	Commercial Use Rights for Office Home & Student 2013 RT	Commercial Use Rights for Office Home & Student 2013 RT
Remote Use	<ul style="list-style-type: none"> • Software Assurance Roaming Use Rights • Remote Use Rights permitted including via Virtual Desktop Infrastructure (VDI) or Remote Desktop Services (RDS) • Installation and use of Office from a USB device** 	<ul style="list-style-type: none"> • Users may install one copy of the software on up to five devices and use Microsoft Office locally on those devices from anywhere. • Remote Use Rights permitted including via Virtual Desktop Infrastructure (VDI) or Remote Desktop Services with shared computer activation enabled • Installation and use of Office from a USB device**
Home Use	<ul style="list-style-type: none"> • Work At Home (WAH) licenses • Software Assurance Home Use Program (HUP) • Software Assurance Roaming Use Rights • Installation and use of Office from a USB device** 	<ul style="list-style-type: none"> • Users may install one or more copies on home devices, up to five devices per user license. • Subscription Services licenses allow using Microsoft Office from anywhere. • Installation and use of Office from a USB device**

*Office 365 Business is only available in Microsoft Online Subscription Agreement, Microsoft Cloud Agreement, Open, Open Value and Open Value Subscription programs.**Requires Windows To Go, which is available as a benefit of license of Software Assurance for the Windows 10 Enterprise, Windows Per User subscription licenses, or Windows Virtual Desktop Access (VDA) subscription license.

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