

Commercial Licensing brief

Licensing Microsoft Office LTSC software in Commercial Licensing

September 2024

This brief applies to all Microsoft Commercial Licensing programs.

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Summary

This licensing brief addresses the commonly asked questions about licensing Microsoft Office LTSC suites in provides a comprehensive overview of licensing Microsoft Office LTSC suites within Microsoft Commercial Licensing programs. It addresses common questions about use rights for Office LTSC under a desktop application license, which is typically a perpetual license. The document explains that Office LTSC software is licensed on a per-device basis, allowing installation and use on the licensed device and virtual machines on the same device1. It also covers remote access rights, detailing how the primary user of the licensed device can remotely access the software from other devices. Additionally, it discusses the availability of different Office LTSC editions through Commercial Licensing and the options for hosting Office LTSC software on network servers or through third-party Authorized Outsourcers.

For more information about use rights for Microsoft 365 Apps acquired as a subscription service, see the <u>"Licensing Microsoft 365 Apps in Commercial Licensing"</u> brief. To learn more about licensing Office LTSC for Mac, see the <u>"Licensing Windows and Microsoft Office to use on the Macintosh"</u> brief.

Details

Per Device Office LTSC Licensing

Office LTSC software is licensed on a *per device* basis. Customers must assign each Office LTSC license to a single physical hardware system (referred to as the "Licensed Device" in the Product Terms). The license permits installation and use of the software on the Licensed Device. Any user may use the software on the licensed device.

Commercial Licensing customers have the right to install and use any number of copies of the software directly on the licensed device and/or on virtual machines on the licensed device.

Office LTSC licenses also permit remote use of the software as described in the <u>Remote Access Rights</u> for Office LTSC section.

Remote Access Rights for Office LTSC

- Office LTSC licenses support remote access in two ways—the software may be installed on the licensed device (as described above) and remotely accessed from other devices, or the software may be installed on a network server, and remotely accessed from the licensed device (and other licensed devices). Additional requirements apply to remote access, as described below. The primary user of the licensed device may remotely access the software installed on the licensed device from any other device (for example the primary user may remotely access the software installed on their work desktop from their personal laptop). The "primary user" is the user who uses the licensed device more than 50 percent of the time in any 90-day period. Non-primary users may also remotely access the software running on the licensed device if the device they access from is also licensed for the same version and edition of Office LTSC.
- Customers may choose to host Office LTSC software on a network server in their own data center for remote access by their users from their own licensed devices. This option does not require a license to be assigned to the server itself but does require a license for the same version and edition of Office LTSC for each device remotely accessing the software on the server (see exception under Roaming Rights section below). The customer may alternatively choose to use a third party to host the server, if the server is dedicated to the specific customer. This is often referred to as "Outsourcing Software Management" and requires the third party to be an Authorized Outsourcer. An Authorized Outsourcer is any third party that is not designated as a Listed Provider. A list of Listed Providers can be found at https://aka.ms/ListedProviders.
- As of October 2022, customers with Office LTSC with Software Assurance may choose to host Office LTSC on an Authorized Outsourcer's shared servers under the Flexible Virtualization Benefit. Users may access the software from devices assigned Office LTSC licenses with Software Assurance.

Licensing Office for use with Windows To Go

Microsoft discontinued the Windows to Go feature in Windows (beginning with the Windows 10 2004 release). As a result, there is no longer an option to use Office installed on a USB drive with Windows To Go. Customers with

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Office LTSC licensed devices with Software Assurance are still eligible for Office LTSC Roaming Rights for use on Qualified Third Party Devices.

Office LTSC editions available through Commercial Licensing

Office LTSC Standard 2024, Office LTSC Professional Plus 2024, and Office LTSC for Mac 2024 are available as software products under desktop application licenses through Microsoft Commercial Licensing.

		Office LTSC Standard 2024	Office LTSC Professional Plus 2024	Office LTSC for Mac 2024
Apps	Word	•	•	•
	Excel	•	•	•
	PowerPoint	•	•	•
	OneNote	•	•	•
	Outlook	•	•	•
	Publisher	•	•	
	Access		•	
Premium	Volume Activation	•	•	•
value	Group Policy ¹	•	•	
	Use with RDS	•	•	
	App Telemetry	•	•	•
	Update Controls	•	•	•
	Email Retention ²		•	
	Access Site Mailboxes ²		•	
	Access In-Place Archive Folder ^{2,3}		•	•
	Spreadsheet Controls		•	
	Business Intelligence		•	
	Create IRM Email ²		•	•
	Data Loss Prevention ²		•	

¹Allows the organization to push certain configuration settings (security settings, app settings, Active Directory roaming, etc.) for Office to machines logging onto the corporate network.

Acquiring Office LTSC Licenses in Commercial Licensing

Commercial Licensing programs where different editions of Office LTSC are available under desktop application licenses vary (as shown in the following table).

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²The editions provide different levels of integration with business productivity servers. Does not include email service or Exchange Server Client Access License.

³Archive email from Outlook—no .pst files needed—and set retention policies that automatically archive or delete email. IT admins can centrally manage the In-Place Archive

Commercial Licensing program	Office LTSC Standard 2024	Office LTSC Professional Plus 2024	Office LTSC for Mac 2024
Microsoft Customer Agreement	•	•	
Enterprise Agreement ¹		•	
Enterprise Subscription Agreement ¹		•	
Open Value ¹	•	•	•
Open Value Subscription ²	•	•	•
Select Plus	•	•	•
Microsoft Products and Services Agreement (MPSA)	•	•	•
Enrollment for Education Solutions (Campus/School)		•	

¹Office LTSC Professional Plus must be licensed as an enterprise product in an Open Value Organization-wide agreement.

Office LTSC Downgrade Rights

Some customers who have rights to more recent versions of Office LTSC suites might want to continue using prior versions of those suites. This is permitted for Office LTSC under desktop application licenses and is known as a "downgrade right." Customers may downgrade to earlier versions of the Office software products, but only to the same edition of software product for which their device is licensed. That is, a customer may not downgrade from Office LTSC Standard 2024 to Office Professional Plus 2019.

The following shows the downgrade rights for the most recent Microsoft Office version:

Microsoft Office license	Downgrade rights
Office LTSC Standard 2024	Office Standard 2019
Office LTSC Professional Plus 2024	Office Professional Plus 2019
Office LTSC for Mac 2024	Office for Mac 2019

Software Assurance benefits for Microsoft Office

The Microsoft Software Assurance benefits vary by product and product pool. The following are key Software Assurance benefits applicable to Microsoft Office.

New Version Rights

With Software Assurance, customers are eligible to install and use the latest version of that software made available during the Software Assurance coverage period. For example, customers with active Software Assurance are eligible to install and use Office LTSC 2024 as of its release in September 2024. Customers may choose to

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²Office LTSC Professional Plus must be licensed as an enterprise product.

deploy the most recent version of the software that was released during their active Software Assurance period at any time, including after their active Software Assurance period has ended.

Roaming Rights

Customers with active Software Assurance for Office LTSC licenses are eligible to use Roaming Rights benefits. The single primary user of a licensed device may remotely access the software running on servers dedicated to the customer's use from a qualifying third-party device or run the software in a virtual Operating System Environment (OSE) on a qualifying third-party device when the user is not on customer's or customer's affiliates' premises. Dedicated servers used for this purpose may be in customers' own data centers or on Authorized Outsourcers' servers.

A "qualifying third-party device" is a device that's not controlled, directly or indirectly, by customer or customer's affiliates (for example, a third party's public kiosk or an employee's personal device). When the primary user is on customer's or customer's affiliates' premises, Roaming Rights aren't applicable. For example, an employee may not use their personal devices on premises and exercise their Roaming Rights benefits. This same user may access Office LTSC from this personal device when at home.

Microsoft Workplace Discount Program (formerly, the Home Use Program)

The Microsoft Home Use Program was renamed the Workplace Discount Program in July 2022. Office LTSC licenses are not available under the Workplace Discount Program, however employees at eligible companies buy an annual subscription of Microsoft 365 Family or Microsoft 365 Personal at a discount for use on personal devices. Learn more about the Workplace Discount Program here.

Office Online Server and Office for the web services

Users of a device licensed for Office LTSC with Software Assurance may access Office Online Server and Office for the web services* from that device for editing documents. The single primary user** of an Office LTSC licensed device can edit documents using Office Online Server and Office for the web services from any device, including those not licensed for Office.

*Users must also be licensed for SharePoint Online or OneDrive for Business plans to access Office for the web services.

Frequently asked questions

- I have an employee from our marketing organization that needs to use only Microsoft PowerPoint. Is an
 employee from our finance organization that does not need PowerPoint permitted to share their Microsoft
 Office suite with the marketing organization user?
 Office LTSC Standard and Office LTSC Professional Plus are product suites which consist of more than one
 software product offered under a single license. Users may not separate the software for use on more
 than one computer or by multiple users. If you have employees that need to use only a single Office LTSC
 application, individual application licenses are available for purchase on a stand-alone basis through the
 Open Value, Open Value Subscription, MPSA, and Select Plus programs.
- 2. Our company has a mixed deployment with both Office LTSC Standard and Office LTSC Professional Plus. What Microsoft Office licenses do I need if my users access Microsoft Office remotely from a server?

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

The organization may, 1) *license and* deploy a single Office LTSC edition company-wide (all Standard or all Professional Plus); or 2) maintain separate servers for each set of users (one for Standard users and one for Professional Plus users).

- 3. Our company has a mixed deployment with both Office LTSC Professional Plus in German language and English language. What Microsoft Office licenses do I need? Office LTSC licenses include multiple language packs and proofing tools. The ability to change languages or use multiple languages is included with all Office suites and applications' software (such as Excel).
- 4. I have a personal laptop device I like using at work for meetings. May I access Office LTSC deployed on a company server from my laptop using Remote Desktop Services?
 The company would need to assign an Office LTSC device license to your personal laptop that is the same version and edition of Office being remotely accessed on the company's dedicated server. Since you are using your personal device on premises, Office Roaming Rights would not apply. Only third-party qualified desktops used outside of company premises may exercise Office Roaming Rights. Some examples include home and airport kiosk devices.
- 5. What licenses are required for external users collaborating with licensed employees?

 It is possible to collaborate with external using Office for the web without the need to license those users.

 Specifically, as stated in the Product Terms "External Users invited to site collections via Share-by-Mail functionality do not need User SLs with Office for the web."
 - As of the publication of this document, "External Users" are defined in the Product Terms as "users that are not employees, onsite contractors or onsite agents of Customer or its Affiliates."
 - To better reflect modern hybrid and remote work environments, the following revised definition is effective on October 1, 2024, to "users that are not (a) employees of Customer or its Affiliates, (b) contractors or agents that typically work for Customer or its Affiliates for more than 30 hours on average per week, or (c) contractors or agents that typically work onsite for Customer or its Affiliates on each working day."
- 6. Our company has deployed Office LTSC Professional Plus in a virtual machine hosted on a company dedicated network server for remote access by one or multiple end users. Can a single device license be assigned to the virtual machine and be accessed by any user, since the virtual machine is where the software is installed?
 - No. Each device an end user uses to access Office software on a server is required to be licensed.

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Appendix: Microsoft Office LTSC compared to Microsoft 365 Apps

Customers may license Office software as a desktop application (per device) or a subscription service. See below for the main differences between the two offerings.

	Office as a software product	Office as a subscription service
Licensing Model	Per device	Per user, (may activate the software on up to five concurrent OSEs)
Product Editions	Office LTSC Standard, Office LTSC Professional Plus	Microsoft 365 Apps for enterprise or business
Downgrade	User may downgrade to earlier version of same edition licensed for device.	Downgrade rights aren't applicable.
Remote Use	Software Assurance Roaming Rights Remote Rights permitted including via Virtual Desktop Infrastructure (VDI) or Remote Desktop Services (RDS)	Users may install activate the software on up to five devices and use Microsoft Office locally on those devices from anywhere. Remote Rights permitted including via Virtual Desktop Infrastructure (VDI) or Remote Desktop Services with shared computer activation enabled
Home Use	Work At Home (WAH) licenses Software Assurance Roaming Rights	Users may install one or more copies on home devices (up to five devices—work or personal—per user license. Workplace Discount Program
Multi- Language Pack	Multi-Language Pack is included with Office LTSC licenses.	Multi-Language Pack is included

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