

# Quick guide to Office editions



Not sure what Office 365 ProPlus is? Curious about the difference between Office Web Apps and Office on Demand? Did you know there were Office apps specifically designed for Windows 8? Use this quick guide to get started learning more about Office.

## Office 365 ProPlus

Subscribe to a full version of Office that you can install on up to 5 devices with a single license.

- Includes the same features as other versions of Office
- Uses Click-to-Run to install on the local computer in just a few minutes
- Doesn't require a constant Internet connection—just once every 30 days to check subscription status
- Users can install directly from Office 365 if they are local admins on their computers
- Admins can use the Office Deployment Tool to perform on-premises deployments along with other tools (for example, System Center Configuration Manager)

### Lync and OneNote apps for Windows 8

- Use versions of OneNote and Lync specifically designed to take advantage of touch capabilities
- Free from the Windows Store
- Updates come from the Windows Store, not Windows Update
- Can't be configured or managed by using Group Policy
- Cannot side-by-side with the Office 365 versions

### Office Standard Office Professional Plus

Purchase a copy of Office for each device through a volume license agreement.

- Uses Windows Installer (MSI) to install on a local computer
- Need to configure an activation method (KMS, MAK, or Active Directory)
- Use for specific scenarios, such as Remote Desktop Services or computers that never connect to the Internet



## Office Web Apps

Use a web browser to view, create, and edit Word, Excel, PowerPoint, and OneNote documents.

- Includes many, but not all, of the features that you get with the full version of Office
  - Can be used with Internet Explorer, Firefox, Chrome, or Safari
  - Can also be used on Windows Phones, iPhones, iPads, and Android phones
    - Included in most Office 365 plans (also from SkyDrive)
  - Admins can provide the same functionality on-premises by deploying Office Web Apps Server

## Office on Demand

Stream a temporary copy of Office down to a computer that doesn't have Office already installed.

- Includes all the same features of a regular version of Office
- Must be connected to the Internet to use
- Runs only on Windows 7 or Windows 8 computers
- Uses Click-to-Run to make the "install" fast
- User doesn't have to be a local admin on the computer
- Comes with Office 365 plans that include Office

# Users Guide For Office 365

**B Lingard**



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