Licensing Microsoft® Online Services

Guide for Customers

Contents

[Contents 2](#_Toc265184458)

[Introduction 3](#_Toc265184459)

[What Are Microsoft Online Services? 3](#_Toc265184460)

[Online Services Licensed and Sold 4](#_Toc265184461)

[Online Services Portfolio 6](#_Toc265184462)

[Program Business Policies 7](#_Toc265184463)

[Microsoft Online Subscription Program 7](#_Toc265184464)

[Customer Scenario 8](#_Toc265184465)

[Terms and Conditions 8](#_Toc265184466)

[Enterprise Agreement 11](#_Toc265184467)

[Customer Scenario 11](#_Toc265184468)

[Terms and Conditions 12](#_Toc265184469)

[Campus and School Agreement 14](#_Toc265184470)

[Terms and Conditions 15](#_Toc265184471)

[Windows Azure Platform 17](#_Toc265184472)

[Activation of Online Services through Volume Licensing 20](#_Toc265184473)

[Through Microsoft Online Subscription Program 20](#_Toc265184474)

[Through an Enterprise Agreement (EA) or Campus and School Agreement (CASA) 20](#_Toc265184475)

[Appendix A – License Types and Online Services Categories 22](#_Toc265184476)

[Appendix B – Resources 24](#_Toc265184477)

Introduction

Welcome to the *Microsoft Online Services Licensing Guide.*

Microsoft® Online Services is a set of services that can help you incorporate cloud-based computing into your business. Delivered via a subscription and offered over the Web, Online Services complement your existing Microsoft on-premise solutions for users with rich desktop PCs and for users accessing applications via a Web browser. Microsoft Online Services have been stand-alone services traditionally offered through Microsoft Volume Licensing programs. With the addition of our Microsoft Online Subscription Program (MOSP), we deliver specific Online Services via a subscription and across the Web.

Microsoft is absolutely committed to delivering the functionality our users want with Microsoft Cloud Services that are comprehensive and powerful. No matter how and where you access the programs you use on an everyday basis; they are still the same, full-featured Microsoft applications you have come to expect. They still integrate with server software and the entire platform. You can use them in the cloud or on your premises. As a result, Microsoft Cloud Services is just one component of our overarching strategy, which we call software-plus-services.

With software-plus-services, we see a whole new future opening up, one in which people can use as many Microsoft Cloud Services as they want or as few. One in which software in the cloud integrates with software onsite. And one in which people get the quality Microsoft software they want and need—on their exact terms.

This guide details the purchase, activation, and support of Microsoft’s commercial software services known as Online Services. This guide can help prospective and current customers of Microsoft® Online Services (OLS) better understand the licensing and business policies for purchasing Online Services through the Microsoft Online Subscription Program (MOSP), Enterprise Agreement (EA) or Campus and School Agreements (CASA).

What Are Microsoft Online Services?

Microsoft Online Services are subscription-based services that can help you incorporate cloud-based computing into your business. Delivered via a subscription and offered over the Web, Online Services complement your existing Microsoft on-premise solutions for users with rich desktop PCs and for users accessing applications via a Web browser.

* Subscription terms vary by offer, ranging from month-to-month, 12-month and 3 year subscriptionterms
* A critical portion of the software resides outside the customer’s IT environment
* Applications are hosted primarily at Microsoft data centers
* Microsoft or the partner, not the customer, manages the operation, upkeep, and maintenance of   
  the software
* The version of software running is the most current so that customers benefit from the latest software functionality without complex IT management
* Services are priced monthly and billed either up front or annually for the term of the subscription

Acronyms and Terminology used through this document

|  |  |  |
| --- | --- | --- |
| Acronyms | Description | Purpose |
| **MOSP** | Microsoft Online  Subscription Program | A Volume Licensing program that allows customers to subscribe to Online Services or Software in the cloud |
| **MOSA** | Microsoft Online  Subscription Agreement | Licensing agreement which customer sign online prior to purchasing subscriptions under the MOSP |
| **MOCP** | Microsoft Online  Customer Portal | The purchasing portal ([www.microsoft.com/online](http://www.microsoft.com/online)) for Online Services. This is where customers buy product offerings via the Microsoft Online Subscription Program (MOSP); including signing the Microsoft Online Subscription Agreement (MOSA) |
| **MOAC** | Microsoft Online  Administrator Center | Online Provisioning Portal/Tool for BPOS used by technical administrator for service management such as resetting passwords or creating end user accounts. |
| **BPOS-S** | Business Productivity Online  Suite – Standard | A suite including four enterprise messaging and collaboration services, available as a subscription, hosted by Microsoft; and sold with/through Partners. |
| **VL** | Volume Licensing | A set of programs and policies allowing customers to attain licenses to software and services in a way that works for them. Examples of programs: EA (Enterprise Agreement), CASA (Campus and School Agreement), MOSP (Microsoft Online Subscription Program) |
| **POR** | Partner of Record | For each Microsoft Online Services subscription purchased under MOSP or EA, a customer may name a partner of record. This Advisor partner may assist with the placement of the order. |

Online Services Licensed and Sold

When most people think about acquiring software, they think about installing it on a PC and then running it for as long as the software is useful. We call this a perpetual license. And although purchasing a perpetual license is still the most common way of obtaining software, cloud computing is catching up. It is really a whole new way of thinking about how you obtaining software.

With Microsoft Online Services, the software is licensed under a subscription model, much like a subscription to a newspaper. For example, if you subscribe to an online newspaper for a year, you must pay a subscription fee each month of that year. In return, you receive access to the online newspaper’s content during your subscription term. At the end of your term, you can either continue your subscription for another term or let it expire. If you do not renew your subscription, you no longer have to pay the monthly fee. But you also no longer have access to the online newspaper’s content.

Similar to a perpetual license, you do not own the software, but you have the right to use it. The subscription model has some real benefits. For instance, you do not have to worry about maintenance; the software is located in Microsoft data centers. You do not have to purchase licenses for and deploy the upgrades; we take care of that for you for as long as your subscription is active.

Customers of all sizes are adopting hosted services today. We see small and midsize businesses using these services to get products and capabilities that they could not afford to deploy and manage on-premise. We also see enterprise customers who use services to help own their total cost of ownership (TCO) and to focus internal IT resources on more business-critical projects. Regardless of size, customers are shifting toward a services approach, whether it is Service Oriented Architecture (SOA), on-demand delivery through virtualization, or services running out in the cloud.

Microsoft offers these Online Services through existing Microsoft Volume Licensing programs so that you can acquire both Microsoft software and Online Services under the same agreement. The descriptions and examples in this Online Services guide do not apply to non-commercial programs such as the Services Provider License Agreement (SPLA) and Independent Software Vendor (ISV) Royalty programs.

Programs

|  |  |
| --- | --- |
| Program | Description |
| **Microsoft Online  Subscription Program** | The Microsoft Online Subscription Program (MOSP) is a subscription-based Microsoft Volume Licensing program for organizations with five or more users that want to subscribe to, activate, provision, and maintain services seamlessly and affordably. The services available in this program include Business Productivity Online Standard Suite and Windows Azure Platform.  NOTE: We advise existing EA and CASA customers to place orders for BPOSS through their channel partners.  You can learn about licensing Online Services through the Microsoft Online Subscription Program at [www.microsoft.com/online](http://www.microsoft.com/online). |
| **Enterprise Agreement** | The premium Microsoft Volume Licensing program for organizations with 250 desktop PCs or more. |
| **Campus and School Agreement** | Specifically for qualified academic institutions such as schools, colleges, universities, including research facilities, interested in purchasing five or more licenses. |

Online Services Portfolio

| NEW Online Services | |
| --- | --- |
| **Microsoft Business Productivity Online Standard Suite (BPOS-S):** | Microsoft Business Productivity Online Standard Suite is a set of Microsoft hosted messaging and collaboration solutions that includes:   * Microsoft Exchange Online Standard * Microsoft SharePoint® Online Standard * Microsoft Office Live Meeting Standard * Microsoft Office Communications Online Standard   These online services help give your business streamlined communication with high availability, comprehensive security, and simplified IT management.  BPOS-S is available as a suite or as individual components. |
| **Windows Azure Platform:** | Windows Azure  SQL Azure  AppFabric |
| **Microsoft Dynamics CRM Online** | Delivers a fast, flexible and familiar customer management solution for businesses that want to combine the power of online services with the effectiveness of their everyday productivity applications. Take on your critical business issues with built-in solutions for sales, marketing, customer service, analytics, and workflow. Microsoft Dynamics® CRM Online fully integrates with your current Microsoft Office programs, keeping everything and everyone connected, and helping you make well-informed business decisions. |

|  |  |
| --- | --- |
| Communication and Collaboration Services | |
| **Microsoft Office Live Meeting** | Online presentation, meeting, and collaboration space. |
| **Microsoft Office Communications Server (OCO)  Public IM Connectivity (PIC)** | Online interface between different public instant messaging (IM) services. |
| **Microsoft Exchange Hosted Archive** | Storage of e-mail and other data for backup and regulatory compliance. |
| **Microsoft Exchange  Hosted Encryption** | Automatic encryption and decryption of e-mail and other data in the cloud (outside the firewall). |
| **Microsoft Forefront® Online Protection for Exchange** | Antivirus and anti-spam filtering of e-mail and other data in the cloud (outside the firewall). |
| Security Services | |
| **Microsoft Forefront Security for SharePoint** | Protects Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0 environments against viruses, worms, spam, and  inappropriate content. |
| **Microsoft Forefront Protection 2010 for Exchange Server** | Antivirus and anti-spam filtering of e-mail and other data on the mail server (inside the firewall)—continuous update of engines, signatures, and spam lists. |
| **Microsoft Forefront Client Security** | Unified malicious software (malware) protection for business desktop PCs, laptops, and server operating systems that is easy to manage and control. |
| **Microsoft Forefront Server Security Management Console** | Management of Antigen agents in the enterprise—continuous update of the interface to Antigen agents. |
| **Microsoft Forefront Security for Office Communications Server** | Blocks IM viruses and malware content in real time. |
| **Microsoft Forefront Threat Management Gateway  Web protection service** | Provides a comprehensive, secure Web gateway that helps protect employees from Web-based threats. |

|  |  |
| --- | --- |
| Reference Services | |
| **Bing™ Maps** | Customized map/direction/location services for businesses to provide to their customers on their Web sites. |

Program Business Policies

Microsoft Online Subscription Program

The Microsoft Online Subscription Program (MOSP) is a subscription-based Microsoft Volume Licensing program for organizations with five or more users that want to subscribe to, activate, provision, and maintain services seamlessly and affordably. The services currently available in this program include Business Productivity Online Standard Suite and Windows Azure Platform. NOTE: We advise existing EA and CASA customers to place orders for BPOS-S through their account managers.

Benefits of This Program

* Try Before You Buy
  + Trial offer of 30 days is available and includes 20 users

Note: The trial offers are also available to EA and CASA customers

* Easy to Purchase
  + Subscribe quickly using an online shopping cart experience
  + Use low threshold to entry beginning with only five users
  + Take advantage of credit card and invoice options
  + Access with simple and easy digital signature to the online agreement
* Add Users and Services
  + Purchase and deploy more services or users at any time, providing flexibility as your company grows
  + Manage your IT investment by licensing only what you need
* Pricing Is Affordable for Volume Seat Purchases
  + Guaranteed price during the 12-month subscription term provides predictable cost management

Customer Experience

The high-level customer experience begins with **learning**, followed by **trying, buying, activation, use/manage, support and renew/cancel** for Online Services.

Customer Scenario

**Microsoft Online Subscription Program:** A small company with 15 to 20 users wants to invest in technology infrastructure, but does not have the IT staff to deploy or manage the technology. They want to move to Microsoft communications infrastructure but believe the up-front investment is too high. The company also stores data in several different places and wants to centralize and allow employees to edit and share based on permissions.

The company contacted its advisor who recommended it purchase the Business Productivity Online Standard Suite online at [www.microsoft.com/online](http://www.microsoft.com/online). The following is why the company subscribed to these services under the MOSP:

* Services based on respected and powerful Microsoft products
* Desire to buy online
* Need for rapid deployment
* Simple online administration and management of assets
* Affordable price
* The customer is not an EA or CASA enrollee

Terms and Conditions

Business Productivity Online Suite—Standard

| Customer Experience | Terms and Conditions | BPOS- S in Microsoft Online Subscription Program |
| --- | --- | --- |
| Learn | **Available Geographies** | Brazil, Chile, Columbia, Costa Rica, Cyprus, Czech Republic, Greece, Hong Kong, Hungary, Israel, Mexico, Peru, Poland, Puerto Rico, Romania, Trinidad, and Tobago, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, India, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States (Australia via Telstra).Singapore and India. |
| Learn | **Program Qualification** | The service offerings available for purchase, currency, and legal agreement for the order are all based on the country setup in the user profile during the initial Microsoft Online Customer Portal (MOCP) user registration. For BPOS-S, including individual components, the data center is also based on the profile country. |
| Try | **Trial Is Available for 30 Days** | You may conduct a 30-day free trial of certain online offerings. Information about these trial offerings is available at the Microsoft Online Services Web site.  **IMPORTANT:** Free trials are available for the Business Productivity Online Standard Suite and Business Productivity Online Deskless Worker Suite. However, not all individual components of the suite are available for trial. Customers are given a default fixed 20-user trial order. |
| Buy | **Add-On Services** | Microsoft Office SharePoint Online Extra Storage. |
| Buy | **Available Channel Partner** | QuickStart Partner Advisors. |
| Buy | **Components** | Microsoft Exchange Online  Microsoft Office SharePoint Online  Microsoft Office Live Meeting  Microsoft Office Communications Online |
| Buy | **License Term** | Subscription term is 12 months. |
| Buy | **License Type** | USL— BPOS licensed products and components are licensed via a  User Subscription License (USL). |
| Buy | **Microsoft Financing** | Not available |
| Buy | **Ordering** | Microsoft Business Productivity Online Suite and its components are available to order. A five-user minimum is required on an initial order of an online service (no minimum is required after that for additional orders of the same service). |
| Buy | **Ordering Portal and Online Agreement** | Orders are placed using the Microsoft Online Customer Portal (MOCP) at [www.microsoft.com/online](http://www.microsoft.com/online). During the online order process, a customer will sign the Microsoft Online Subscription Agreement, which binds Microsoft and the customer to several of the terms and conditions on this list. |
| Buy | **Pricing** | Price protection is in place during the subscription term. At the time of renewal, the customer pays the current market price. |
| Pay | **Billing and Payment** | **BPOS and Components:**   * Billing occurs monthly during the subscription term * Credit card (CC) payment is available   Minimum or threshold amount to qualify for an invoice option in  Microsoft® Online Customer Portal (MOCP) is U.S. $500 and $250 in rest of world. |
| Use/Manage | **Use Rights** | The link to the online services use rights is <http://www.microsoft.com/licensing/onlineuserights> |
| Use/Manage | **Asset Management** | BPOS-S and Components: Customers can order and manage subscriptions by using the MOCP. User administration is handled by using the Microsoft Online Administrator Center (MOAC). |
| Renew/Cancel | **Cancellation** | **All Committed Subscriptions**, including BPOS-S the its components :   * The policy for the initial term is that the customer can cancel any time during the first month and only have to pay for the first month * Customers can call and ask to have their service switched off during months two through the end of their initial subscription, but they are responsible for paying for the entire subscription   **BPOS-S and Components:** With renewal subscriptions, customers can call to cancel any time, and the cancellation occurs at the end of the following subscription month. For example, if a customer’s renewal subscription began on January 15 and they called to cancel on March 22, then the subscription would end on April 14 plus 1 month and so it would actually end on May 14. |
| Renew/Cancel | **Expiration Notification** | **Subscription Expires:**   * 30-day grace period during which the customer has most or all functionality. BPOS-S customers, for example, cannot add new users, but they can continue to use services otherwise * 90-day disabled period follows the grace period. Customers cannot use services, but they can transfer data. Data is retained during this period. * Customer may renew during either the grace period or the disabled period * Deprovisioning—customers’ data is deleted   **Failure to Pay (usually a credit card decline):**   * Effectively a 45-day grace period   + 26 days from the invoice date are provided for the customer to pay   + Customer has an additional 19 days if failure to pay within the initial  26 days * 90-day disabled period follows the grace period. Customers cannot use services, but they can transfer data. Data is retained during this period * Deprovisioning—customers’ data is deleted |
| Renew/Cancel | **Renewal—Non Auto** | When customers opt out of Auto Renewal, they are notified multiple times about when their subscription will end so that they can renew it. Customers can then opt to renew automatically when the subscription ends by switching on the auto-renew setting, or they can call customer care after the subscription ends  to renew. |
| Renewal/Cancel | **Auto Renewal** | Subscriptions automatically renew at the end of the term, unless opted out. |
| Support | **Service Level Agreement (SLA)** | SLA is 99.9 percent. |
| Support | **Software Assurance** | Services sold under MOSP do not accumulate Software Assurance benefit. |

Enterprise Agreement

The premium Microsoft Volume Licensing program is for organizations with 250 desktop PCs or more. For government/public sector partners internationally, the preferred method is via an EA.

Benefits of This Program

* Add services with the **price advantage** an EA offers
* **No platform commitment** required (additional product)
* **Additional savings** off BPOS when the organization has a Core Client Access License (CAL) or Enterprise CAL (ECAL) (Device)
* **Consolidated reporting is available** for all licensed software and services through the EA Enrollment
* **Microsoft Financing** options are available through EA and EAS

Customer Experience

The high-level customer experience begins with **learning**, followed by **trying, buying, activation, use/manage, support and renew/cancel** for Online Services

Customer Scenario

**Enterprise Agreement:** An organization with 500 desktop PCs and offices spread across the United States and three global offices has an EA. A project came up that requires 150 users across the globe to have Microsoft Exchange Online. The organization called its trusted partner and discussed its business needs. With the current economic conditions, the IT budget was reduced, and so the organization needed to do more with less. It also needed a solution that would help it save money and free up IT resources. That solution is the Business Productivity Online Suite. So the organization subscribed to the needed BPOS services through its existing EA to do the following:

* Take advantage of the lower pricing under its existing Enterprise Agreement
* Eliminate the need for a separate agreement
* View software licenses and services in one report
* Subscribe through its standard procurement process. Take advantage of Microsoft Financing options

Terms and Conditions

| Customer Experience | Terms and Conditions | BPOS-S in Enterprise Agreement |
| --- | --- | --- |
| Learn | **Available Geographies** | Brazil, Chile, Columbia, Costa Rica, Cyprus, Czech Republic, Greece, Hong Kong, Hungary, Israel, Mexico, Peru, Poland, Puerto Rico, Romania, Trinidad, and Tobago, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, India, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States (Australia via Telstra)Singapore and India. |
| Learn | **Program Qualification** | EA customers must have a Core CAL Suite or ECAL Suite license with active Microsoft Software Assurance to qualify for the BPOS discount EA pricing. EA or EAS customers with Core CAL or ECAL can purchase step-up USLs for the  BPOS Suite or components. |
| Try | **Trial Is Available for 30 Days** | You may conduct a 30-day free trial of certain online offerings. Information about these trial offerings is available at the Microsoft Online Services Web site. You are required to sign a trial agreement before receiving a free 20-user trial. Partners can also learn about trials at <https://partner.microsoft.com/online/>.  **IMPORTANT:** Free trials are available for the Business Productivity Online Standard Suite and Business Productivity Online Deskless Worker Suite. However, not all individual components of the suite are available for trial. Customers are given a default fixed 20-user trial order. |
| Buy | **Add-On Services** | Microsoft Office SharePoint Online Extra Storage. |
| Buy | **Available Channel Partner** | To buy or renew, contact your Microsoft Authorized Enterprise Software Advisor (ESA) or Microsoft Authorized Large Account Reseller (LAR).  To buy or renew, contact your Microsoft Authorized Enterprise Software Advisor (ESA) or Microsoft Authorized Large Account Reseller (LAR). To buy or renew, contact your Microsoft Authorized Enterprise Software Advisor (ESA) or Microsoft Authorized Large Account Reseller (LAR). To buy or renew, contact your Microsoft Authorized Enterprise Software Advisor (ESA) or Microsoft Authorized Large Account Reseller (LAR). To buy or renew, contact your Microsoft Authorized Enterprise Software Advisor (ESA) or Microsoft Authorized Large Account Reseller (LAR). |
| Buy | **Components** | Microsoft Exchange Online  Microsoft Office SharePoint Online  Microsoft Office Live Meeting  Microsoft Office Communications Online |
| Buy | **License Term** | All online services available through the EA and EAS have a term that is coterminous with the underlying customer’s existing agreement. EA and EAS have a term of 36 months. |
| Buy | **Microsoft Financing** | Microsoft Financing is available. |
| Buy | **Ordering** | The BPOS Suite and Business Productivity Online Deskless Worker Suite, as well as the components, are available to license through the EA and EAS. The BPOS Suite and BPOS Deskless Worker Suite require Core CAL Suite or ECAL Suite with active Microsoft Software Assurance. |
| Buy | **Microsoft Online Customer Portal** | An EA customer could purchase through the Microsoft Online Customer Portal, however, it is recommend to purchase through your authorized Large Account Reseller or your Microsoft Authorized Enterprise Software Advisor. |
| Buy | **Pricing** | Pricing is based on the existing EA price level for that customer, regardless of the number of licenses purchased. |
| Pay | **Billing and Payment** | Payment and billing options follow the existing EA policies. |
| Use/Manage | **Asset Management** | Customers can purchase licensing by using existing EA channels, tools, and processes. Customers can continue to manage their software licenses through the Microsoft Volume Licensing Service Center (VLSC). <https://www.microsoft.com/licensing/servicecenter/> |
| Renew/Cancel | **Cancellation** | Customers can cancel the subscription within 30 days of purchase. |
| Renew/Cancel | **Renewal— Non Auto** | If the customer signs a new enrollment, the subscription is not auto-renewed, and the customer must specify which enrollment should receive a BPOS subscription if wanted to continue using BPOS. |
| Renewal/Cancel | **Auto Renewal** | Auto Renewal enabled by default on the BPOS subscription; the customer can opt out. |
| Support | **SA (Software Assurance)** | In order to purchase BPOS in EA, the customer needs to have either the Core CAL or eCAL suite with active SA – this qualifies the customer for the discounted BPOS pricing that we provide in EA. With respect to the launch of a product like Exchange 2010, there is not a concept of SA in a subscription in the same way as you have with software. That is, updates to the service are included in the service pricing – it’s not something the customer purchases separately. |

Campus and School Agreement

Licensing programs specifically for qualified academic institutions such as schools, colleges, universities, including research facilities, interested in purchasing five or more licenses.

Benefits of This Program

* Take **advantage of academic pricing** through your existing Campus and School Agreement
* With user-based licensing, **no institution-wide commitment** is required
* **Flexibility** to deploy staged rollout by counting actual users, not full-time equivalent (FTEs) or devices
* Ability to **purchase individual components** as well as full suite
* Online Services licenses are **coterminous** with your underlying CASA Enrollment (1-year or 3-year)

Customer Experience

The high-level customer experience begins with **learning**, followed by **trying, buying, activation, use/manage, support and renew/cancel** for Online Services

Terms and Conditions

| Customer Experience | Terms and Conditions | BPOS-S in Campus and School Agreement (CASA) |
| --- | --- | --- |
| Learn | **Available Geographies** | Brazil, Chile, Columbia, Costa Rica, Cyprus, Czech Republic, Greece, Hong Kong, Hungary, Israel, Mexico, Peru, Poland, Puerto Rico, Romania, Trinidad, and Tobago, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, India, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States (Australia via Telstra),Singapore and India. |
| Learn | **Program Qualification** | CASA customers can purchase a license for BPOS without Core CAL Suite or ECAL Suite, or can receive a discount on their BPOS license purchase if they have an existing investment in a CAL Suite. |
| Try | **Trial Is Available for 30 Days** | You can conduct a 30-day free trial of certain online offerings. Information about these trial offerings is available at the [Microsoft Online Services](http://www.microsoft.com/online) Web site. You are required to sign a trial agreement before receiving a free 20-user trial. Partners can also learn about trials at <https://partner.microsoft.com/online/>.  **IMPORTANT:** Free trials are available for the Business Productivity Online Standard Suite and Business Productivity Online Deskless Worker Suite. However, not all individual components of the suite are available for trial. Customers are given a default fixed 20-user trial order. |
| Buy | **Add-On Services** | Microsoft Office SharePoint Online Extra Storage. |
| Buy | **Available Channel Partner** | Authorized Academic Reseller assists customer. |
| Buy | **Components** | Microsoft Exchange Online  Microsoft Office SharePoint Online  Microsoft Office Live Meeting  Microsoft Office Communications Online |
| Buy | **License Term** | All online services available through CASA have a term that is coterminous with the underlying enrollment. Campus and School Agreement enrollments have a term of either 12 or 36 months. |
| Buy | **Microsoft Financing** | Microsoft Financing is available. |
| Buy | **Ordering** | CASA customers can purchase licenses for the suites or individual components. Full versions (non-CAL-requiring) are available. No product minimum is required on an initial order or additional orders.  No institution-wide commitment is required for BPOS and BPOS Deskless Worker Suite or their components.  If customers add users midterm, they must purchase an equal number of USLs.  User-based licenses only. Must license actual users, not by an FTE count or a  PC count. |
| Buy | **MOCP** | No. Available through Channel Partner |
| Buy | **Pricing** | Special Academic pricing is available for CASA subscribers. The reseller sets the end price. |
| Pay | **Billing and Payment** | The Academic Reseller sets payment and billing for CASA subscriptions |
| Use/Manage | **Asset Management** | Customers can purchase licensing by using existing Authorized Academic Reseller channels, tools, and processes. |
| Renew/Cancel | **Cancellation** | Customers can cancel the subscription within 30 days of purchase. |
| Renew/Cancel | **Renewal—Non Auto** | If the customer signs a new enrollment, the subscription is not auto-renewed, and the customer must specify which enrollment should receive a BPOS subscription if desired. |
| Renewal/ Cancel | **Auto Renewal** | Auto Renewal enabled by default on the BPOS subscription; the customer can opt out. |
| Support | **SLA** | SLA is 99.9% |
| Support | **Software Assurance** | In order to purchase BPOS in EA, the customer needs to have either the Core CAL or eCAL suite with active SA – this qualifies the customer for the discounted BPOS pricing that we provide in CASA.  With respect to the launch of a product like Exchange 2010, there is not a concept of SA in a subscription in the same way as you have with software.  That is, updates to the service are included in the service pricing – it’s not something the customer purchases separately. |

Windows Azure Platform

Windows Azure is a cloud platform that customers can use to deploy Internet applications and Web services in Microsoft data centers. A component of the Microsoft Online Services portfolio, the platform includes Windows Azure: an operating system as a service; SQL Azure: a fully relational database in the cloud; and AppFabric: consumable Web-based services that provide both secure connectivity and federated access control for applications. With Windows Azure, customers pay only for their actual use of the platform instead of paying for fixed data-center costs up front. This means costs can scale as use grows and revenue is realized. When the platform is no longer needed, customers’ costs end, eliminating the issues of sunk licensing costs and hardware depreciation.

Customer Experience

The high-level customer experience begins with learning, followed by trying, buying, activation, use/manage, support and renew/cancel for Online Services Terms and Conditions

| Customer Experience | Terms and Conditions | Windows Azure Platform |
| --- | --- | --- |
| Learn | **Available Geographies** | Brazil, Chile, Columbia, Costa Rica, Cyprus, Czech Republic, Greece, Hong Kong, Hungary, Israel, Mexico, Peru, Poland, Puerto Rico, Romania, Trinidad, Tobago, Malaysia, Philippines, and Australia Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, India, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and  United States. |
| Learn | **Program Qualification** | The service offerings available for purchase, currency, data center, and legal agreement for the order are all based on the country setup in the user profile during the initial MOCP user registration. |
| Try | **Trial Is Available for 30 Days** | No trials. Instead there are introductory offers available that allow a customer to try Azure at little or no cost within a certain usage threshold. |
| Buy | **Add-On Services** | None |
| Buy | **Available Channel Partner** | No advisor partners |
| Buy | **Components** | Windows Azure  SQL Azure  Windows Azure Platform AppFabric |
| Buy | **License Term** | **Windows Azure Consumption:** Subscription term is one month with auto-renew each month.  **Windows Azure Commitment:** Six-month promotional period term. Customers can renew for additional six-month periods at the non-promotional price.  Introductory Offer: No-cost developer starter offer. Provides no-cost allocation to run a cloud service.  **MSDN Premium:** Mobilize developer base. Enable them to build, deploy, and manage multiple cloud projects w/in MSDN subscription.  Development Accelerator: Flexible (on/off) consumption for scaling. Predictable payment and discounted price. |
| Buy | **License Type** | Subscription or consumption model. |
| Buy | **Microsoft Financing** | Not available |
| Buy | **Ordering** | [www.microsoft.com/azure](file:///C:\Users\rebecca\AppData\Local\Temp\Temp1_MOL_Guide%5b1%5d.zip\www.microsoft.com\azure) |
| Buy | **Ordering Portal and Online Agreement** | Orders are placed using the Microsoft Online Customer Portal (MOCP) at at [www.microsoft.com/online](http://www.microsoft.com/online). During the online order process, a customer will sign the Microsoft Online Subscription Agreement, which binds Microsoft and the customer to several of the terms and conditions on this list. |
| Buy | **Pricing** | **Windows Azure Consumption:** No price protection. Notice of prices changes will be provided  **Windows Azure Commitment:** Price protection is in place for the base price. |
| Pay | **Billing and Payment** | Windows Azure Consumption: Credit card purchasing is only available to new customers because the amount due starts at $0. An invoice option is available to customers previously approved for credit. Payment is in arrears each month.  Windows Azure Commitment: CC/Invoice—Credit card (CC) payment is available. Invoice payment (in addition to credit card) is available to customers whose purchase commitments amount to more than $500 per month in the United States or more than $250 per month outside the United States. The base commitment is paid for in advance each month; overage paid for in arrears  each month. |
| Use/Manage | **Use Rights** | The link to the online services use rights is <http://www.microsoft.com/licensing/onlineuserights> |
| Use/Manage | **Asset Management** | Customers can order and manage subscriptions by using the Microsoft Online Customer Portal (MOCP). |
| Renew/Cancel | **Cancellation** | Month-to-Month Subscriptions and All Pure Consumption Subscriptions, regardless of the term's length: Customers can cancel any time.  All Committed Subscriptions, in, and Windows Azure Commitment Subscriptions:   * The policy for the initial term is that the customer can cancel any time during the first month and only have to pay for the first month. * Customers can call and ask to have their service switched off during months two through the end of their initial subscription, but they are responsible for paying for the entire subscription. |
| Renew/Cancel | **Expiration Notification** | Subscription Expires:   * 30-day grace period during which the customer has most or all functionality. 90-day disabled period follows the grace period. Customers cannot use services, but they can transfer data. Data is retained during this period * Data associated with a subscription is deleted, but if they also have a consumption subscription, the data for that subscription would not be deleted * Customer may renew during either the grace period or the disabled period   Deprovisioning happens after the disabled state ends. The user’s and company’s access are cut off, and the data deleted quickly once deprovisioning starts.  Failure to Pay (usually a credit card decline):   * Effectively a 45-day grace period:   + 26 days from the invoice date are provided for the customer to pa   + Customer has an additional 19 days if failure to pay within the initial  26 days * 90-day disabled period follows the grace period. Customers cannot use services, but they can transfer data. Data is retained during this period * Deprovisioning—customers’ data is deleted |
| Renew/Cancel | **Renewal—Non Auto** | When customers opt out of Auto Renewal, they are notified multiple times about when their subscription ends so that they can renew it. Customers can then opt to renew automatically when the subscription ends by switching on the auto-renew setting or they can call customer care after the subscription ends to renew. |
| Renewal/ Cancel | **Auto Renewal** | Subscriptions automatically renew at the end of the term, unless opted out. |

Activation of Online Services through Volume Licensing

A key difference between Online Services and standard Microsoft products is that Online Services reside remotely with a service provider and must be “activated” before they can be used.

Through Microsoft Online Subscription Program

* Customer activates through Microsoft Online Customer Portal (MOCP)
* Notification sent to customer confirming service has been activated
* Customer manages BPOS-S services via Microsoft Online Administration Center (MOAC)

Through an Enterprise Agreement (EA) or Campus and School Agreement (CASA)

* After the Channel Price Sheet (CPS) is signed, the Regional Operations Center (ROC) processes the deal   
  as usual
* Once processed, the Online Customer Portal (OCP) sends an activation mail to the customer
  + Activation mail is sent to customer’s Online Services Administrator e-mail address (same address as on customer enrollment within the EA)
  + When promoting trial, use this Windows Live ID in advance to avoid migration issues (versus customer’s personal Live ID)
* Customer receives the activation mail and must activate using a Windows Live ID
  + **Live ID MUST BE the same e-mail address that received the activation mail (Online Services Administrator address)**
* Deal processing and generating an activation mail should take approximately 48 hours. If the customer does not get the activation mail, they or the partner should contact the ROC or escalate the issue directly to the [mcpcrun@microsoft.com](mailto:mcpcrun@microsoft.com)
* Customers can begin using the service at any time after they have activated

Public Sector

The same business rules apply to CASA customers as EA customers, with the following exceptions:

* CASA customers can also purchase licenses for the Business Productivity Online Deskless Worker components (for example, SharePoint Deskless Worker) as well as the full suite
* CASA customers can also purchase licenses for the Business Productivity Online Standard Suite components (for example, Exchange Online) as well as the full suite
* CASA customers can purchase licenses for a full version of Business Productivity Online Suite and components that do not require an existing component CAL, Core CAL, or ECAL
* Rather than estimated full-time equivalent (FTE) user counts used for software and CAL licensing in CASA, BPOS, and Business Productivity Online Deskless Worker subscriptions must match the actual number of users whether they are full-time or part-time users
* Enterprise Subscription Agreement (ESA) License:Licenses for the Business Productivity Online Standard Suite and Business Productivity Online Deskless Worker Suite can also be purchased through an EAS. The key business policy difference between purchasing licenses for the suite through an EA versus an EAS is that the EAS allows for license quantity adjustments on an annual basis. For example, the number of licenses can be reduced or increased at every agreement anniversary date. The EA does not allow for decreases in licenses quantity at the agreement anniversary
* Campus and School Agreement: Customers purchasing through their CASA are advised to purchase the Business Productivity Online Standard Suite and Business Productivity Online Deskless Worker Suite licenses through their existing Volume Licensing programs. The same business rules apply to CASA customers as for EA customers (above)
* Rather than estimated FTE user counts used for software and CAL licensing in CASA, BPOS, and Business Productivity Online Deskless Worker, subscriptions must match the actual number of users whether they are full-time or part-time users

Keep in mind:

* Activation steps can vary from one service to another
* A limited number of Online Services also support *auto-activation,* the ability of a service to activate with minimal manual intervention. In this case, you do not need to take any additional steps to activate the   
  online service

For more information, please contact your Microsoft reseller/channel partner or reach Microsoft Support Center at [mvlshelpa@MSDirectServices.com](mailto:mvlshelpa@MSDirectServices.com)

Appendix A – License Types and Online Services Categories

Microsoft Online Services have four different types of licenses.

|  |  |
| --- | --- |
|  | Services Subscription License (SSL)  An SSL is generally required to *enable* the functionality of an online service across your  entire *organization*. |
|  | Add-on Subscription License (Add-on SL)  An Add-on SL is generally required to *enhance or “add on to”* the functionality of an online service across your entire *organization*. |
|  | User Subscription License (USL)  A USL is generally required to *enable* the functionality of an online service for a particular *user*. |
|  | Device Subscription License (DSL)  A DSL is generally required to *enable* the functionality of a service for a particular *device*. |

These four types of licenses are required in different ways and combinations for each of the Online Services, depending on which service category they fall into. **Not every type of license is required for each online service.**

In general, four categories make up Microsoft Online Services:

|  |  |
| --- | --- |
| 1. Organization-based Online Services  * SSL is required to enable the online service across your entire organization. * Add-on SL **may** be required to enhance the functionality of the online service across your entire organization   **Example:** Microsoft Learning Solutions Technical E-Learning Course Collection.   * SSL is required for your organization to access a certain number of courses  per month |  |
| 1. Organization and User-based Online Services  * SSL is required to enable the online service across your entire organization * USL is required for an individual user in your organization to use the online service * Add-on SL **may** be required to enhance the functionality of the online service across your entire organization for all of your users   **Example:** Microsoft Bing Maps® online mapping platform.   * SSL is required to connect to the online service * USL is required for each user in your organization to obtain and process location-based data through the online service * Add-on SL permits non-named users (unauthenticated) to obtain and process location-based data through the online service based on transactions per month |  |
| 1. User-based Online Services  * SSL is **not** required to license the organization—you simply license each individual user that uses the online service * USL is required for an individual user in your organization to use the online service * Add-on SL **may** be required to enhance the functionality of the online service across your entire organization for all of your users   **Example:** Microsoft Exchange Hosted Filtering.   * USL is required for each user that has his e-mail processed by the online service |  |
| 1. Device-based Services  * SSL is **not** required to license the organization—you simply license each individual device that uses the service * DSL is required for an individual device in your organization to use the service * Add-on SL **may** be required to enhance the functionality of the service across your entire organization for all of your users   **Example:** Forefront Security for Exchange Server.   * DSL is required for each device that allows access to e-mail that is processed by the service * Forefront Security for Exchange Server External Connector Add-on SL—One is required for each server running the online service and enables external users to connect to the server |  |

Appendix B – Resources

* Microsoft Volume Licensing: [www.microsoft.com/licensing](file:///C:\Users\dacole\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\K3ZHAO8R\www.microsoft.com\licensing)
* Microsoft Support Center: [mvlshelpa@MSDirectServices.com](mailto:mvlshelpa@MSDirectServices.com)
* Microsoft Volume License Services (MVLS): <https://licensing.microsoft.com/>
* Windows Live ID (Formerly Passport ID) Registration: <http://get.live.com/getlive/overview/>
* **Online Services Guide:** <http://www.microsoft.com/licensing/resources/volbrief.mspx/>

© 2010 Microsoft Corporation. All rights reserved.

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS SUMMARY.  
Microsoft provides this material solely for informational and marketing purposes. Customers should refer to their agreements for a full understanding of their rights and obligations under Microsoft’s Volume Licensing programs. Microsoft software is licensed not sold. The value and benefit gained through use of Microsoft software and services may vary by customer. Customers with questions about differences between this material and the agreements should contact their reseller or Microsoft account manager. The contents of this guide are subject to change. Please contact your Microsoft account manager or Large Account Reseller for the most current version of this guide. Microsoft does not determine final prices and payment terms for licenses that are acquired indirectly through resellers.

0610