

Office 365 Fall Update Overview

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Office 365

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Overview of Office 365 fall updates

New Office 365 plans for SMBs

Details on additional fall updates

Impact for existing customers

Office 365 fall updates



New “Office 365
Business” plans

Greater choice
than ever

Simplified
getting started
experience

Easy & consistent
admin controls

Commitment to existing customers

New plans for SMBs

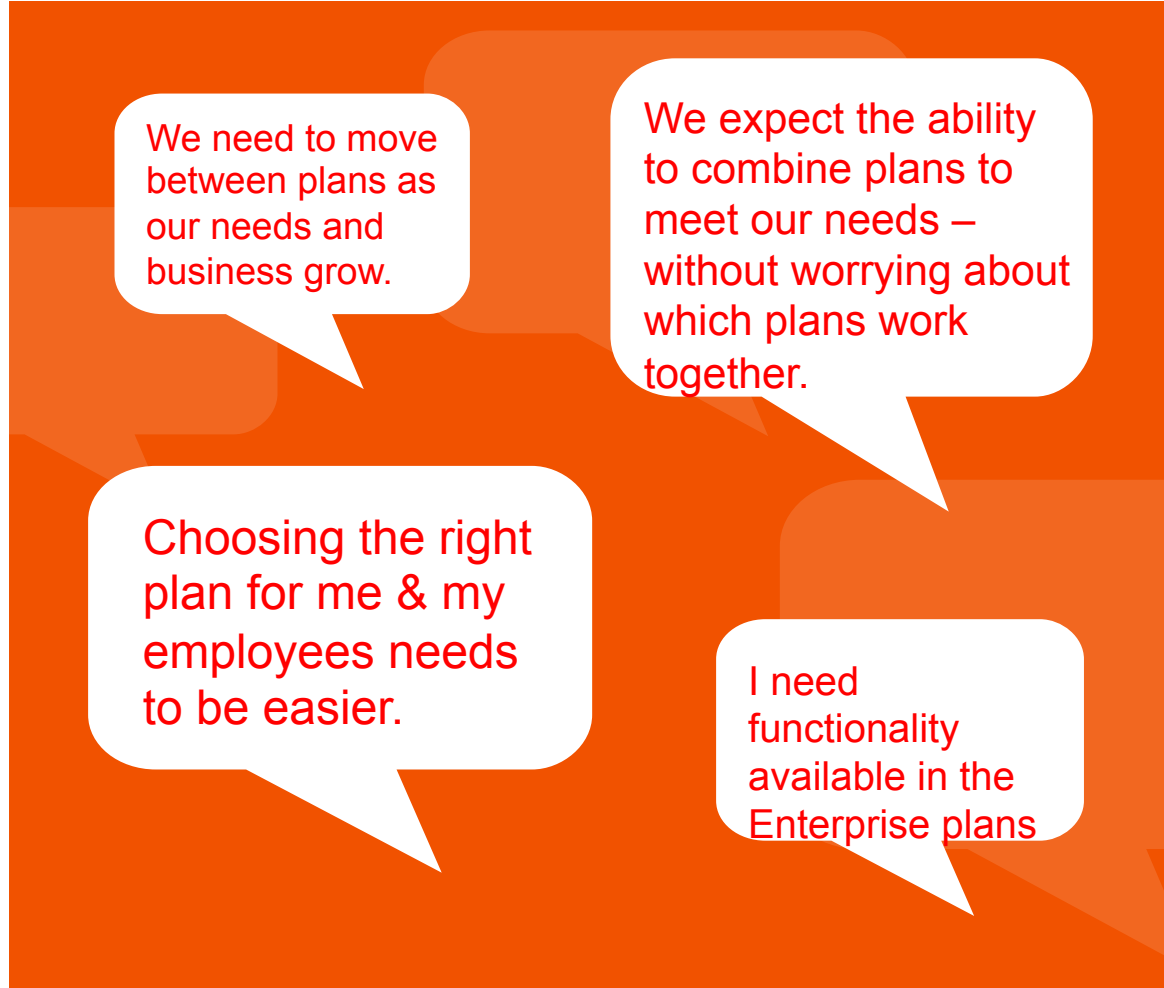
‘Office 365 Business’ plans

Current Office 365 plans

Office 365		
		
1-10	11-250	Any size/advanced IT needs
Office 365 Small Business	Office 365 Midsize Business	Office 365 Enterprise

Feedback on plans for SMBs

from customers...



from partners...



New Office 365 plans for SMB

Business Premium

Office apps + cloud services

\$12.50 user/month

For customers who want everything

Hero offer for SMB

Business

Office apps + OneDrive

\$8 user/month

For customers who want just the Office apps

Move customers off old Office on-premises

Business Essentials

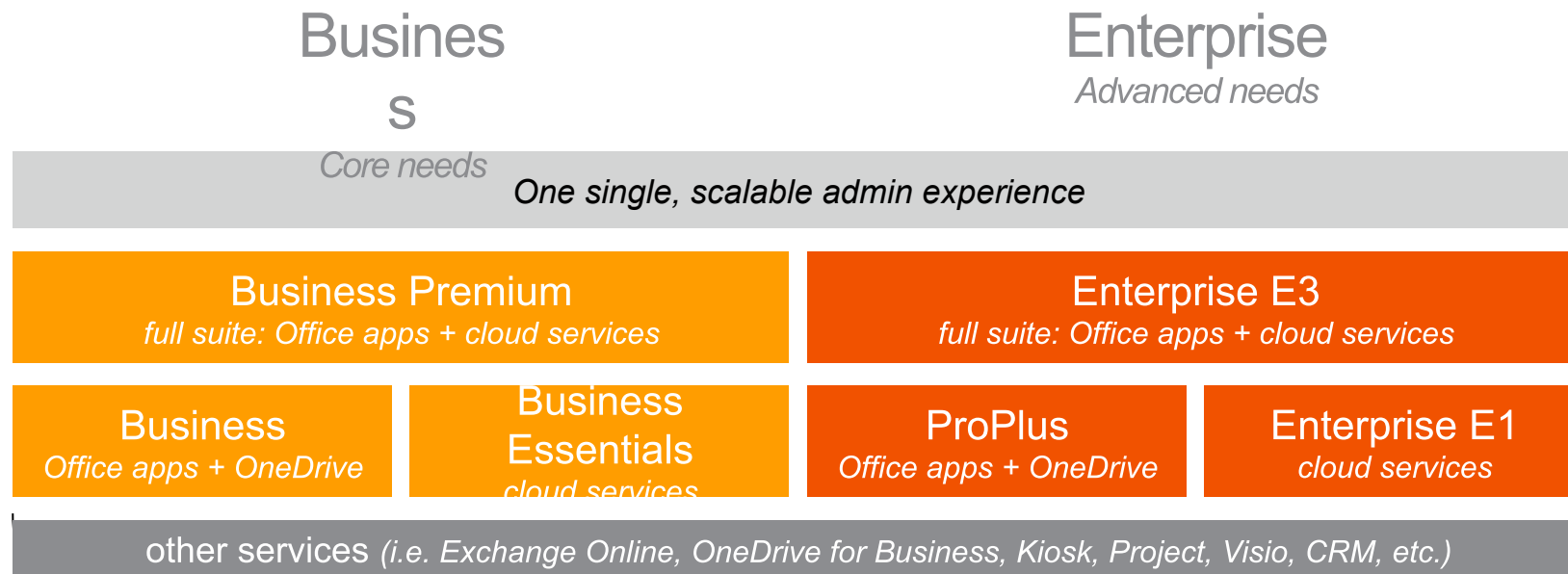
cloud services

\$5 user/month

For customers who want email, storage or online meeting tools

Compete against Google Apps

New Office 365 plan layout



Combine ANY of these plans in a single Office 365 account.

Business plans have 300 seat cap, per plan.

Enterprise plans have no seat cap.

Why is this great for customers?

New
choice

New
value

New
flexibility



Why is this great for partners?

Lead with Office

Simplified sales process

Greater value for SMB plans

New on-ramps for SMB

More upsell opportunities

Office 365 Business



\$8.25 per user/month

Plan description

Always up to date version of Office applications, plus cloud storage to easily share, collaborate and edit your files on your computer, tablet and smartphone.

Target customer

1-250 seats

Using Office 2003, 2007, 2010, wants the latest Office apps

Wants to access and edit Office files on tablet and smartphone

Has employees using point-solutions for collaboration and storage like Dropbox and Google Drive/Apps

Included Office 365 services

Office apps on up to 5 PCs & Macs

Office apps for tablets & smartphones

Office Online

Cloud storage and file sharing (OneDrive)

Business-class email & calendar (Exchange)

Online meetings, IM, video chat (Lync)

Team sites & internal portals (SharePoint)

Private social networking (Yammer)

Plan notes

Included apps: Word, Excel, PowerPoint, OneNote, Outlook, Publisher

Apps can be fully installed to a PC or Mac, available offline

1TB of OneDrive for Business cloud storage

No domain setup required

Supports on-premises Active Directory sync for single sign on

300 user cap

Financially-backed 99.9% uptime service level agreement

24/7 support for business critical issues

Office 365 Business v. ProPlus

	Office 365 Business	Office 365 ProPlus
Office Applications		
Word, Excel, PowerPoint, OneNote, Outlook, Publisher	•	•
Access, Lync		•
Core Value		
OneDrive for Business cloud storage	1TB	1TB
Office Online	•	•
Core Excel BI features: PowerMap, PowerQuery (public data)	•	•
Enterprise Value		
<i>Enterprise Excel BI features:</i> PowerPivot, PowerQuery (enterprise data), PowerView, spreadsheet controls (compare/inquire)		•
<i>Compliance:</i> create IRM mail, email retention, data loss, prevention, archiving		•
<i>IT controls:</i> group policy, app telemetry, update controls		•
Enterprise voice		•
Shared computer activation (RDS)		•
Licensing		
Price/user/month \$USD (with annual commitment)	\$8.25	\$12
Seat Cap	300	N/A
PC/Mac installs	5	5
Tablet installs	5	5
iOS/Android smartphone	5	5
iPad Apps	•	•
Office 2013 RT commercial use rights	•	•

Office 365 Business Essentials



\$5 per user/month

Plan description

The core cloud services for running your business, including business-class email, online meeting tools and cloud storage to easily share, collaborate and edit your Office files on any device.

Target customer

1-250 seats

In need of a new email solution – either first professional email or to replace aging email server

Wants to access and edit Office files on tablet and smartphone

Has many point-solutions for collaboration, storage & online meetings and would like to manage holistically, while saving money

Included Office 365 services

Office apps on up to 5 PCs & Macs

Office apps for tablets & smartphones

Office Online

Cloud storage and file sharing (OneDrive)

Business-class email & calendar (Exchange)

Online meetings, IM, video chat (Lync)

Team sites & internal portals (SharePoint)

Private social networking (Yammer)

Plan notes

50 GB mailboxes with custom domains (me@mybusiness.com) & shared calendaring

1TB of OneDrive for Business cloud storage

Online meetings for up to 250 participants, with screen sharing, audio and video, virtual whiteboards, polls, and shared notes.

Supports on-premises Active Directory sync for single sign on
300 user cap

Financially-backed 99.9% uptime service level agreement

24/7 support for business critical issues

Office 365 Business Premium



\$12.5 per user/month

Plan description

Always up to date version of Office applications, plus core cloud services for running your business - from online meetings to sharing documents to business-class email.

Target customer

1-250 seats

Using Office 2003, 2007, 2010, wants the latest Office apps

In need of a new email solution – either first professional email or to replace aging email server

Has many point-solutions for collaboration, storage & online meetings and would like to manage holistically, while saving money

Included Office 365 services

Office apps on up to 5 PCs & Macs

Office apps for tablets & smartphones

Office Online

Cloud storage and file sharing (OneDrive)

Business-class email & calendar (Exchange)

Online meetings, IM, video chat (Lync)

Team sites & internal portals (SharePoint)

Private social networking (Yammer)

Plan notes

Included apps: Word, Excel, PowerPoint, OneNote, Outlook, Publisher

Apps can be fully installed to a PC or Mac, available offline

50 GB mailboxes with custom domains (me@mybusiness.com) & shared calendaring

1TB of OneDrive for Business cloud storage

Online meetings for up to 250 participants, with screen sharing, audio and video, virtual whiteboards, polls, and shared notes.

Supports on-premises Active Directory sync for single sign on

300 user cap

Financially-backed 99.9% uptime service level agreement, 24/7 support for business critical issues

Office 365 Business Plans

		Business	Business Essentials	Business Premium
Core Details	Price per user per month \$USD (with annual commitment)	\$8.25	\$5	\$12.5
	Seat Cap	300 (for each plan)		
Office Applications	Word, Excel, PowerPoint, Outlook, OneNote, Publisher	●		●
	Install Office desktop applications on up to 5 Windows PCs or Macs	●		●
	Access to core Office apps and documents from all major smartphones, Windows tablets and iPad	●		●
	Office Online - online versions of Word, Excel, PowerPoint and OneNote for collaborating on documents	●	●	●
Standard Services	OneDrive for Business – 1TB personal online document storage & access on PCs, smartphones and tablets	●	●	●
	Email - 50 GB email, contacts, shared calendars (Exchange)		●	●
	Online meetings - Web conferencing, IM, video, presence (Lync)		●	●
	Sites - team collaboration & internal portals, public website (SharePoint)		●	●
	Private social networking (Yammer)		●	●
Other value	99.9% financially-backed uptime guarantee	●	●	●
	24/7 phone support from Microsoft for critical issues	●	●	●
	On-premises Active Directory synchronization for single sign on	●	●	●

Full plan lineup for SMBs

		Business			Enterprise		
		Business	Business Essentials	Business Premium	ProPlus	E1	E3
Target Customer	Price per user per month \$USD (with annual commitment)	\$8.25	\$5	\$12.5	\$12	\$8	\$20
	Seat Cap	300 (for each plan)			Unlimited		
	24/7 phone support from Microsoft ¹	Critical issues			All issues		
Standard Services	Install Office desktop applications on up to 5 computers per user (Office)	Business ²		Business ²	ProPlus ³		ProPlus ³
	Access to Office apps and documents from all major smartphones and iPad	●		●	●		●
	Office Online - online versions of core Office apps for collaborating on documents	●	●	●	●	●	●
	OneDrive for Business – 1TB personal online document storage	●	●	●	●	●	●
	Email - 50 GB email, contacts, shared calendars (Exchange)		●	●		●	●
	Online meetings - Web conferencing, IM, video, presence (Lync)		●	●		●	●
	Sites - team collaboration & internal portals, public website (SharePoint)		●	●		●	●
	Private social networking (Yammer)		●	●		●	●
Advanced Services	On-premises Active Directory synchronization for single sign on	●	●	●	●	●	●
	Supports hybrid deployment with on-premises servers				●	●	●
	Upcoming services: Oslo, Video content management					●	●
	Legal compliance & archiving needs for email – archiving, eDiscovery, mailbox hold						●
	Information protection – message encryption, rights management, data loss prevention						●

1. Business plans include business hours support for all non-critical issues

2. Includes Word, Excel, PowerPoint, Outlook, OneNote, Publisher

3. Adds Access, Group Policy, Telemetry, Shared Computer Activation (RDS), Push Deployment, Update Controls, IRM, DLP, BI, Enterprise Voice, Site Mailboxes, Archiving & Retention

Pitching the right suite plan

Customer asks for:	Core needs	Advanced needs
	Business	ProPlus
	Business Essentials	Enterprise E1
	Business Premium	Enterprise E3

Standalone on-ramps for SMB

Email



Exchange Online



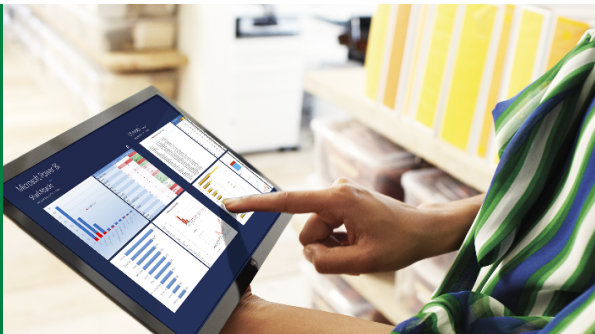
Office apps



Office 365
Business



Document
Storage



 OneDrive
for Business



Move to any
Business or
Enterprise
suite plan

Availability by program

	Business	Business Essentials	Business Premium
ERP Price	\$8. 25	\$5	\$12.5
Advisor	✓ (annual/ monthly)	✓ (annual/ monthly)	✓ (annual/ monthly)
Syndication	✓	✓	✓
Open	✓	✓	✓
EA	--	--	--

Other updates

Simplified getting started experience & in-product navigation , easy & consistent admin controls

Simplified trial signup

Office 365 Small Business Premium Trial

step 1
About you ✓

step 2
Create an ID ●

step 3
You're in ●

Hello test

Want to add this to an existing subscription? [Sign in](#)

Create your user ID

Enter a user name

Company name [.onmicrosoft.com](#)

john@yourcompany.onmicrosoft.com

Create a password

Confirm password

Next ➞

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Windows taskbar: 1:51 PM 6/28/2014

New getting started page

Seen at first log in, for both administrators and end users



Existing customers

What does this mean for me?

Guidance to existing customers

It is Microsoft's policy to give a 12 months' notice for any changes to a customer's core subscription. Customers will have **No Required Action** to take regarding their Office 365 plan subscription until their first renewal after September 30, 2015.

Customer's current plan	Before October 1, 2015	Starting October 1, 2015	Notes
Small Business	Stay on current plan ¹ Renew current plan	Renew to new Business Essentials plan	Business Essentials includes all features in Small Business, plus additional capabilities
Small Business Premium		Most customers should renew to new Business Premium plan Some customers may choose to renew to Enterprise E3	Business Premium includes almost all the features found in the existing plans
Midsize Business			Customers that require Access, Lync PSTN capabilities, advanced Excel BI scenarios or advanced IT management should consider moving some or all of their users to Enterprise E3

¹Customers will continue to receive all the benefits of Office 365, including any feature and security updates and any new services that are relevant to their subscription. They will also be able to add new seats to their current plan.

Small Business plan customers

View in
presentation
mode

Oct 1, 2014
Business
plans launch

Oct 1, 2015
12-months

Today

Renew to current plan

Renew to new plan

Small Business

\$5/user/month

25 seat cap

Business-class email (Exchange)

Online meetings (Lync)

Cloud storage (OneDrive)

Team collaboration sites (SharePoint)

Small Business

\$5/user/month

300 seat cap

Business-class email (Exchange)

Online meetings (Lync)

Cloud storage (OneDrive)

Team collaboration sites (SharePoint)

Business Essentials

Everything in Small Business



Private social networking
(Yammer)

Active Directory support

Combine with any Business
or Enterprise plan

Small Business Premium plan customers

View in presentation mode

Oct 1, 2014
Business plans launch

Oct 1, 2015
12-months

Today

Renew to current plan

Renew to new plan

Small Business Premium

\$12.5/user/month

25 seat cap

Office applications

Business-class email (Exchange)

Online meetings (Lync)

Cloud storage (OneDrive)

Team collaboration sites (SharePoint)

Small Business Premium

\$12.5/user/month

300 seat cap

Office applications

Business-class email (Exchange)

Online meetings (Lync)

Cloud storage (OneDrive)

Team collaboration sites (SharePoint)

Business Premium

Everything in Small Business Premium



Private social networking (Yammer)

Active Directory support

Combine with any Business or Enterprise plan



Access

Lync PSTN capability for enterprise voice

Upsell necessary seats to E3

Midsize Business plan customers

View in
presentation
mode

Oct 1, 2014
Business
plans launch

Oct 1, 2015
12-months

Today

Renew to current plan

Renew to new plan

Midsize Business

\$15/user/month

300 seat cap

Office applications

Business-class email (Exchange)

Online meetings (Lync)

Cloud storage (OneDrive)

Team collaboration sites (SharePoint)

Private social networking (Yammer)

Midsize Business

\$12.5/user/month

300 seat cap

Office applications

Business-class email (Exchange)

Online meetings (Lync)

Cloud storage (OneDrive)

Team collaboration sites (SharePoint)

Private social networking (Yammer)

Business Premium

Everything in Midsize Business



Combine with any Business
or Enterprise plan

Access

Lync PSTN capability
for enterprise voice

IT controls: Group policy,
app telemetry

Excel BI features: PowerPivot,
PowerQuery (of enterprise data),
PowerView

Upsell
necessary
seats to E3

Moving plans after October 1, 2015

When a customer's current plan comes up for renewal after October 1, 2015, they should renew to a new Business plan. The process will vary based on how the customer purchased their plan.

Advisor

Switch plans tool

Open, FPP, ESD

**New Switch Plans
experience for
prepaid customers**

No data loss or downtime

Moving plans before October 1, 2015

Microsoft's guidance is that customers should continue using their existing plans until their first renewal **after October 1, 2015**.

Advisor

Switch plans tool

Works for majority of customers starting October 1, 2014.

Limitations

Customers with add-ons & multiple subscriptions do not have access to Switch Plans tool

Open, FPP, ESD

Manual licensing reassignment

Works for standalone plan (i.e. Exchange Online, OneDrive for Business) customers

Limitations

Midsize Business (Open) & Small Business Premium (FPP, ESD) customers cannot move plans

Microsoft is working on a Switch plans for Prepaid customers feature for October 1, 2015

No data loss or downtime, in *any* scenario

Renewing to new plans in Advisor

Microsoft's guidance is that customers should continue using their existing plans until their first renewal after October 1, 2015.

Customer may opt-in to move earlier. Most customers who have purchased through Direct & Advisor will be able to use the "Switch Plans" tool to move to the new Business plans, starting October 1, 2014.

There are a few restrictions that exist today with the Switch Plans tool. Small Business & Midsize Business customers with add-ons or multiple subscriptions will not be able to use the Switch Plans tool on October 1st, 2014. Microsoft is working on a solution for these customers by October 1, 2015.

Learn more about the Switch Plans tool at <http://aka.ms/switchO365plan>.

Switch Plans tool

Top Supported Transitions¹

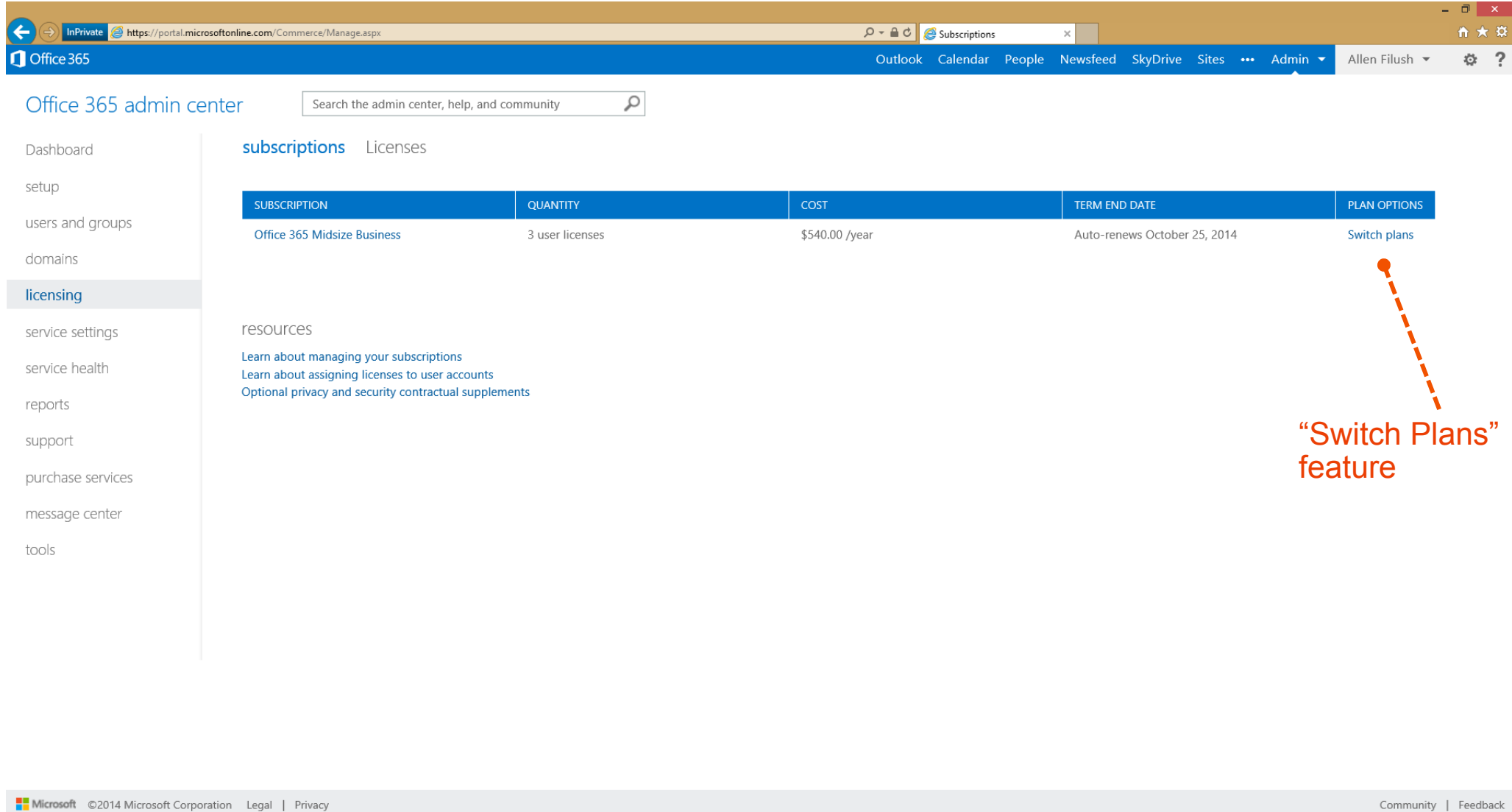
Current Plan	Upgrade Options
Small Business	Business Essentials Enterprise E1 Enterprise E3/E4
Small Business Premium	Business Premium Enterprise E3/E4
Midsized Business	Business Premium Enterprise E1 Enterprise E3, E4
Exchange Online plan 1	Business Essentials Business Premium Enterprise E1 Enterprise E3, E4

<http://aka.ms/switchO365plan>

1. Offer availability and timing may be different between Microsoft and syndication partners.

Office 365 admin console > licensing

Click “Switch Plans” link to the right of subscription



The screenshot shows the Office 365 admin console interface. The left sidebar contains navigation links: Dashboard, setup, users and groups, domains, **licensing** (selected), service settings, service health, reports, support, purchase services, message center, and tools. The main content area is titled "Office 365 admin center" and includes a search bar. Below the search bar, there are tabs for "subscriptions" (selected) and "Licenses". A table displays subscription details:

SUBSCRIPTION	QUANTITY	COST	TERM END DATE	PLAN OPTIONS
Office 365 Midsize Business	3 user licenses	\$540.00 /year	Auto-renews October 25, 2014	Switch plans

Below the table, there is a "resources" section with links: "Learn about managing your subscriptions", "Learn about assigning licenses to user accounts", and "Optional privacy and security contractual supplements". A red dashed arrow points from the text "“Switch Plans” feature" to the "Switch plans" link in the table.

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Choose a new plan page

See a list of all available plans that you may switch too with new subscription pricing

Office 365

OutlookCalendarPeopleNewsfeedSkyDriveSitesAdminAllen Filush

Office 365 admin center

Choose a new plan

Choose a new plan on the left, and compare pricing on the right. [Learn more about switching plans](#)

Office 365 plans

☐ Office 365 Enterprise E4

For businesses that need full productivity, communication and collaboration tools with the familiar Office suite, including Office Web Apps and on-premises server rights to information protection and enterprise voice capabilities. (Plan 3ebdc)

Learn more

☒ Office 365 Enterprise E3

The best plan for businesses that need full productivity, communication and collaboration tools with the familiar Office suite, including Office Web Apps. (Plan 8ee20)

Learn more

☐ Office 365 Enterprise E1

For businesses that need communication and collaboration tools and the ability to read and do lightweight editing of documents with the Office Web Apps. (Plan 0eada)

Learn more

current subscription

Office 365 Midsize Business

3 user licenses\$540.00 /year

\$22.00

per user license, per month

new subscription after switching plans

Office 365 Enterprise E3

3 user licenses\$60.00

subtotal\$60.00 per month

cancel

next

click next to review your order and check out.

Microsoft

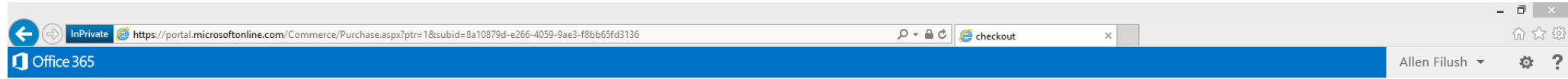
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CommunityFeedback

New Business plans will be available here

Review and pay for new plans

Old subscription will be automatically cancelled and a prorated credit for any unused service will be returned



checkout

1. prepare
2. review
3. payment



Follow the
steps to pay
and you are
done!

before you switch plans, prepare for the following:

- IMPORTANT: Any customized license assignments that you have made for specific users will not be preserved when you switch plans. You may want to make note of these customizations before you switch plans so that you can recreate them afterwards.
- When you finish checking out, we will start switching your plan. Switching plans can take up to an hour.
- While your plan is being switched:
 - Admins will not be able to use the Office 365 portal.
 - There will be no interruption to your service.
 - Users on your existing subscription will be automatically moved to the new subscription.
- Billing:
 - The billing on your existing subscription will be turned off once you submit your order and the billing on your new subscription will not start until the switch is complete.
 - You will get a prorated credit for any unused service on your current subscription. You will see the credit on the next billing cycle of your current subscription.
- Your plan will not be switched until your invoice credit is verified. While your credit is being verified, admins can't add new subscriptions. Credit verification can take up to two weeks.
- IMPORTANT: If you switch from an Office 365 Small Business plan to any Office 365 Midsize or Office 365 Enterprise plan, you can't switch back to your previous subscription.

next

cancel

Note: This process signs the customer up for a new Office 365 subscription, with a new end date of 1 year from use of Switch Plans tool.

Renewing to new plans in Open (today)

Microsoft will be releasing update by October 1, 2015, for all Prepaid customers, to simplify the transition to the new Business plans.

Some current Open customers can move today – Exchange Online plan 1, OneDrive for Business and other standalone products. This process is as follows.

1. Purchase necessary number of licenses of new Office 365 plan
2. Change each user's license from their currently expiring Office 365 plan to the new Office 365 plan. This process can be done user by user, or done in bulk using PowerShell.
3. Old Office 365 plan will expire

Customers will be able to renew to their new Office 365 plan without any downtime or data loss.

Office 365 admin portal > licensing

Open

Here you will see your active Office 365 subscriptions.

The screenshot shows the Office 365 admin portal interface. The left sidebar contains navigation links: dashboard, setup, users and groups, domains, **licensing**, service settings, service health, reports, support, purchase services, message center, and tools. The main content area is titled "Office 365 admin center" and includes a search bar. Below the search bar, there are tabs for "subscriptions" and "licenses". The "subscriptions" tab is active, displaying a table with the following columns: SUBSCRIPTION, QUANTITY, COST, TERM END DATE, and PLAN OPTIONS. A single subscription is listed: "Office 365 Enterprise E1" with a quantity of 25, a term end date of "Expires March 30, 2014", and "No options" under plan options. A link "learn more" is present. An orange box is overlaid on the table with the text: "Example Customer with 25 seats of Enterprise E1, set to expire March 30, 2014 Customer would like to move to Enterprise E3 for all 25 users". A dashed orange line points from the "No options" text to a note on the right: "Note lack of 'Switch Plans' option. Feature not available for subscriptions setup through Open". The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 4:17 PM on 3/27/2014.

SUBSCRIPTION	QUANTITY	COST	TERM END DATE	PLAN OPTIONS
Office 365 Enterprise E1	25		Expires March 30, 2014	No options learn more

Example
Customer with 25 seats of Enterprise E1,
set to expire March 30, 2014
Customer would like to move to Enterprise
E3 for all 25 users

Note lack of "Switch Plans" option.
Feature not available for
subscriptions setup
through Open

Office 365 admin portal > users and groups > [user]

Open

No action on this page. Visit this location to see current licensing status for your users.

The screenshot shows the Office 365 admin portal interface. The top navigation bar includes links for Outlook, Calendar, People, Yammer, OneDrive, Sites, Admin, and Partner. The user's name, Alex Darrow, is displayed in the top right corner. The left sidebar contains a navigation menu with options: details, settings, licenses (selected), and more. The main content area shows the 'Assign licenses' section for Alex Darrow. It lists the following licenses: Microsoft Office 365 Plan E1 (checked), Yammer Enterprise (checked), Windows Azure Active Directory Rights (checked), Lync Online (Plan 2) (checked), Office Web Apps (checked), SharePoint Online (Plan 1) (checked), and Exchange Online (Plan 1) (checked). A message states '0 of 25 licenses available' with a link to 'Buy more licenses'. At the bottom, there are 'save' and 'cancel' buttons.

Go to office.com/setup365

Open

On the right side, sign into your Office 365 account (if you are not already signed in)

The screenshot shows the Office 365 setup page in a web browser. The browser's address bar displays the URL `https://portal.microsoftonline.com/Commerce/ProductKeyStart.aspx`. The page title is "Office 365". The main heading is "get started with office 365". Below this, there is a section titled "Things you should know before you start:" followed by a list of instructions. A checkbox labeled "I understand. I'm the right person to be doing this for my organization." is present. A "start" button is visible. At the bottom, there is a link to "Learn more" and a link to "Frequently Asked Questions". On the right side, there is a section titled "Already an Office 365 customer?" with a "Sign in" link. An orange rectangular overlay is placed over the middle of the page, containing the text: "Customer needs to purchase the necessary licenses from their partner. In this example, 25 licenses of Office 365 Enterprise E3." A red dashed arrow points from the "Sign in" link to the orange overlay.

get started with office 365

Things you should know before you start:

- As the first person in your organization who creates the account, you will be the Office 365 administrator.
- After you add your users, they can install the latest version of Office.
- **Important:** For Office 365 Small Business Premium, the admin should enter all product keys during setup.

☐ I understand. I'm the right person to be doing this for my organization.

start

Are you a Microsoft Partner setting this up for another organization? [Learn more](#)
Need help? Read our [Frequently Asked Questions](#)

Already an Office 365 customer?
Apply your product key to your existing subscription.
[Sign in](#)

Customer needs to purchase the necessary licenses from their partner.
In this example, 25 licenses of Office 365 Enterprise E3.

Very Important:
Confirm you are logged into the Office 365 tenant in which you would like to add the licenses.
DO NOT create a new Office 365 account

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5:17 PM 11/20/2013

Add more user licenses

Open

Enter the Enterprise E3 product key code in here (purchased from partner for 25 seats)

add more user licenses

Enter the product keys you want to redeem.

Product key:

HHQYM-BBHQ7-24J9Y-B9G43-DDJD3 ✓ 25 user licenses

[Add another product key](#)

[next](#) [cancel](#)

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5:19 PM 11/20/2013

Office 365 admin portal > licensing

Open

You can now see your newly added licenses for Enterprise E3

Office 365 admin center

subscriptions licenses

SUBSCRIPTION	QUANTITY	COST	TERM END DATE	PLAN OPTIONS
Office 365 Enterprise E1	25 user licenses	Product Key	Expires March 30, 2014	No options learn more
Office 365 Enterprise E3	25 user licenses	Product Key	Expires March 18, 2015	No options learn more

resources

- [Learn about managing your subscriptions](#)
- [Learn about assigning licenses to user accounts](#)
- [Optional privacy and security contractual supplements](#)

New Enterprise E3 licenses now appear along with previous E1 licenses

Existing E1 licenses still set to expire on March 30, 2014. Minimal overlap limits any extra cost associated with upgrade

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Office 365 admin portal > users and groups > [user]

Open

User is current assigned an E1 license. You can see the 25 new Enterprise E3 licenses that were purchased.

The screenshot shows the Office 365 admin portal interface. The user 'Alex Darrow' is selected. The 'Assign licenses' section is active. The 'Microsoft Office 365 Plan E1' is currently assigned, with 0 of 25 licenses available. The 'Microsoft Office 365 Plan E3' is also listed, with 25 of 25 licenses available. A red dashed line points from the E1 license to the E3 license, indicating the transition of licenses. The E3 license is currently unassigned, and the text 'New licenses now appear. User is still licensed for E1' is written next to it. The 'save' button is visible at the bottom.

Office 365

Outlook Calendar People Yammer OneDrive Sites Admin Partner MOD Administrator

Alex Darrow

details settings licenses more

Assign licenses

☒ Microsoft Office 365 Plan E1

☒ Yammer Enterprise
These licenses do not need to be individually assigned

☒ Windows Azure Active Directory Rights

☒ Lync Online (Plan 2)

☒ Office Web Apps

☒ SharePoint Online (Plan 1)

☒ Exchange Online (Plan 1)

0 of 25 licenses available
[Buy more licenses](#)

☐ Microsoft Office 365 Plan E3

☐ Yammer Enterprise
These licenses do not need to be individually assigned

☐ Windows Azure Active Directory Rights

☐ Office 365 ProPlus

☐ Lync Online (Plan 2)

☐ Office Web Apps

☐ SharePoint Online (Plan 2)

☐ Exchange Online (Plan 2)

25 of 25 licenses available
[Buy more licenses](#)

[Compare the various license options](#)

[save](#) [cancel](#)

New licenses now appear. User is still licensed for E1

Office 365 admin portal > users and groups > [user]

Open

Manual upgrade for this user is complete. Replicate for all additional users.

Alex Darrow

details

settings

licenses

more

Assign licenses

☐ Microsoft Office 365 Plan E1 1 of 25 licenses available [Buy more licenses](#)

- ☐ Yammer Enterprise
These licenses do not need to be individually assigned
- ☐ Windows Azure Active Directory Rights
- ☐ Lync Online (Plan 2)
- ☐ Office Web Apps
- ☐ SharePoint Online (Plan 1)
- ☐ Exchange Online (Plan 1)

☒ Microsoft Office 365 Plan E3 24 of 25 licenses available [Buy more licenses](#)

- ☒ Yammer Enterprise
These licenses do not need to be individually assigned
- ☒ Windows Azure Active Directory Rights
- ☒ Office 365 ProPlus
- ☒ Lync Online (Plan 2)
- ☒ Office Web Apps
- ☒ SharePoint Online (Plan 2)
- ☒ Exchange Online (Plan 2)

[Compare the various license options](#)

User is now licensed for E3

Click Save, and repeat for each user you would like to upgrade

End user update experience

After an organization moves from their current plan to a new Business plan, each end user will have a few steps

- 1) Office update notification
- 2) Lync to Lync Basic

End-user Office update experience

Customers moving from Small Business Premium or Midsize Business to new Business Premium plan.

Subscription Expired

×

Your subscription has expired

To keep using Excel without interruption, choose an option below to reactivate.

Buy	I want to renew or buy Office.
Enter Key	I have a product key.
Sign In	Add this computer to an active account.

Select sign in

Sign in

×

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

Next

When you sign in, your documents and settings are online
[Learn more](#) | [Privacy statement](#)

Select option

×

Choose your product

These are the products we found for vijay.kannepalli@live.com:

☒ Microsoft Office 365 Business
Using 3 of 5 installs

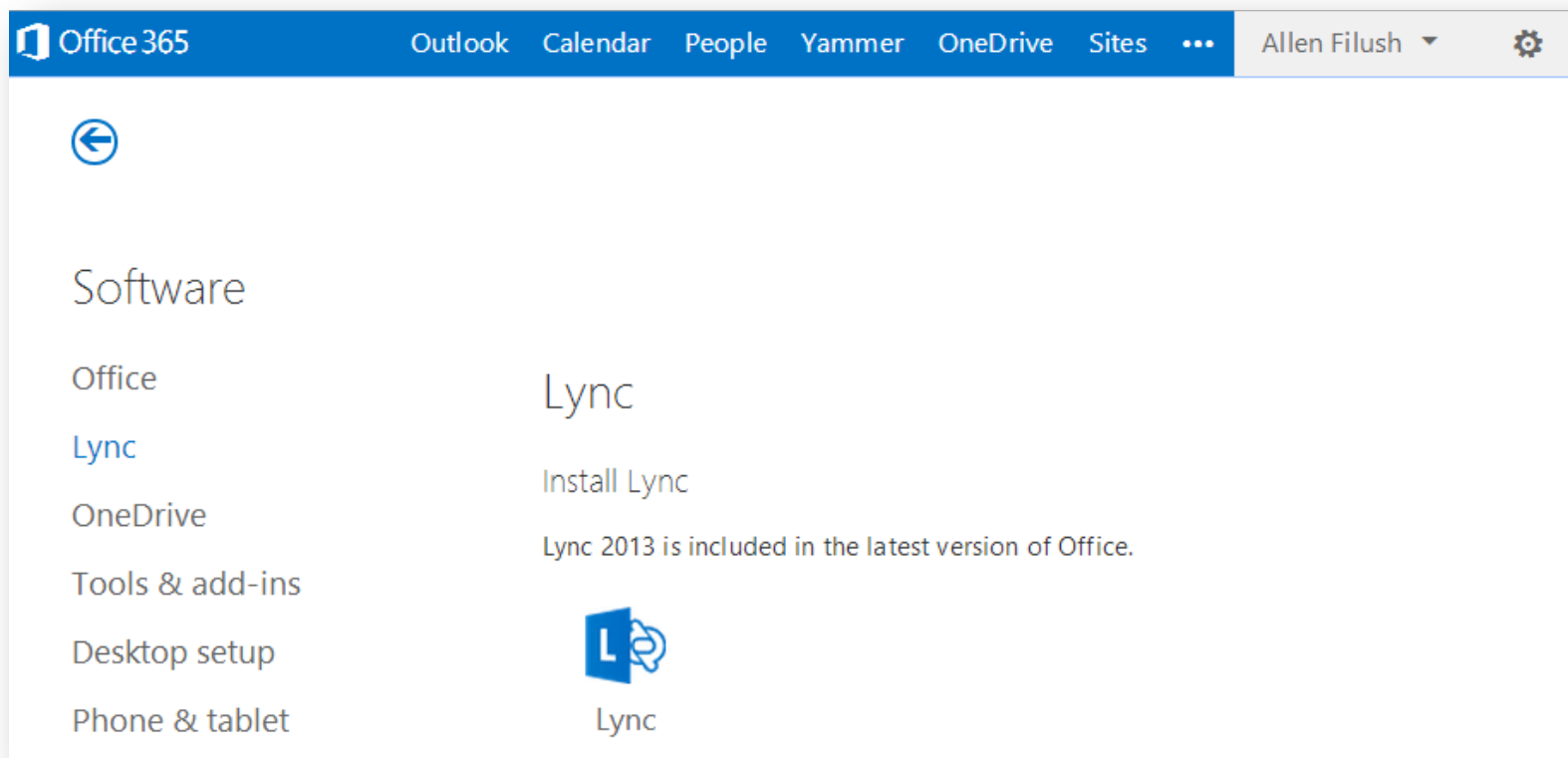
Your product isn't installed.
Install

Switch account? Continue

Update process will begin

Lync to Lync Basic

The update process will uninstall the Access & Lync applications. While Access is no longer available in the new plans, end-users will simply have to re-download Lync Basic from their Software portal in Office 365. <https://portal.office.com/OLS/MySoftware.aspx>



	Lync Basic	Lync
Core Functionality		
Instant Messaging	•	•
Presence – free/busy	•	•
Lync to Lync voice calls	•	•
HD video calls (1:1, group)	•	•
Lync to Skype connection	•	•
Online Meetings		
Screen sharing	•	•
Audio & video	•	•
Virtual whiteboards	•	•
Shared notes	•	•
Add conf. details to Outlook	•	•
External participants		
Other		
Mobile apps	•	•
PSTN connections ¹		•

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Comparing Office apps in current SMB plans with Office 365 Business

	Small Business Premium	Midsize Business	Business Premium
Office Applications			
Version of Office applications included:	custom	ProPlus	Business
Word, Excel, PowerPoint, OneNote, Outlook, Publisher	•	•	•
Lync Basic	•	•	•
Lync PSTN capability (for enterprise voice)	•	•	
Access	•	•	
Core Value			
OneDrive for Business cloud storage	1TB	1TB	1TB
Office Online	•	•	•
Core Excel BI features: PowerMap, PowerQuery (public data)		•	•
Enterprise Value			
<i>Enterprise Excel BI features:</i> PowerPivot, PowerQuery (enterprise data), PowerView, spreadsheet compare/inquire		•	
<i>IT controls:</i> group policy, app telemetry		•	
Licensing			
PC/Mac installs	5	5	5
Tablet installs	5	5	5
iOS/Android smartphone	5	5	5
iPad Apps	•	•	•
Office 2013 RT commercial use rights	•	•	•

Pricing changes for Midsize Business

Midsize Business price is being reduced to an effective price of \$12.50 USD, to match the new Business Premium plan which will be available on October 1, 2014.

Existing customers will realize the price change during their next renewal. This reduced price will continue until customers renew to Business Premium.

New customers will realize the reduced price on new purchases starting August 1, 2014. This will stay in effect until the launch of the new Office 365 plans on October 1, after which Midsize Business will no longer be available for purchase.

Details for new customers by channel

Channel	Start Date	End Date	Price change method
Open	August 1, 2014	September 30, 2014	On-pricelist promotional SKU. Partner can buy & sell "M renewal SKU"
Syndication	August 1, 2014	September 30, 2014	Pricelist change
Advisor	August 1, 2014	September 30, 2014	New customers will see a notification on Office.com during the checkout process. Reduced price rice change also visible in Office 365 admin center at renewal, for existing customers.
Direct	August 1, 2014	September 30, 2014	New customers will see a notification on Office.com during the checkout process. Reduced price rice change also visible in Office 365 admin center at renewal, for existing customers.