

PROVINCIAL MICROSOFT LICENSING FOR MICROSOFT OFFICE FREQUENTLY ASKED QUESTIONS

Alberta Education signed a province-wide agreement with Microsoft Canada Inc., as well as a follow-up agreement with the successful reseller—Acrodex Inc.—which provides an opportunity for eligible learning institutions to deploy the most current version of Microsoft Office Enterprise for PC or Mac.

- Overview of Agreement
- Learning Institution Installation and Ordering Process
- Platform and Program Features

OVERVIEW OF THE AGREEMENT

What is the effective date of this Agreement?

This is a three-year agreement that is effective from June 1, 2010 to May 31, 2013.

Which learning institutions are included in the Provincial Microsoft Licensing (PML) Agreement?

Eligible learning institutions include all school jurisdictions, francophone regional authorities, charter schools, public post-secondary institutions and publicly funded private post-secondary institutions. The Agreement also includes publicly funded private schools, early childhood service providers, community adult learning councils and community consortia.

Do Alberta libraries qualify for the Agreement?

Provincial libraries do not qualify for the Agreement.

Do we still have to keep track of which versions of Office Professional are on specific computers?

No. Under this Agreement, all eligible institutions have the right to install Office Professional on every institution-owned (and located) computer, so tracking by individual workstations is not required.

Our institution purchases computers for the use of students learning at home. Can we install Office Professional on these computers?

School Technology Sector is working to develop a way to extend licenses to school-owned laptops for student use.

More information on this will be made available in the near future.

Do computers provided through the Alberta Computers for Schools program qualify for free Office Professional installation?

The Computers for Schools Program may install Office on any computer to be distributed to an eligible learning institution.

LEARNING INSTITUTION INSTALLATION AND ORDERING PROCESS

What is the process for ordering Office Professional under the Agreement?

Eligible institutions are encouraged to contact the Acrodex Software Licensing Team at (780) 426-4444 [toll free at 1-888-429-3616] for instructions on ordering Office Professional.

Who will provide new volume license keys (VLKs) for eligible institutions under the Agreement?

Acrodex will provide the new VLKs for the learning system. Alberta Education has provided Acrodex with a list of all institutions eligible under the PML Agreement. To order Microsoft Office, contact Acrodex.

PLATFORM AND PROGRAM FEATURES

Does this Agreement include the operating system (OS) and Core Client Access Licenses (CALs)?

No, this Agreement includes Office Professional, not the OS or Core CALs. There is a separate standing offer agreement in place for participating K-12 jurisdictions for the 2010/2011 school year (retroactive April 1, 2010 to June 30, 2011) that allows the current version of Windows enterprise and the e-CAL suite to be installed. Please contact Ministry representatives at School Technology or Learning Resources Centre for further information on that agreement.

What version of Office does this Agreement apply to?

The Agreement applies to most current versions of Office Professional available for PC or Mac. Eligible institutions may continue to use prior versions (downgrade versions) of Office and existing media. For details, contact Acrodex [SEE INQUIRIES].

Is this the standard edition of Office Professional or the enterprise edition?

The Agreement applies to the **enterprise** edition.

What programs are included in this version of Office Professional?

The following programs are included in Office Professional: Access, Excel, InfoPath, Outlook, PowerPoint, Publisher and Word.

What programs are not included in this version of Office Professional?

Office Professional does not include Microsoft FrontPage, Project or Visio. Downgrade versions of FrontPage may continue to be used if an institution was previously licensed to use it. Microsoft Project and Visio require separate licenses, as they are not part of the Microsoft Office suite of applications.

What languages are included in the license?

The Office Professional license covers all languages; however, only English and French versions of media are included. Media for other languages is available at an additional cost.

Can English and French versions of Office Professional run on any given machine at the same time?

No, eligible institutions can install English or French versions of media but not on the same machine.

How does PML affect other products purchased as part of our learning institution's Campus or School Agreement?

PML only applies to Office Professional enterprise products. All other products will remain under an eligible institution's current agreements, renewable with an authorized LAR.

WHO DO I CONTACT IF I NEED MORE HELP?

For specific inquiries about the Microsoft operating system licensing initiative, contact:

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