



QUICK GUIDE

In plain English ...

Why do it?

Who uses it?

Is it for my business?

How much does it cost?

In plain English ...

All software is intellectual property and a software licence provides the holder with the rights to use the software along with any specific conditions of use. *It's important to remember that you never own **Microsoft** software, just the right to use it.*

Microsoft licence their software products in a number of different ways and finding the most cost effective licensing solution for your business is not always an easy task. However, getting it right can lead to significant cost savings and deliver a flexible licensing platform on which to run your organisation.

So, lets take a brief look at the major licensing options open to you when using **Microsoft** software. Essentially there are three key types of licence available:-

- Fully Package Product (FPP)
 - Purchased from retailers (High Street)
 - Typically 1 box = 1 licence
- Original Equipment Manufacturer (OEM)
 - Pre-installed on a new computer
 - Software 'lives & dies' on that machine and cannot be transferred to a new one

- **Volume Licensing**

- Purchased from resellers (like softwerx)
- Available to organisations with more than 5 PC's
- Various licensing programs to suit different kinds of organisations
- The option to buy perpetual or non-perpetual licences

Most business licensing falls under OEM (for pre-installed operating systems) and volume (for productivity—i.e. Office, server and database software).

Microsoft run various licensing programs for different types of customer. The ones that are most relevant to commercial organisations are the Open, Select and Enterprise programs. If you're a registered charity then you'll be able to take advantage of Microsoft's academic pricing to make significant savings on licence costs.

With all of these programs you have the option of either choosing to purchase a perpetual licence, entitling you to use the software for ever, or a non-perpetual licence where you purchase the right to use the software for an agreed period of time.

Questions to ask:



Questions:

- The number of PC's within your organisation
- Whether every PC within the organisation will be running *Microsoft* software
- Do you want Software Assurance?
- Budgetary constraints

Software Assurance? Software Assurance delivers a range of benefits for the licence holder, including new version rights (upgrades), spread payments and e-learning amongst others. Depending on the licensing program you choose, Software Assurance is either included or available as an optional additional purchase.

Why do it?

First and foremost, if your organisation is not licensed correctly then you're breaking the law; copyright theft is a criminal offence punishable by unlimited fines and up to 10 years in prison.

"if you're over-licensed or not licensed in the most efficient way then you're wasting money"

On the other hand, if you're over-licensed or not licensed in the most efficient way then you're wasting money that could be put to good use elsewhere.

Is it for my business?

Absolutely! If you're using Microsoft software within your organisation its essential that you have enough licences to cover the software you're using. Don't assume that just because software is installed on your systems that it's licensed correctly, some applications use a 'paper licence' where the software can be installed without entering a licence key - the onus is on you to purchase the requisite number of licences.

As mentioned before, you also don't want to be over-licensed and spending money you don't have to, so its important to keep track of what software you're running and where.

How much does it cost?

This will depend entirely on your companies size, software portfolio and plans for the future. The best way to ensure that you're licensed correctly is to talk to an organisation that deals with Microsoft software licensing every day.

Here at Softwerx, we have many years experience of helping our customers ensure they have the most beneficial licensing for Microsoft software.

Know event more...

Want to know even more? Contact one of our team today to benefit from a free consultation:

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