

## Frequently asked questions – Microsoft Office 365 (*Home Edition*) and Office 2016

Source URL: <https://products.office.com/en-gb/microsoft-office-for-home-and-school-faq#table1>

### [What's the difference between Office 2016 suites and Office 365 plans?](#)

With Office 365 subscription plans you get the fully installed Office applications: Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access (Publisher and Access are available on PC only). You can install Office 365 across multiple devices, including PCs, Macs, Android tablets, Android phones, iPad, and iPhone. In addition, with Office 365 you get services like online storage with OneDrive and Skype minutes for home use. When you have an active Office 365 subscription, you always have the most up-to-date version of the Office applications.

Office as a one-time purchase includes applications such as Word, Excel, and PowerPoint for use on a single PC or Mac. The applications are not automatically updated; to get the latest version, you must purchase Office again when the new version becomes available. Current Office application versions available for one-time purchase are Office 2016 for Windows and Mac. Previous versions include Office 2013, Office 2011 for Mac, Office 2010, Office 2007, Office 2008 for Mac, and Office 2004 for Mac. Office 2010 and Office 2007 are compatible with Windows 8.1 and earlier. Office as a one-time purchase does not include any of the services included in Office 365.

### [How do I know if my computer can run Office?](#)

Office supports PCs running Windows 7 or higher and Macs running Mac OS X 10.10 for Office 2016 for Mac. For more information, including requirements for Apple® and Android™ tablets, [view full system requirements](#).

### [Can people with an earlier version of Office open documents I created using Office 365 or Office 2016?](#)

Office 2007, Office for Mac 2008, Office 2010, Office for Mac 2011, Office 365, Office 2013, and Office 2016 applications can open your documents without any additional action. Customers using earlier versions of Office may need to download and [install a compatibility pack](#).

### [Do I keep control of my documents with an Office 365 subscription?](#)

Yes. Documents that you have created belong fully to you. You can choose to store them online on OneDrive or locally on your PC or Mac.

### [Learn what happens if you cancel your subscription.](#)

### [Is Internet access required for Office?](#)

Internet access is required to install and activate all the latest releases of Office suites and all Office 365 subscription plans. For Office 365 plans, Internet access is also needed to manage your subscription account, for example to install Office on other PCs or to change billing options. Internet access is also required to access documents stored on OneDrive, unless you install the [OneDrive desktop app](#). You should also connect to the Internet regularly to keep your version of Office up to date and benefit from automatic upgrades. If you do not connect to the Internet at least every 39 days, your applications will go into reduced functionality mode, which means that you can view or print your documents, but cannot edit the documents or create new ones. To reactivate your Office applications, reconnect to the Internet. You do not need to be connected to the Internet to use the Office applications, such as Word, Excel, and PowerPoint, because the applications are fully installed on your computer.

## Frequently asked questions – Microsoft Office 365 (*Business Edition*)

Source URL: <https://products.office.com/en-gb/business/microsoft-office-365-frequently-asked-questions>

### [What is Office 365? How is it different from Microsoft Office?](#)

"Office 365" refers to subscription plans that include access to Office applications plus other productivity services that are enabled over the Internet (cloud services), such as [Skype for Business web conferencing](#) and [Exchange Online](#) hosted email for business, and additional online storage with [OneDrive for Business](#) and Skype minutes for home.

Many Office 365 plans also include the desktop version of the latest Office applications, which users can install across multiple computers and devices. The full, installed applications include: Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access. (Publisher and Access are available on PC only.) And you can install them across multiple devices, including PCs, Macs, Android tablets, Android phones, iPad, and iPhone. When you have an active Office 365 subscription that includes the desktop version of Office, you always have the most up-to-date version of the applications.

The Office 365 plans that are online-only are a great choice for certain business needs, and they are compatible with desktop versions of Office 2013, Office 2010, Office 2007 (with slightly limited functionality), Office 2016 for Mac, Office 2011 for Mac, and Office 2008 for Mac. This does not include the Exchange Online Kiosk or Office 365 Enterprise K1 plans.

All Office 365 plans are paid for on a subscription basis, monthly or annually.

Microsoft Office. "Microsoft Office" is the name we still use for our familiar productivity software. Office suites are available as a one-time purchase and include applications such as Word, Excel, and PowerPoint, which can be installed on only one PC or Mac. The applications are not automatically updated; to get the latest version, you can purchase the product again when the new version becomes available. The latest versions currently available for one-time purchase are Office 2016 for Windows and Office 2016 for Mac. These suites do not come with any of the cloud-based services included in Office 365.

### [Will Office 365 work with my copy of Office?](#)

Office 365 works best with the latest version of Office, Office 2013, Office 2010, Office 2016 for Mac, and Office 2011 for Mac. Office 365 works with slightly limited functionality with Office 2007. If you have an earlier edition of Office, you will need to update to a newer version of Office in order to use Office 365; or you can subscribe to one of the many Office 365 plans that include the latest version of Office. In addition to getting the latest version of Office as part of your subscription, you will also get automatic updates, so your Office will always be up to date. [Compare plans](#).

### [Is Internet access required for Office 365?](#)

Internet access is required to install and activate all Office 365 plans and to manage your subscription account. Internet connectivity is also required to access Office 365 cloud productivity services, including email, conferencing, IT management, and other services.

Many Office 365 plans also include the desktop version of Office, for example, [Office 365 Business Premium](#) and [Office 365 Enterprise E3](#). One of the benefits of having the desktop version of Office applications is that you can work offline and have the confidence that the next time you connect to the Internet all your work will automatically sync, so you never have to worry about your documents being up to date. Your desktop version of Office is also automatically kept up to date and upgraded when you connect to the Internet, so you always have the latest tools to help you work. [Compare Office 365 plans](#).

**Microsoft Office 365 (*Business Edition* continued)**

## What is the cloud?

"The cloud" is a friendly way of describing web-based computing services that are hosted outside of your organization. When you use cloud-based services, your IT infrastructure resides off your property (off-premises), and is maintained by a third party (hosted), instead of residing on a server at your home or business (on-premises) that you maintain. With Office 365, for example, information storage, computation, and software are located and managed remotely on servers owned by Microsoft. Many services you use every day are a part of the cloud—everything from web-based email to mobile banking and online photo storage. Because this infrastructure is located online or "in the cloud," you can access it virtually anywhere, from a PC, tablet, smartphone, or other device with an Internet connection.

### How many users does Office 365 support?

Office 365 is highly scalable and can support everything from a one-person business to companies with tens of thousands of users:

- Office 365 Business plans are best for companies with one to 300 users.
- Office 365 Enterprise plans fit organizations ranging in size from a single employee to 50,000-plus users.

[You can compare all the options here.](#)

Can I cancel my subscription at any time?

You can cancel your subscription at any time. However, depending on the product and the type of subscription you have, there may be a penalty for canceling before the end of your contract. For subscriptions with a monthly commitment payment, there is no penalty for canceling your contract at any time. Annual commitment subscriptions that are paid month to month may incur some penalties if canceled early. Annual commitment subscriptions that are paid up front do not receive a refund if canceled prior to the full contract period. Read the complete [Microsoft Online Subscription Agreement](#).

## What happens to my data if I cancel my subscription?

Your data is yours. If you decide to cancel your Office 365 subscription, you can download your data—for example, your email and documents on team sites—and save it to another location. You should save your data before you cancel. After you cancel your subscription, data associated with your Office 365 account will be available to your administrator(s) in a limited function account for 90 days.

Pricing URL: <https://products.office.com/en-us/business/compare-office-365-for-business-plans#a>

## Summary – Office 365 and Orion compatibility

For Orion compatibility you require a version of MS Office Professional applications installed on each PC. While Office 365 Business does include MS Word, Excel, PowerPoint and Outlook it does not include MS Access. You would have to purchase the standalone version of Access if you subscribe to Office 365 for Business.

Unless you are interested in productivity services that are enabled over the Internet (cloud services), such as [Skype for Business web conferencing](#) and [Exchange Online](#) hosted email for business, additional online storage with [OneDrive for Business](#) you probably don't need Office 365 Business.

If you have additional questions about Office 365 contact CAMA Support and we will attempt to answer them.