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, Skype minutes for home use, and advanced Outlook.com security. When you have an active Office 365 subscription, you always have the most up-to-date version of the Office applications. Learn more about Office 365.

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.

Is Internet access required for Office 365?

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.

How do I share Office 365 with the rest of my household?

If you have an active Office 365 Home subscription, you can share it with up to four members of your household. Each household member you share your subscription with can use any of your available installation on their PCs, Macs, iPads, Android tablets, Windows tablets, iPhones®, or Android phones, get an additional 1 TB of OneDrive storage, and manage their own installation from www.office.com/myaccount.

To add someone to your subscription, visit www.office.com/myaccount and follow the onscreen instructions to add a user. Each person you add will receive an email with the steps they need to follow.