Microsoft Office Professional Plus

Service Description

Published: June 28, 2011
Updated: July 29, 2011

For the latest information, please see [Microsoft Office 365](#).

Contents

Introduction

Microsoft® Office Professional Plus for Office 365 includes all the same applications that are available in the Microsoft Office Professional Plus 2010,

What Is Office Professional Plus?

With Office Professional Plus, users get the latest version of the Microsoft Office applications, seamlessly connected and delivered with cloud services, so they can access their documents, email, and calendars from virtually any device. Office Professional Plus includes the new Office Web Apps—online companions to Microsoft Word, Microsoft Excel®, Microsoft PowerPoint®, and Microsoft OneNote®—which let users review and make minor edits to documents directly from a browser.

The flexible pay-as-you-go, per-user licensing of Office Professional Plus is available as part of Office 365 and provides companies with purchasing flexibility; in addition, robust management and deployment tools give companies the IT control to adapt to evolving business needs.

What Is Included with Office Professional Plus?

Microsoft Office Professional Plus includes the following applications:

	• Microsoft Access® 2010		• Microsoft Excel 2010
	• Microsoft InfoPath® 2010		• Microsoft OneNote 2010
	• Microsoft Outlook® 2010		• Microsoft PowerPoint 2010
	• Microsoft Publisher 2010		• Microsoft SharePoint® Workspace 2010
	• Microsoft Word 2010	Lync 2010	• Microsoft Lync™ 2010

📝**Note**

The Microsoft Lync 2010 client is available as a separate download.

Office Professional Plus Capabilities

With Microsoft Office Professional Plus, users have powerful tools to use Microsoft Office from almost anywhere, working together and bringing ideas to life—all in a practical productivity platform.

Use Office Anywhere

Office Professional Plus provides the foundation for a familiar Microsoft Office experience, giving users the freedom to use Office from more locations and on more devices. Office Professional Plus helps users edit

and review documents wherever they can use their PCs, mobile devices, or web browsers with the confidence that their changes will appear as intended.

- **Office Web Apps**: Microsoft Office 2010 helps users work in more places and on more devices. Office Web Apps are designed to work well with full Word, Excel, PowerPoint, and OneNote applications included with Office Professional Plus. With Office Web Apps, users can review documents and perform light editing from virtually any device with a web browser.
- **Microsoft Office Mobile 2010**: Office Mobile 2010 enables users in different locations to share, edit, and comment on documents with a familiar Office experience best suited to mobile devices.
- **Microsoft SharePoint Workspace 2010**: With Microsoft SharePoint Workspace 2010, users can easily work with important SharePoint documents offline, helping them keep their teams up to date and stay productive while on the go.

📝**Note**

An appropriate device, Internet connection, and supported browser are required. Some mobile functionality requires Office Mobile 2010, which is not included in Office 2010 applications, suites, or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010, and the Office 2010 applications.

Work Together

Communication and sharing are essential elements for any collaborative project. Office Professional Plus helps users work better with customers, partners, and each other. It provides new and enhanced features to help teams be more productive, manage email, streamline communications, and find and share expertise faster.

- **Co-authoring**: Office Professional Plus enables web-based collaboration, allowing multiple users to edit Excel spreadsheets, build reports or documents in Word, and annotate OneNote notebooks in real time. With these capabilities, users can conduct brainstorming sessions, update data, and create compelling customer presentations from different locations simultaneously.

  📝**Note**

  Co-authoring capabilities require either Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Online. Co-authoring capabilities are also available for use with Office Web Apps provided with Windows® Live™ SkyDrive.

- **Broadcast Slide Show**: Users can share PowerPoint 2010 presentations live with a remote audience, as long as the audience can access a web browser. The Broadcast Slide Show feature lets users broadcast presentation online as they deliver them. Presenters can also create high-quality videos of their presentations with just a few clicks, delivering the information to those who couldn't attend the event.

  📝**Note**

  Broadcast Slide Show requires a network service to host the slide show. Presenters can use the PowerPoint Broadcast service or a server that can host Office Web Apps (such as SharePoint 2010 or SharePoint Online).

- **Outlook Social Connector**: With the Outlook Social Connector, users can expand their social networks and stay up to date without leaving Outlook. They can get additional information about other users, such as mutual friends and other social information, while staying better connected to social and business circles.
- **Presence Information**: With Microsoft Lync integrated throughout several Office 2010 applications, users can view the presence of their team members and communicate with them in the context of their work and the flow of their ideas. They can see presence information and a new contact card for their friends and colleagues and easily initiate a conversation directly from within select Office 2010 applications. Contact information is available throughout several Office 2010 applications.

Bring Ideas to Life

With Office Professional Plus, users receive the technology they love incorporated into the tools they use every day.

- **Photo and video editing:** Office Professional Plus gives users cutting-edge audio, video, and animation capabilities in PowerPoint 2010. They can embed, edit, and format audio and video files within PowerPoint, helping them create high-impact proposals and presentations that help win customers without spending money or time on third-party multimedia tools.
- **Easier access to the right tools, at the right time**: Office Professional Plus can help users work more efficiently with an intuitive user interface that groups related tasks. Users can quickly find the commands they need without learning new tools.
- **Email management**: Users can stay on top of daily communications and quickly act on email in Outlook 2010. The improved Conversation View lets users easily manage large amounts of email, and new Quick Steps perform multi-command tasks—such as moving an email message to another folder and replying to it with a meeting request—with a single click. MailTips give users information on recipients so they can avoid mistakes before they click Send.
- **Capture text, images, audio, and video**: With OneNote 2010, teams can organize and search all kinds of content from a single place—from daily sales reports to customer presentations. With improvements to the Notebook Navigation Bar, better text tagging, and on-the-fly grouping of similar items, users can spend less time searching for information and more time focusing on their goals.
- **Visualization and analysis tools**: Users can turn complexity into clarity with new visualization and analysis tools in Excel 2010. They can easily display visual summaries of analyses near values with new charts called Sparklines, and can use slicers to dynamically filter data in a PivotTable view or a PivotChart view and display only the relevant details.
- **Massive datasets**: Users can experience fast manipulations of enormous quantities of data with PowerPivot for Excel 2010, a free add-in that was designed to add power to analyses.

The Practical Productivity Platform

In today's business world, IT must support the business to overcome increasingly complex challenges while operating within a reduced budget. At the same time, organizations are being forced to securely support a broader array of devices and meet compliance requirements with fewer resources, better response times, and lower costs. With Office Professional Plus, what's good for business is also good for IT. The workforce can access and use their data from multiple locations and devices, and organizations get the advanced security and compliance they need for IT success.

- **Performance improvements**: Office Professional Plus maximizes performance across existing hardware. It can also maximize new hardware investments through PowerPoint advances on graphics cards as well as large data sets supported by 64-bit (x64) processors.
- **Trusted Documents feature**: When users open documents that originate from an Internet source, they automatically open in Protected View. When users work with files they already trust, the Trusted Documents feature reduces the number of steps, and the Accessibility Checker inspects files for content that may be difficult to read for people with disabilities.
- **Improved security**: With Office Professional Plus, organizations provide innovative business solutions without sacrificing the things critical to success, such as maintaining security and protection. The Trusted Documents and Protected View features of Office Professional Plus combine to provide better security against malicious email attachments and files while simultaneously allowing users to quickly view documents. Office Professional Plus offers increased security with out-of-the-box support for Cryptographic Agility by integrating with the Cryptographic Next Generation (CNG) interfaces for Windows; administrators can specify any cryptographic algorithm for encrypting and signing documents. Office Professional Plus also enables IT to enforce password and security consistency by ensuring that all Office documents conform to domain password complexity rules.
- **Robust compliance**: Office Professional Plus increases compliance capability by providing features such as Retention Policy and the Accessibility Checker. Retention Policy is an archiving tool that works with users' workflows, with capabilities such as item-level retention, user-created file application, and exception handling. The Accessibility Checker inspects documents for content that may be difficult to read for people with disabilities and provides an explanation of issues with step-by-step help for correcting them. Office Professional Plus offers a variety of tools and features that improve organizations' abilities to maintain compliance—from accessible document creation to email retention and improved Enterprise Content Management (ECM).

Features of Microsoft Office 365

Office Professional Plus is one of several cloud services offered by Microsoft Office 365 for enterprises. These Internet-based services are designed to help meet the need for robust security, 24/7 reliability, and user productivity.

Each service is designed for reliability, availability, and performance with a financially backed service level agreement (SLA) for a guaranteed 99.9-percent scheduled uptime. Microsoft deploys patches, security updates, and back-end upgrades, helping to eliminate the time and effort organizations spend managing their servers.

Subscribers to Office Professional Plus benefit from a set of features that are common to all of the Microsoft business-class cloud services:

- **Secure access:** Each offering from Microsoft Office 365 is accessed through 128-bit Secure Sockets Layer (SSL) or Transport Layer Security (TLS) encryption. Anyone who intercepts a communication sees only encrypted text.
- **Intrusion monitoring:** Microsoft continuously monitors the Office 365 systems for any unusual or suspicious activity. If Microsoft detects such activity, it investigates and responds appropriately. In the unlikely event that a significant incident occurs, the customer is notified.
- **Security audits:** Microsoft regularly assesses the Office 365 infrastructure to ensure that the latest antivirus signatures and required security updates are installed, and that high-level configuration settings are in compliance with Microsoft security policies. For details, refer to the Security and Service Continuity for Enterprises Service Description.
- **High availability:** Microsoft Office 365 services have a 99.9-percent scheduled uptime. If a customer's service is affected, Office 365 offers financial remedies subject to the terms and conditions of the SLA. For details, refer to the Service Level Agreement for Microsoft Online Services.
- **Service continuity:** Redundant network architecture is hosted at geographically dispersed Microsoft data centers to handle unscheduled service outages. Data centers act as backups for each other: If one fails, the affected customers are transferred to another data center with limited interruption of service.
- **Microsoft Online Services Portal:** This easy-to-use website is the center for activities related to Microsoft Office 365. The portal provides services based on each organization's specific needs. Prospective subscribers can use the portal to sign up for a free trial. End users accessing the portal can find online help, open Microsoft SharePoint site collections, and launch Microsoft Outlook® Web App. Administrators can manage users, administer services, download tools, and learn about service administration from online help.
- **Directory Synchronization tool:** For subscribers with Active Directory® directory services deployed on-premises, this tool helps keep the on-premises Active Directory and the Microsoft Office 365 directory synchronized.
- **Remote administration**: With Microsoft Windows PowerShell™, administrators can perform many tasks using a script or automated process. For example, tasks such as creating users, resetting passwords, assigning licenses, and obtaining service-use data can be fully automated.

Office Desktop Setup

For the best experience with Office 365, a set of required components and updates must be applied to each workstation. To simplify the installation and maintenance of these components and updates, Microsoft provides an installable piece of software—called Office desktop setup—at no charge. These

updates are required for all workstations that use rich clients (such as Microsoft Office 2010) and connect to Microsoft Office 365.

Office desktop setup provides multiple benefits, including:

- Automatically detecting necessary updates.
- Installing updates and components upon approval or silently from a command line.
- Automatically configuring Outlook and Microsoft Lync for use with Microsoft Office 365.
- Uninstalling itself from the client computer after running.

A list of these update requirements are available for companies that want to use an alternative method of deploying the updates. See the help topic Manually update and configure desktops for Office 365 for details.

Note
Office desktop setup is not an authentication or sign-in service and should not be confused with single sign-on.

Federated Identity and Single Sign-On

With on-premises Active Directory, administrators can use a single sign-on approach to Office 365 authentication. To achieve this, administrators can configure on-premises Active Directory Federation Services—a Microsoft Windows Server® 2008 service—to federate with the Microsoft Federation Gateway. After Active Directory Federation Services is configured, all Office 365 users whose identities are based on the federated domain can use their existing corporate logon to automatically authenticate to Office 365.

Operating System and Software Requirements

Table 1 shows the operating system and browser combinations that are required to access Microsoft Office 365 services.

Table 1: Operating systems and browser combinations supported by Microsoft Office 365

Operating system	Supported browers
Windows 7 (32-bit)	- Windows Internet Explorer 8 and later versions - Firefox 3 and later versions - Chrome 6 and later versions
Windows 7 (64-bit)	- Internet Explorer 8 and later versions - Firefox 3 and later versions - Chrome 6 and later versions
Windows Vista with Service Pack 2 (32-bit)	- Internet Explorer 7 and later versions - Firefox 3 and later versions - Chrome 6 and later versions
Windows Vista with Service Pack 2 (64-bit)	- Internet Explorer 8 - Internet Explorer 7 - Firefox 5
Windows XP with Service Pack 3 (32-bit)	- Internet Explorer 7 and later versions - Firefox 3 and later versions - Chrome 6 and later versions

Operating system	Supported browers
Windows XP with Service Pack 2 (64-bit)	• Internet Explorer 8 • Internet Explorer 7 • Firefox 5
Windows Server 2008 and Windows Server 2008 R2	• Internet Explorer 8 and later versions • Firefox 3 and later versions • Chrome 6 and later versions
Mac OS X 10.5 or Mac OS X 10.6	• Firefox 3 and later versions • Safari 4 and later versions

Table 2 identifies other software required for using Office 365 services.

Table 2: Software supported by Microsoft Office 365

Software	Supported Version
System software	• Microsoft .NET Framework 3.0 (for Windows XP) • Java client 1.4.2 (for Macintosh OS X)*
Office clients	• Microsoft Office 2010 or Office 2007 Service Pack 2 • Office 2008 for Mac and Microsoft Entourage® 2008 Web Services Edition • Office 2011 for Mac and Outlook 2011 for Mac • Microsoft Lync 2010 client • .NET Framework 2.0 or later
Client applications	Office desktop set up
Browser software for Microsoft Online Services Portal	• Internet Explorer 7 or later • Mozilla Firefox 3.x • Apple Safari 3.x
Browser software for Outlook Web App	• Internet Explorer 7 or later • Firefox 3 or later • Safari 3 or later on Macintosh OS X 10.5 • Chrome 3 and later versions Outlook Web App also has a "light" version that supports a reduced set of features across almost any browser

International Availability

Office 365 is available in Austria, Belgium, Canada, Colombia, Costa Rica, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hong Kong, Hungary, India, Ireland, Israel, Italy, Japan, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Peru, Poland, Portugal, Puerto Rico, Romania, Singapore, Spain, Sweden, Switzerland, Trinidad and Tobago, United Kingdom, and United States.

Multinational customers that purchase services in an approved country may enable use by their end users that reside anywhere in the world, except for Argentina and countries currently embargoed by the U.S. government. Features availability may vary by location. See the help topic License restrictions for Office 365 for details.

Data Center Locations

Microsoft Office 365 maintains primary and backup data centers distributed around the world. When a

company signs up for a Microsoft Office 365 service, its hosted environment is automatically provisioned in the appropriate data center based on the company's address. All users for the company are hosted from the same data center.

Localization

Table 3 summarizes the languages supported the Microsoft Office 365 platform and related components.

Table 3: Supported languages for components related to Microsoft Office 365

Component	Supported languages
Microsoft Online Services Portal	Brazilian Portuguese, Chinese Traditional, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian[1], Japanese, Norwegian (Bokmal), Polish, Romanian, Spanish, Swedish
Help content—for end users and IT professionals	Brazilian Portuguese, Chinese Traditional, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Norwegian (Bokmal), Polish, Romanian, Spanish, Swedish
Directory Synchronization Tool	Brazilian Portuguese, Chinese Traditional, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Norwegian (Bokmal), Polish, Romanian, Spanish, Swedish

Technical Support

The Microsoft Office 365 technical support team provides supports services to people with administrator permissions for their company's Office 365 services. Those with administrator permissions provide support services to their company's Office 365 end users. For contact information, see Online Help in the services Administration Center.

Administration, Provisioning, and Activation of Office Professional Plus

Using the Microsoft Online Services Portal, customer administrators can easily provision users for Office Professional Plus, enabling them to download Office Professional Plus from any location connected to the Internet. The installation system will automatically install all required software, and then Office Profession Plus will automatically contact Microsoft Office 365, retrieve the licensing information needed, and activate the product.

Purchasing Office Professional Plus

The Microsoft Online Services Portal enables organizations to try or buy subscriptions to Office 365, including Office Professional Plus. When creating the account, the customer administrator enters the number of Office Professional Plus licenses needed. This information is stored with the account in the Microsoft data center and can be modified to included new licenses or deprovision purchased licenses. Service administrators can return to this portal to decommission a license and reassign to a new user or to add new licenses.

Each license allows a user to install Office Professional Plus on up to five simultaneous machines. If a user attempts to install Office Professional Plus on a sixth machine, he or she will receive a message showing the machines that are active for the license. The message will instruct the user to disable the subscription on one of the active machines to proceed.

> **Note**
>
> The list of PCs in use for a specific license can be shown at any time by typing *osaui /R* at a command prompt.
>
> Once the subscription is disabled, it may take 45 to 60 days for Office Professional Plus to enter Reduced Functionality Mode. In Reduced Functionality Mode, users can view Microsoft Office documents but cannot create, save, or modify them.

Provisioning Office Professional Plus Users

Office 365 s administrators provision users for Office Professional Plus by assigning an Office Professional Plus license to a user in the Office 365 Portal. Once provisioned, users can download Office Professional Plus from the Information Worker Portal.

Administrators can also download Office Professional Plus from the service and place the files on a central share site. Users can then run the setup files from this location or administrators can automatically deploy the setup using in-house tools.

Running Office Professional Plus for the First Time

As part of the Office 365 software download, users install Office Professional Plus and configure their PCs with the appropriate prerequisites and updates required to connect to Office 365. When users first install Office Professional Plus, they are prompted to enter the online credentials created for them by their Office 365 administrators. Once a user's credentials have been verified, Office Professional Plus will automatically activate.

Activation Details

Common questions about activation of Microsoft Office Professional Plus are addressed below.

How can users tell if Office is properly activated?

Office Professional Plus indicates its license status in any of the Office applications (for example, Word or Excel) in the application Help window.

To view the Help window, click **File**, and then click **Help**. Figure 1 shows a message that prompts the user to activate the product.

Figure 1: Office Professional Plus that has not been activated

During the installation process, Office Professional Plus checks the status of the subscription, and activates the product automatically (see Figure 2).
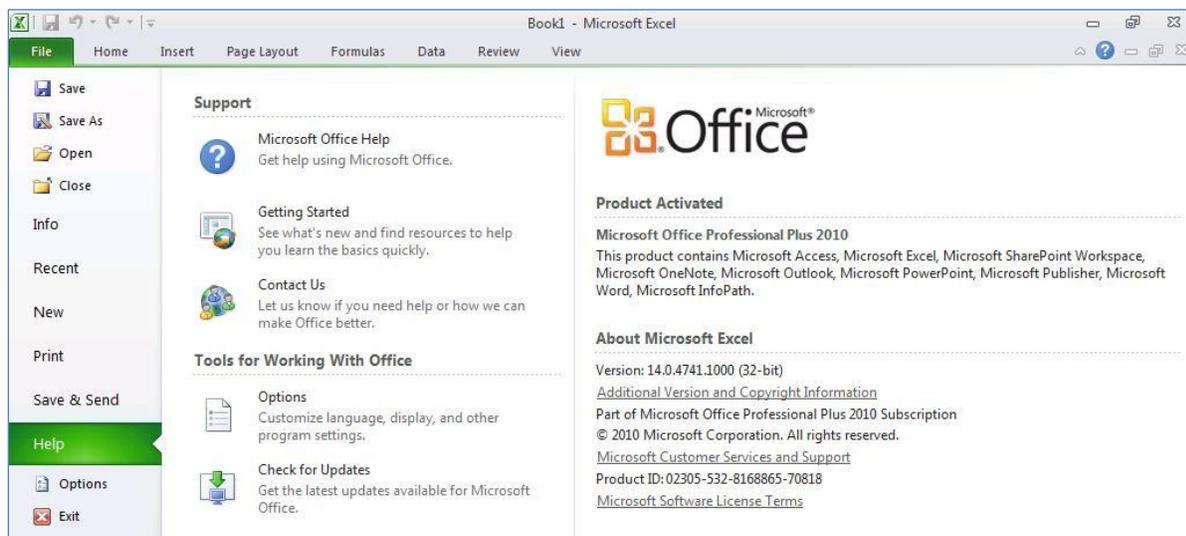

Figure 2: Successfully provisioned Office Professional Plus

Licenses assigned to Office Professional Plus subscribers are valid for 30 days. Office Professional Plus

validates user subscriptions once a month. If the user subscription is still valid, the product is automatically reactivated for another 30 days.

What happens if the license is not activated?

If Office Professional Plus cannot validate a user's subscription status within 30 days of the last activation, it will enter a 30-day "grace period" (that is, the product is fully functional though the subscription is not active).

What happens after the grace period?

If Office Professional Plus cannot validate a user's subscription status after 60 days, the product enters Reduced Functionality Mode.

How can users re-activate Office Professional Plus after it enters reduced functionality mode?

When the product enters Reduced Functionality Mode, users can reactive Office Professional Plus by connecting the PC to the Internet and ensuring that the licenses are active. When these conditions are met, users can type either of the following commands in a command prompt or the **Run** dialog box:

- OSAUI.exe /K (reactivates the Office 365 account associated with the password previously entered).
- OSAUI.exe /F (reactivates a different Office 365 account).

How can users determine if they are running Office Professional Plus?

To determine if a version of Office is a subscription version, users can open any of the installed Office Professional Plus applications, and then view the Help screen. To view the help screen, click **File**, and then click **Help**. On the Help screen, below the Version information and **Additional Version and Copyright Information** hyperlink, subscription versions of Office Professional Plus will display the following message: "Part of Microsoft Office Professional Plus 2010 Subscription" Non-subscription versions of Office will not contain the word "subscription." See Figure 3 for an example of this message.
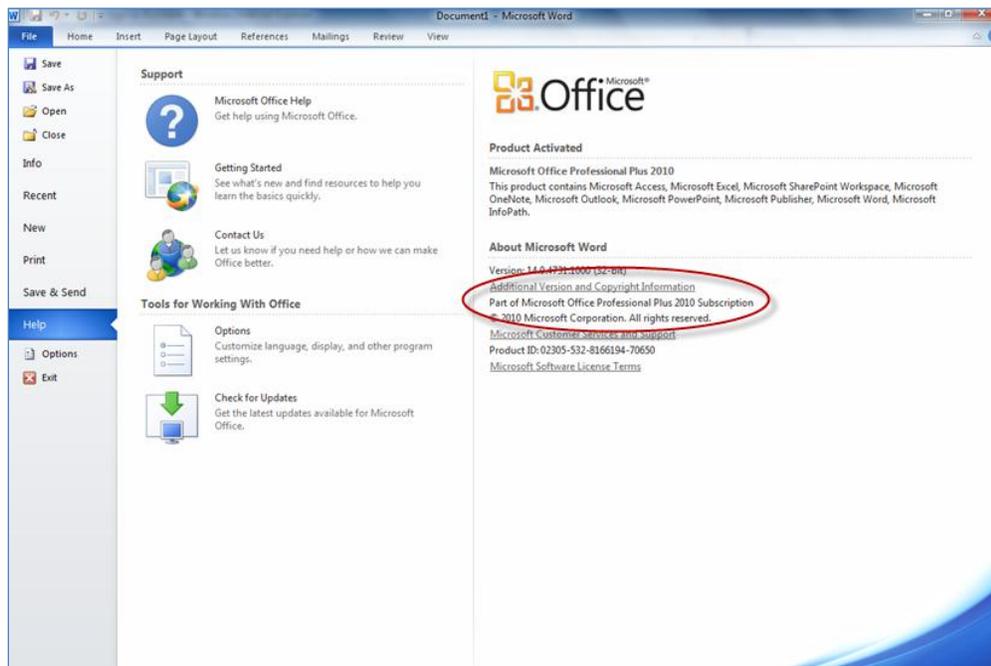

Figure 3: Office Professional Plus subscription message

Support for Office Professional Plus

Extensive Microsoft Office 2010 resources are available on the [Microsoft Office 2010 support site](#). Additional [support services](#) are available as provided by support agreements with Microsoft.

Microsoft Office Web Apps

Office Professional Plus includes the Office Web Apps—online companions to Microsoft Word, Microsoft Excel®, Microsoft PowerPoint®, and Microsoft OneNote®—that help users access documents from almost anywhere. Office Web Apps lets users work with Office documents directly in a web browser when they are on the go or at a shared PC. Users can access their documents anywhere they have Internet access, including on mobile devices, web browsers, and PCs. Microsoft Office users can access Office documents on SharePoint Online sites or on-premises SharePoint by using several common web browsers.

Browser Support

Office Web Apps are supported in the following web browsers:

- Windows Internet Explorer® 8 or Internet Explorer 7
- Safari 4 and later
- Firefox 3.5 and later

📝Notes

When using Office Web Apps, if users click the **Open in** button (in Word, PowerPoint, Excel, or OneNote), they may see a message that states the file cannot be opened in the client application. This can be caused by one or more of the following conditions:

- The user is running a 64-bit version of Internet Explorer.
- The ActiveX® control necessary for opening the file in the Office client application is not installed or running in the browser.
- Microsoft Office is not installed on the client computer.
- The version of Office that is installed is a version before Office 2003.
- Security settings in Internet Explorer are preventing the ActiveX controls from running.
- The browser does not support ActiveX.
- The client browser is Firefox, but the plug-in that enables Firefox to open Office documents is not installed.

Mobile Device Support

With Office Web Apps, users can view Word, Excel, and PowerPoint files on most mobile devices. For Office Web Apps on SharePoint, the following mobile browsers are supported:

- Internet Explorer on Windows Mobile® 6.5, Windows Mobile 6.1, Windows Mobile 6, and Windows Mobile 5
- Safari4 on iPhone 3G/S
- BlackBerry 4.x and later
- Nokia S60
- NetFront 3.4, 3.5, and later
- Opera Mobile 8.65 and later
- Openwave 6.2, 7.0, and later

The Apple iPad is supported for viewing Word and PowerPoint files.

To access pages using mobile devices, users can enter the same URL used by browsers running on client

computers. However, this can vary depending on the configuration and presence of web proxies. Users can click **E-mail a Link** on the **Share and Track** tab of the ribbon in SharePoint to receive the address in an email message on an SMTP service-enabled SharePoint server.

Integration with Servers and Services

Office Professional Plus offers new server and service integration capabilities that make it easier for users to track, report, and share vital information. It combines the familiar, intuitive tools users trust into one package. Table 4 shows the integration features offered by Office Professional Plus when used with other Office 365 services.

Table 4: Server integration features of Office Professional Plus

Server Integration Features	Description
Contextual access to business and social networking Requires SharePoint Online or on-premises SharePoint 2010	Get people-centric views of the company, including messages, meeting schedules, attachments, and SharePoint activities—such as posting status updates directly within Outlook. Connect to popular social networking sites to get news from customers, prospects, and partners.
Publish data insights Requires SharePoint Online or on-premises SharePoint 2010	Publish worksheets with strong fidelity to the web and create web databases with Excel Services and Access Services through SharePoint 2010. The Report Center helps ensure that all users have access to the same version of critical business information.
Integrated electronic forms Requires SharePoint Online or on-premises SharePoint 2010	Improve data collection processes through integration of InfoPath 2010 and other core applications. Email forms, developer enhancements, the Document Information Panel, and a seamless online/offline experience enhance the quality of collected data and reduce errors.
Integrated Enterprise Content Management Requires SharePoint Online or on-premises SharePoint 2010	Provide secure access to business information through operability with SharePoint. Includes differentiated capabilities from integrated document workflow, smart templates that populate document metadata, and easy access to rich client/server capabilities within the Microsoft Office Backstage™ view.
Managed email folders and retention policy Requires Exchange Online or on-premises Exchange 2010	Use a variety of tools and features that improve organizations' ability to maintain compliance with document retention policies—from accessible document creation to email retention.
Unified instant messaging, presence, and voice Requires Lync Online or on-premises Lync Server deployment	Easily communicate with others in different locations or time zones using familiar Office tools. Lync and Microsoft Lync Server 2010 integrate with popular Office programs to provide a range of communication options, including IM; phone; and voice, video, or web conferencing.
Information Rights Management (IRM) and policy capabilities Requires Windows Server or Windows Live ID	Better safeguard digital information from unauthorized use through integration with Windows Rights Management Services (RMS) for Windows Server. This allows users to define exactly who can open, modify, print, forward, and take other actions with documents and email messages.

Appendix A: Office Professional Plus Requirements

Table 5 shows the minimum hardware and software system requirements for Office Professional Plus.

Table 5: System requirements for Office Professional Plus

System Component	Minimum Requirement
Computer and processor	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
Memory	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, Outlook with Business Contact Manager, Office Communicator, and certain advanced functionality.
Hard disk	3.5 gigabyte (GB) available disk space
Display	1024x768 or higher resolution monitor
Operating system	Windows 7 (32-bit or 64-bit), Windows Vista® with SP1 (32-bit or 64-bit), Windows XP with Service Pack (SP) 3 (32-bit), Windows Server 2008 R2 (32-bit or 64-bit), Windows Server 2008, or Windows Server 2003 R2 (32-bit or 64-bit) with MSXML 6.0 installed..
Additional	Requirements and product functionality may vary based on the system configuration and operating system.
Other	Certain inking features require running Windows 7, Windows Vista, or Windows XP Tablet PC edition. Speech recognition functionality requires a close-talk microphone and audio output device. Information Rights Management features require access to Windows Server 2008 R2 running Windows Rights Management Services, Windows Server 2008, or, Windows Server 2003 with SP1.
	Certain advanced functionality requires connectivity to Microsoft Exchange Server 2010, Microsoft SharePoint 2010, or Microsoft SharePoint Foundation 2010. Instant Search requires Windows Desktop Search 3.0. Dynamic Calendars require server connectivity.
	Connectivity to Windows Server 2008 R2, Windows Server 2008, or Windows Server 2003 with SP1 running Windows SharePoint Services is required for certain advanced collaboration functionality. Microsoft Office SharePoint Server 2007 is required for certain advanced functionality. PowerPoint Slide Library requires Office SharePoint Server 2007. To share data among multiple computers, the host computer must be running Windows 7, Windows Vista, Windows XP Professional with SP2, or Windows Server 2003 with SP1.
	Graphics hardware acceleration requires a DirectX 9.0c graphics card with 64-MB or higher video memory.
	Internet Explorer 8 32-bit browser only, Internet Explorer 7, or Internet Explorer 6. Internet functionality requires Internet access (fees might apply).
	512 MB of RAM or higher recommended for Outlook Instant Search. Grammar and contextual spelling in Word 2010 is not turned on unless the computer has 1 GB memory.
	Microsoft Silverlight™ plug-in. See Get started with Microsoft Silverlight (http://go.microsoft.com/fwlink/?LinkID=169372).

Appendix B: Localized Versions of Office Professional Plus

Table 6 lists all localized versions of the Office Professional Plus suites and the languages of the proofing tools provided in each.

Table 6: Localized versions and languages of proofing tools in Office Professional Plus

Localized Version	Languages of the Proofing Tools
English	English, French, Spanish
French	French, Arabic, Dutch, English, German, Spanish
German	German, English, French, Italian
Italian	Italian, English, French, German
Japanese	Japanese, English
Spanish	Spanish, Basque, Catalan, English, French, Galician, Portuguese (Brazil)
Traditional Chinese	Traditional Chinese