

Microsoft Office Licensing for Your Library

NLLS provides Member Libraries with access to Microsoft Office products so that members of the staff and public can utilize popular Microsoft Office tools as part of their workflow.

Microsoft 365 licensing for library staff members

NLLS provides an annual Microsoft 365 license free-of-charge for each staff member at your Member Library. The type of license that is provided to staff members depends on their employment status.

Permanent employees

For staff members who are employed by a Member Library on a permanent, year-round basis, NLLS provides a Microsoft 365 A3 license. This license provides the staff member with access to **both web-based and desktop-based versions** of:

- Microsoft Outlook
- Microsoft Teams
- Microsoft OneDrive with 1TB storage capacity
- All Microsoft Office applications
- Over one dozen more Microsoft apps and products

Note: Desktop-based versions of these apps are able to be installed on a maximum of five devices for each staff member.

Temporary and casual employees

For staff members who are employed by a Member Library on a temporary or casual basis, including summer students, NLLS provides a Microsoft 365 A1 license. This license provides the staff member with access to **only web-based versions** of:

- Microsoft Outlook
- Microsoft Teams
- Microsoft OneDrive with 1TB storage capacity
- Microsoft Office (Word, Excel, and PowerPoint only)

Member Libraries are able to upgrade temporary or casual staff members to a Microsoft 365 A3 license at their own cost of \$88.20 per year.

Microsoft Office licensing for public computers

When a Member Library orders a new computer through NLLS, the TSI Department installs Microsoft Office 2019 so that members of the public can utilize programs such as Word, Excel, and PowerPoint. Member Libraries who purchase their own public computers can also send these computers to NLLS to get Microsoft Office 2019 installed.

This Microsoft Office 2019 license is offered free-of-charge to each Member Library for every public computer that they have. If a public computer at your Member Library does not have Microsoft Office installed, or has a version older than 2019 installed, contact the TSI Department and they will arrange for Microsoft Office 2019 to be installed.

Questions?

If you have any questions, contact the TSI Department at ask@nlls.ab.ca.