

## Key Terms

**Office 365:** The web-based version of Microsoft Office. This suite of online applications includes Word, Excel, PowerPoint, OneDrive, SharePoint, and Lync (Skype). Since this suite is cloud-based (meaning, hosted on Microsoft servers rather than servers run by DTS), applications and data can be accessed anywhere, anytime, from any connected device.

This version is provided to all County employees at no cost to departments.

Employees with Office 2007 and 2010 may continue to use previously purchased '07 and '10 licenses until they expire.

**Office 2013:** The latest version of Microsoft Office for your desktop. This suite of desktop applications includes Word, Excel, PowerPoint, OneDrive, and Lync (Skype). Since this suite is local (on the desktop), the 2013 applications can only be accessed from the machine they reside on. This license includes the Office 365 web-based applications. Therefore, individuals with this version can still access data remotely and use the online functionality.

This version is offered to select staff members that require an upgrade due to a business need. It is provisioned via a "G3 License" which comes at an additional cost to departments.

**Office 2007-2010:** More recent versions of Microsoft that are expected to retire in the next five years.

**Office 2003:** A legacy version of Microsoft Office that is no longer supported by Microsoft.