

Microsoft Partner Network

Program End-User Guide to Software and Online Services Benefits

Contents

- Microsoft Partner Network..... 1
- Program End-User Guide to Software and Online Services Benefits..... 1
 - Introduction to the Program End-User Guide 3
 - Overview of the end-user role and responsibilities..... 3
 - Software and online services licenses 3
 - Privilege definitions and details..... 4
 - Using the partner digital download site 4
 - If you have been assigned privileges to download software, view keys, or view license statement, you will need to log into the partner digital download site. 4
 - Downloading software..... 4
 - View Product Keys 6
 - View license statement..... 7
 - Activate your MSDN subscription..... 8
 - If you have been assigned MSDN privileges, you will need to activation your MSDN subscription: 8
- Additional program resources 9
 - Other program guides..... 9
 - Software and cloud services license tables..... 9
 - Online resources 9
- Appendix A — Using ISO image files and writing ISO files to CD-R or DVD-R..... 10
 - Using ISO image files..... 10
 - Writing ISO files to CD-R or DVD-R 10
- Appendix B — Competency partner license statement views..... 11

Introduction to the Program End-User Guide

As an end-user of the software and online service benefits, your program administrator has granted you one or more of the following privileges in your organization:

- Download software
- View keys
- View license statement
- Activate MSDN subscriptions—assignment of one user per MSDN license entitlement

The guide is intended to provide you with an overview of the software and online services benefits, privileges you may have been assigned, and instruction on how to access the software and online services benefits your organization is entitled to as a Microsoft Action Pack subscriber or competency partner.

Overview of the end-user role and responsibilities

As an end-user of the software and online services benefits, you need to ensure you are compliant with the terms of the Microsoft Partner Network Agreement. Additionally, you are responsible for ensuring you:

- Adhere to the software and online services license terms.
- Protect and limit access to software, product keys, MSDN subscriptions, and online services accounts. Do not share your log in credentials with others that are not assigned privileges. All individuals who require access need to be granted privileges by your organization's program administrator(s).
- Comply with your organization's defined process for tracking of the consumption of software and online services license entitlement. If your organization is selected for a compliance audit, your organization is responsible for presenting records regarding the active, program licenses used by the organization and compliance to the terms of use. If you have questions regarding how your organization tracks consumption of license entitlements, please check with your program administrator.

Software and online services licenses

The intent of the Microsoft Partner Network is to showcase the latest Microsoft software technology. Licenses granted to partners are for the latest released versions of Microsoft software only. For details about software versions including product retirement and grace periods, refer to the [new software and version upgrades table](#). Licenses are not available for downgrade rights. The program grants software and online services licenses for internal business needs, customer demonstrations, and internal training purposes:

- Internal use licenses are for use in a production environment for general internal business purposes and not for any type of commercial purpose. For example, installing the Windows Server operating system and Microsoft Exchange Server to set up an email system that you can use to send business-related email is acceptable. However, production use for external commercial purposes, such as hosting a commercial website, is outside the scope of these rights.

- Customer demonstration licenses can be used for demonstration purposes only by partners. Sales and marketing employees of the organization can use this software to showcase products to your customers, but demonstration products cannot be installed on customer hardware or infrastructure and must be used with partner supervision.
- Internal-training licenses can be used for training internal employees only. These licenses cannot be used for customer training or for any commercial purpose.
- MSDN subscriptions allow designated employees of your organization to use the available software for the design, development, testing, and demonstration phases of application development.

Licenses granted to partners cannot be used for:

- Direct revenue-generating activities such as hosting a customer’s applications or development of custom solutions for a specific client
- Employee personal use at home
- Installation at a customer site
- Customer training (except for partners holding a Learning competency)
- Resold or transferred to any third party.

The above is an overview of the software and online services license granted to partners. For detailed terms of use, refer to the [Product Usage Guide](#).

Privilege definitions and details

As an end-user, you have been granted one or more of the following privileges:

Privilege Name	What does it allow?
Software download	Ability to download software from the partner digital download site .
View keys	View product keys and tokens for online services at the partner digital download site .
View license statement	View the organization’s software and online services license grants at the partner digital download site .
MSDN subscriptions	Access MSDN subscription benefits.

Using the partner digital download site

If you have been assigned privileges to download software, view keys, or view license statement, you will need to log into the [partner digital download site](#).

Downloading software

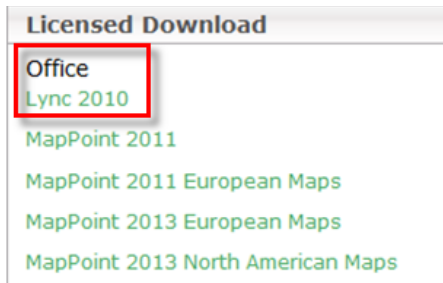
1. Log into the [partner digital download site](#) using your Microsoft account (formerly named Windows Live ID).
2. Select ‘Product Downloads and Keys’



Partner Network

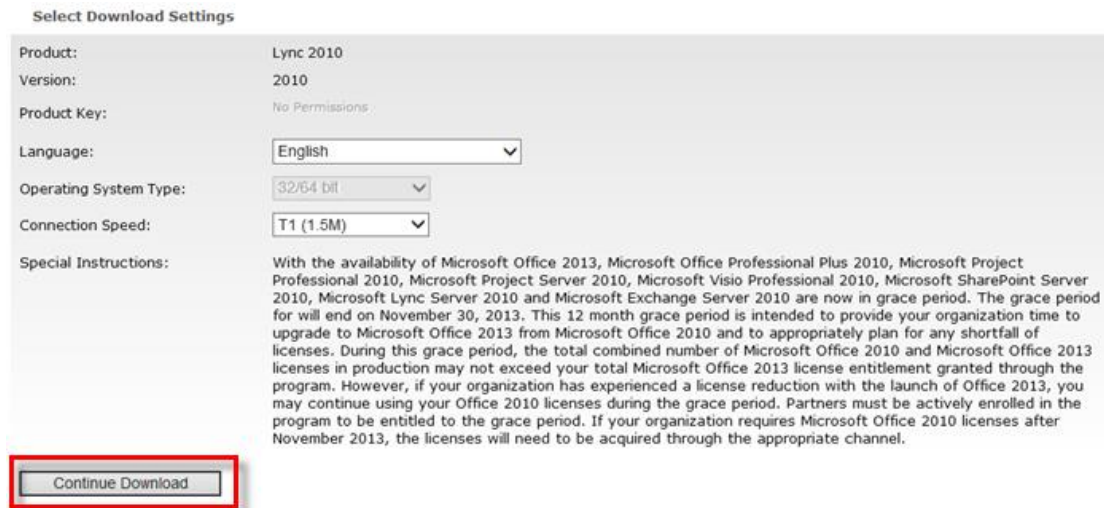
[Home](#) [Product Downloads and Keys](#) [Microsoft Online Services](#) | [Licensing Information](#)

3. Select the product from the list of downloads.



4. A download page for the specific product is displayed with instruction and additional information. This page will state if a product key is required to use the software.
5. Select the **Language**, **Connection Speed**, and **Operating System Type** (if it is a selectable option) then select **Continue Download**.

Note: The **Continue Download** button will not function until the **Language**, **Connection Speed**, and **Operating System Type** (if selection is an option) have been selected.



6. You will be provided two options to download the software. You can use the **Download Manager** or the **Web Browser** option to complete the download.

The Download Manager is recommended and has the ability to pause the download.

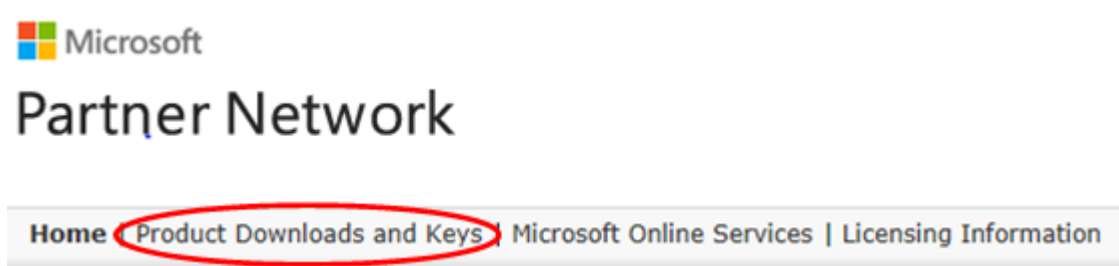
Download Part Name	Part Number	File Size	Download Format	(Recommended) Download Manager	Web Browser
Lync 2010 32Bit/64Bit English	X17-12289	108 MB	ISO	Download	Download

About Download Manager: Microsoft recommends the Download Manager for ease and convenience. To use the Download Manager you may be prompted to accept a signed ActiveX control or Java applet in your browser. To learn more, go to [How to Download](#)

7. After the download is completed the partner will have an ISO file. There are several options to install the ISO file. Please refer to Appendix A, if you need assistance to install the ISO file.

View product keys

1. Log into the [partner digital download site](#) using your Microsoft account (formerly named Windows Live ID).
2. Select 'Product Downloads and Keys'



3. Select 'View' for the product desired and you will see the product key issued to your organization.

Home | **Product Downloads and Keys** | Microsoft Online Services | Licensing Information

Product Downloads and Keys (177)

Licensed Download	Product Key	Released Date
Office		
Lync 2010	Not Required	12/1/2010
Lync for Mac 2011	Not Required	9/18/2011
MapPoint 2011	Not Required	3/1/2011
MapPoint 2011 European Maps	Not Required	6/1/2011
MapPoint 2013 European Maps	Not Required	10/3/2012
▶ Expand products		
Windows		
Microsoft Desktop Optimization Pack for Software Assurance 2012	Not Required	10/31/2012
Microsoft Desktop Optimization Pack for Software Assurance 2013	Not Required	4/10/2013
Microsoft Desktop Optimization Pack for Software Assurance 2013 R2	Not Required	12/1/2013
Windows 7 Enterprise	View	8/6/2009
Windows 7 Enterprise K	Not Required	8/7/2009
Windows 7 Enterprise K with SP1	Not Required	2/16/2011
▶ Expand products		
Windows Server		
Windows MultiPoint Server Premium 2011	View	3/1/2011
Windows MultiPoint Server Premium 2012	View	12/4/2012
Windows Server 2012 Datacenter	View	8/15/2012
Windows Server 2012 Essentials	View	10/8/2012

View license statement

1. Log into the [partner digital download site](#) using your Microsoft account (formerly named Windows Live ID).
2. Select 'Licensing Information'



Partner Network


Home | Product Downloads and Keys | Microsoft Online Services | **Licensing Information**

3. The license statement for your organization will be displayed. You have the option to export to Excel the Summary, Internal Use, and Competencies views.

Action Pack subscribers only have one view of the license statement.

Competency partners have six views: Summary, Internal use, Development and Testing, Demonstration, Training, and Competencies. By default, competency partners will initially see the Summary view displayed. Please refer to Appendix B for a detailed description of each view.

You may use the arrows to expand and collapse sections in any view. In the expanded entitlement view, the license detail will be displayed by licenses earned by the Initial Grant (headquarters), Toolkits (qualifying locations), and from Competencies.

- To display the license earned by country with HQ and location detail, you may select  for a specific product to expand the view or simply select the "location" view under the "View" menu if you want to see the detail for all products.
- For competency partners, if you see an asterisk (*) after the value in the 'Entitlement' column, this indicates a license max cap has been applied to the product. Note max caps are not applied to the 'Competencies' view.

Summary	Internal Use	Development and Testing	Demonstration	Training	Competencies
Internal Use		Entitlement	Initial Grant	Toolkits	From Competencies
▼ View					
Windows					
Microsoft Desktop Optimization Pack 2013 R2	360	100	0	260	
Windows 8 Enterprise / Windows 8.1 Enterprise*	500*	100	0	420	
Windows Embedded 8.1 Industry Pro*	250*	0	0	600	
Windows Embedded 8.1 Industry Enterprise*	250*	0	0	600	
Windows Embedded 8 Standard*	250*	0	0	600	
Windows Thin PC	100	0	0	100	
Windows Virtual Desktop Access (VDA)	200	0	0	200	
Windows 8 Pro / Windows 8.1 Pro* (retail, full licenses)	20	0	0	20	
Microsoft Windows Intune	100	0	0	100	
Business Solutions					

Activate your MSDN subscription

If you have been assigned MSDN privileges, you will need to activate your MSDN subscription:

1. Check that you have been assigned a subscription by visiting the MSDN subscriptions tab on the [Individual Account Home](#) at the Partner Membership Center. Check the spelling of your first and last name and your email address, because you must type these in to match what is listed on your individual profile. Also make note of the Technical ID listed next to your name.
2. Go to the [Activate My Subscription](#) page and enter your first name, last name, email address, and MSDN subscriber ID (using the partner technical ID from your profile). If you receive an error, it could be because your subscription was recently assigned and is not yet ready for activation — just return the next day to activate. Otherwise, you should check that your name, email address, and subscriber ID match what is listed on your individual profile.

Additional program resources

Other program guides

- [Program End-User Guide](#) is intended for users with privileges to download software, access cloud services, obtain keys or tokens, view the license statement, or for users assigned to an MSDN subscription
- [Product Usage Guide](#) outlines the program license use rights, policies, activation of software and online services, and terms of use for specific products and cloud services. The guide also details how your organization can earn additional licenses, take advantage of partner discount offers, and how your license benefits are impacted when you upgrade from Action Pack to a Competency or earn additional competencies within your organization.
- [Partner Features Guide](#) details the partner-specific feature available for cloud services benefits, including Delegated Administration Partner (DAP) and Partner Quote privileges.

Software and cloud services license tables

- [Action Pack license table](#), to download the comprehensive license grants for partners with an Action Pack subscription.
- [Competency license table](#), to download the comprehensive license grants and maximum license caps for partners with a competency.
- [New software and version upgrades](#), for a complete list of updates, and information about retired products and grace periods.

Online resources

- [Software and online services benefits](#) page
- [Internal-Use Rights FAQ](#)
- [MSDN](#) page, to learn about how to activate your MSDN subscription and the specific use rights for MSDN subscriptions granted to you through the program.
- [Partner Volume Activation Guide](#) outlines how to install and activate Windows client and server operating systems and Office client applications.
- [Activation Guide for Microsoft Official Courses \(MOC\) Lab](#) is for partners with a Learning competency only and provides important details on how to activate the Windows desktop operating system used in Microsoft Learning labs.
- Refer to the [Get Support](#) page for information regarding the Partner Support Community and other resources available to you as a partner, including product and cloud services support, incident support, and managed support options.

Appendix A — Using ISO image files and writing ISO files to CD-R or DVD-R

Using ISO image files

Many products are posted as ISO-9660 image files. An ISO-9660 image file is an exact representation of a CD or DVD, including the content and the logical format. The most common use of an image file is to write it to a blank CD-R or DVD-R, resulting in an identical copy of the original disc including file name and volume label information. ISO image files may also be opened and their contents copied to a local folder, much like ZIP files. ISO files may also be virtually mounted and accessed as a device. These three methods of using ISO images are described below. Note: you may have to rename the file extension from **.IMG** or **.UDF** to **.ISO**, depending on your software.

Writing ISO files to CD-R or DVD-R

Most CD-R/DVD-R writing software includes a feature to create a disc from an image file. Note: you must use the special "copy image to CD" or "burn image" functionality. See your software's Help for detailed information.

Writing ISO images to CD-Rs and DVD-Rs

The [Windows Server 2003 Resource Kit](#) includes the DVDBURN.EXE command line tool. Though it has not been tested by Microsoft, many customers also report success using [ISO Recorder](#).

Accessing ISO images via virtual drives

Windows 8 natively supports ISO files: when you open an ISO file in Windows 8, it automatically assigns the file a drive letter and opens it as a virtual drive in Windows Explorer. For Windows 7 and earlier versions, however, certain tools exist which create a virtual disc drive on your PC and mount an ISO image on that drive.

Appendix B — Competency partner license statement views

View Name	View Description
Summary	License entitlement by license type (such as internal-use, development and testing, etc.) and product category (i.e. Server, Office, Windows, etc.), and product.
Internal Use	Internal-use license breakdown of entitlement and licenses earned by product category and product. An asterisk (*) next to the number reflected in the entitlement column denotes the max cap was applied to the licenses earned. The license entitlement detail reflects licenses earned through initial grant, toolkits (Additional Benefit Toolkit purchases), and competencies.
Development and testing	Development and testing license breakdown of entitlement and licenses earned by product category and product. An asterisk (*) next to the number reflected in the entitlement column denotes the max cap was applied to the licenses earned. The license entitlement detail reflects licenses earned through initial grant, toolkits (Additional Benefit Toolkit purchases), and competencies.
Demonstration	Demonstration license breakdown of entitlement and licenses earned by product category and product. An asterisk (*) next to the number reflected in the entitlement column denotes the max cap was applied to the licenses earned. The license entitlement detail reflects licenses earned through initial grant, toolkits (Additional Benefit Toolkit purchases), and competencies.
Training	Training license breakdown of entitlement and licenses earned by product category and product. An asterisk (*) next to the number reflected in the entitlement column denotes the max cap was applied to the licenses earned. The license entitlement detail reflects licenses earned through initial grant, toolkits (Additional Benefit Toolkit purchases), and competencies.
Competencies	Reflects the additional license grants earned by attaining specific competencies. The competency breakdown displays the entitlement by competency, license type, and product. Note the entitlement in this case does not apply the max cap for each product.