

SharePoint Server

Licensing guidance

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Summary

This guide clarifies the licensing of Microsoft SharePoint Server by defining concepts that provide a framework for SharePoint Server licensing. This guide also gives some examples of how to license common use scenarios.

Key concepts for SharePoint Server licensing

Internal users: Users who are the licensee's or its affiliates' employees and on-site agents and contractors.

External users: Users who aren't the licensee's or its affiliates' employees or on-site agents or contractors.

Intranet: Website hosting content, information, or software that's accessible inside the firewall to internal users only.

Extranet: Website hosting content, information, or software that's accessible inside the firewall to internal users and named external users only.

Internet: Website hosting content, information, or software that's publicly accessible to all users (internal and external).

Licensing Model

Microsoft licenses SharePoint Server under the Server/Client Access License (CAL) licensing model. The Server/CAL licensing model requires both a server license for each copy of the server software a customer installs and uses and CALs for the users (or devices) that access that software. CAL requirements vary based on user status, and CALs are generally required for internal users to access all SharePoint Server software.

An exception to this is internal user access to Internet websites (public-facing websites such as e-commerce sites). In this case, the SharePoint CAL requirement is waived. In contrast to the general requirement for CALs for internal user access, CALs aren't required for external users to access SharePoint Server. In other words, the server license provides access rights for external users. The same criteria can be used for determining when CALs are required for SharePoint base CALs and Enterprise CALs.

However, SharePoint Enterprise CALs are required only if functionality corresponding to the SharePoint Enterprise CAL is accessed. For more information about which SharePoint features are part of the base product and which features are considered additional functionality requiring additive CALs, refer to the [Product Terms](#).

To run and access SharePoint Server Subscription Edition, customers must have an active Software Assurance plan (on Server and CALs) or a subscription license. The subscription license includes a perpetual right to run SharePoint Server 2019. If Software Assurance coverage expires or the customer opts for a buyout license, they must uninstall the Subscription Edition software and may only install and use SharePoint Server 2019.

Example scenarios

This document also includes common deployment scenarios to further explain the licensing requirements of SharePoint Server. Users can license these same deployment scenarios under device-based CALs.

Scenario A: Intranet

Description: Internal users accessing content, information, or applications inside the firewall through a local area network (LAN) or the Internet. No other users have access.

Example: A professional sports team sets up an intranet site that the manager, coach, and players access. It's also used for support staff such as the physiotherapist who's an on-site

contractor rather than an employee, and for CAL requirements, an internal user. A news reporter trying to access the SharePoint Server site is denied access.

Licensing:

- **Server:** One SharePoint Server license per running instance of the software
- **Internal Users:** One CAL/user

Scenario B: Extranet

Description: An organization extends access to otherwise restricted content inside the firewall to a limited number of identifiable external users.

Example: The Elm University publishes research papers available to specific educators from other universities (external users). This situation is an intranet plus extranet scenario.

Licensing:

- **Server:** One SharePoint Server license per running instance of the software
- **Internal users:** One CAL/user
- **External users:** SharePoint CALS aren't required; the server license permits external user access

Scenario C: Internet

Description: Internal users make content, information, and applications publicly available to users via the Internet (for example, on a public-facing company website). A mix of internal and external users anonymously access the site, including employees. No

SharePoint CALs are required. External user access is permitted under the server license, and SharePoint CAL requirements for internal users are waived for access to content, information, and applications made publicly available via the Internet.

Licensing:

- **Server:** One SharePoint Server license per running instance of the software
- **Internal users:** CALs aren't required

External users: CALs aren't required

For specific terms and conditions for how to purchase SharePoint Server licenses, please consult the [Product Terms](#).

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