

<b>Microsoft 365 &amp; Office 365 Plans</b>		Microsoft 365 Apps (for business)	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Microsoft 365 Business Premium	Microsoft 365 Apps (for enterprise)	Office 365 E1 (for enterprise)	Office 365 E3 (for enterprise)	Office 365 E5 (for enterprise)
		\$8.25 per user per month	\$5.00 per user per month	\$12.50 per user per month	\$20.00 per user per month	\$12.00 per user per month	\$8.00 per user per month	\$20.00 per user per month	\$35.00 per user per month
User maximum		300	300	300	300	unlimited	unlimited	unlimited	unlimited
Install Office on up to 5 PCs/Macs + 5 tablets + 5 smartphones	    	✓	✗	✓	✓	✓	✗	✓	✓
Access to Office apps and documents from all major smartphones and iPad		✓	✗	✓	✓	✓	✗	✓	✓
OneDrive for Business – personal online document storage		1 TB	1 TB	1 TB	1 TB	1 TB	1 TB	unlimited	unlimited
Office Mobile apps – create/edit rights for commercial use of Office Mobile apps		✓	✓	✓	✓	✓	✓	✓	✓
Office Online – create/edit rights for online versions of core Office apps		✓	✓	✓	✓	✓	✓	✓	✓
Sway for Office 365		✓	✓	✓	✓	✓	✓	✓	✓
To-Do – personal task management app		✗	✓	✓	✓	✗	✓	✓	✓
PowerApps and Flow		✗	✓	✓	✓	✗	✓	✓	✓
Team collaboration and internal portals (SharePoint), internal social networking (Yammer)		✗	✓	✓	✓	✗	✓	✓	✓
Email, contacts, shared calendars (Exchange)		✗	50 GB	50 GB	50 GB	50 GB	50 GB	100 GB	100 GB
Skype for Business, Microsoft Teams – conferencing, meetings, IM/presence, chat workspace		✗	✓	✓	✓	✗	✓	✓	✓
Shift scheduling, content sharing, and workgroup messaging		✗	✗	✓	✓	✗	✓	✓	✓
Microsoft Bookings		✗	✗	✓	✓	✗	✗	✓	✓
Outlook Customer Manager, Invoicing, Business center, Listings, Connections & MileIQ		✗	✗	✓	✓	✗	✗	✗	✗
Microsoft Stream		✗	✗	✗	✓	✗	✓	✓	✓
On-premises Active Directory synchronization for single sign-on		✓	✓	✓	✓	✓	✓	✓	✓
Mobile Device Management (MDM) for Office 365		✓	✓	✓	✓	✓	✓	✓	✓
Access to equivalent on-premise servers (Exchange, SharePoint, Skype for Business)		✗	✗	✗	✗	✗	✓	✓	✓
Legal compliance & archiving needs for email – archiving, eDiscovery, mailbox hold		✗	✗	✗	✗	✗	✗	✓	✓
Information protection – message encryption, rights management, data loss prevention		✗	✗	✗	✓	✗	✗	✓	✓
Enterprise Voice with Skype for Business (on-prem only)		✗	✗	✗	✗	✗	✗	✗	✓
Office 365 Cloud App Security, Adv. Compliance, Adv. Threat Protection, Threat Intelligence		✗	✗	✗	✓	✗	✗	✗	✓
Data analytics and visualization (Power BI Pro), personal productivity analytics (MyAnalytics)		✗	✗	✗	✗	✗	✗	✗	✓
Phone system, audio conferencing		✗	✗	✗	✗	✗	✗	✗	✓

