

OFFICE 365 BUSINESS PLANS	Microsoft 365 Business Basic (no Teams)	Microsoft 365 Business Standard (no Teams)	Microsoft 365 Business Premium (no Teams)	Microsoft 365 Apps for business
	(Formerly Office 365 Business Essentials)	(Formerly Office 365 Business Premium)	(Formerly Microsoft 365 Business)	(Formerly Office 365 Business)
Office applications included	 (Web Access Only)			
Services included				
Support & Deployment				
Maximum number of users	300	300	300	300
24/7 Support for end users via phone, chat, and email	✓	✓	✓	✓
99.9% uptime guarantee	✓	✓	✓	✓
Licensed for commercial use	✓	✓	✓	✓
Desktop versions of Office apps for PC & Mac				
Latest desktop versions of Outlook, Word, Excel, PowerPoint for Windows or Mac (plus Access and Publisher for PC only)		✓	✓	✓
Access to the document simultaneously by all users in real-time		✓	✓	✓
Available on 5 phones, 5 tablets, 5 PC/Macs per user		✓	✓	✓
Web & mobile versions of Office apps				
Word Online, Excel Online and PowerPoint Online	✓	✓	✓	✓
Latest desktop versions of Outlook, Word, Excel, PowerPoint for iOS, Android devices (upto 5 phones and 5 tablets)	✓	✓	✓	✓
Access to the document simultaneously by all users in real-time	✓	✓	✓	✓
Email & calendaring				
50 GB mailbox for email hosting with custom email domain address	✓	✓	✓	
Microsoft Exchange – Business-class emails – Desktop and mobile versions	✓	✓	✓	
Schedule meetings and respond to invitations with ease using shared calendars	✓	✓	✓	
Set up new user emails, restore deleted accounts, and more from anywhere	✓	✓	✓	
File storage & sharing				
1 TB OneDrive for Business file storage and sharing	✓	✓	✓	✓
Get OneDrive for Business and SharePoint synchronized across all devices for every work file saved	✓	✓	✓	✓ OneDrive only
File sharing with people outside your organization	✓	✓	✓	✓
Control of permission and access rights for file sharing	✓	✓	✓	✓
Access and sync files on PC or Mac and mobile devices	✓	✓	✓	✓
Security & compliance				
Exchange Online Protection – from spam, malware, and other threats	✓	✓	✓	
Over 1,000 security and privacy controls meeting all globally accepted standards	✓	✓	✓	✓
Custom permission for accessing crucial business information	✓	✓	✓	✓
Password policy creation	✓	✓	✓	✓
Tools to build & manage your business				
Microsoft Bookings to schedule and manage appointments		✓	✓	
Microsoft Invoicing to send invoices from anywhere		✓		