

Comparison of the (formerly) Office 365 Services for business (not more than 300 licenses)					
Branding as of April 21, 2020	(no brand)	<--- Microsoft 365 Branding --->			
<i>All information herein is from the Microsoft website as of April 21, 2020, and is believed to be accurate, but is not guaranteed by INCS.</i>	Exchange Online Plan 1	Business Basic	Apps (for business ³)	Business Standard	Business Premium
Plan Features	<u>\$4.00/mo</u>	<u>\$5.00/mo</u>	<u>\$8.25/mo</u>	<u>\$12.50/mo</u>	<u>\$20.00/mo</u>
Email and calendaring	Included	Included	(no)	Included	Included
Host email with a 50 GB mailbox	Included	Included	(no)	Included	Included
Use your own custom domain name (yourname@yourcompany.com)	Included	Included	(no)	Included	Included
Get business-class email on phones, tablets, desktops, and the web with Exchange	Included	Included	(no)	Included	Included
Manage your calendar, share available meeting times, schedule meetings, and get reminders	Included	Included	(no)	Included	Included
Easily schedule meetings and respond to invitations using shared calendars	Included	Included	(no)	Included	Included
Set up new user emails, restore deleted accounts, create custom scripts, and more from anywhere	Included	Included	(no)	Included	Included
Web and mobile versions of Office applications	(no)	Included	Included	Included	Included
Use web versions of Outlook, Word, Excel, PowerPoint, and OneNote	(no)	Included	Included	Included	Included
Have always up-to-date versions of Outlook, Word, Excel, PowerPoint, OneNote for iOS, Android® devices on up to 5 phones and 5 tablets ¹	(no)	Included	Included	Included	Included
Collaborate using real-time co-authoring so multiple users can work in the same document, simultaneously	(no)	Included	Included	Included	Included
File storage and sharing	(no)	Included	Included	Included	Included
Store and share files with 1 TB of OneDrive storage	(no)	Included	Included	Included	Included
Work on a file and save it directly to OneDrive or SharePoint; your changes are updated across your synched devices	(no)	Included	Included	Included	Included
Share files with external contacts by providing access or guest links	(no)	Included	Included	Included	Included
Securely share documents and send emails so only those with the right permissions can access the information	(no)	Included	Included	Included	Included
Access and sync files on PC or Mac and mobile devices	(no)	Included	Included	Included	Included
Teamwork and communication	(no)	Included	(no)	Included	Included
Host online meetings and video calls for up to 250 users with Microsoft Teams ²	(no)	Included	(no)	Included	Included
Chat with your team from your desktop or on the go with Microsoft Teams	(no)	Included	(no)	Included	Included
Bring together all your team's chats, meetings, files, and apps so you can easily connect and collaborate from one place with Microsoft Teams	(no)	Included	(no)	Included	Included
Create team sites to share information, content, and files throughout your intranet using SharePoint	(no)	Included	(no)	Included	Included
Security and compliance	(no)	Included	Partial	Included	Included
Protect your email against spam, malware, and known threats with Exchange Online Protection	(no)	Included	(no)	Included	Included

Meet key international, regional, and industry-specific standards and terms, with more than 1,000 security and privacy controls	(no)	Included	Included	Included	Included
Control who and when someone has access to your business information with security groups and custom permissions	(no)	Included	Included	Included	Included
Create password policies that require users to reset their passwords after a specified number of days	(no)	Included	Included	Included	Included
Support and deployment	(no)	Included	Included	Included	Included
Access support on the phone or the web anytime	(no)	Included	Included	Included	Included
Have peace of mind with 99.9% uptime guaranteed	(no)	Included	Included	Included	Included
Maximum number of users	(no)	300	300	300	300
Licensed for commercial use	(no)	Included	Included	Included	Included
Desktop versions of Office apps for PC and Mac	(no)	(no)	Included	Included	Included
Get fully installed and always up-to-date versions of Outlook, Word, Excel, PowerPoint, OneNote for Windows or Mac (plus Access and Publisher for PC only)	(no)	(no)	Included	Included	Included
Install the Office apps on up to 5 PCs or Macs per user ¹	(no)	(no)	Included	Included	Included
Tools to build and manage your business	(no)	(no)	(no)	Included	Included
Plan schedules and daily tasks with Microsoft Teams	(no)	(no)	(no)	Included	Included
Make it easier for your customers to schedule and manage appointments with Microsoft Bookings	(no)	(no)	(no)	Included	Included
Quickly see real-time, accurate mileage tracking and reporting with MileIQ	(no)	(no)	(no)	Included	Included
Advanced security	(no)	(no)	(no)	(no)	Included
Help protect against sophisticated threats hidden in email attachments and links, and get cutting-edge defenses against zero-day threats, ransomware, and other advanced malware attempts with Office 365 Advanced Threat Protection	(no)	(no)	(no)	(no)	Included
Remotely wipe company data from lost or stolen devices with Selective Wipe from Intune	(no)	(no)	(no)	(no)	Included
Restrict copying or saving of company information to unauthorized apps and locations with App protection for Office mobile apps	(no)	(no)	(no)	(no)	Included
Control who has access to company information by applying restrictions like Do Not Copy and Do Not Forward with information rights management	(no)	(no)	(no)	(no)	Included
Apply policies that provide pre-breach threat resistance in Windows 10 with Windows Defender Exploit Guard	(no)	(no)	(no)	(no)	Included
Enforce malware protection to help keep your Windows 10 devices safe from viruses, spyware, and other malicious software with Windows Defender	(no)	(no)	(no)	(no)	Included
Enable unlimited cloud archive and long-term preservation policies to ensure you never lose an email with Exchange Online Archiving	(no)	(no)	(no)	(no)	Included
Device management	(no)	(no)	(no)	(no)	Included
Configure security features and settings on Windows 10 PCs and mobile devices running iOS or Android® with an easy-to-use setup wizard	(no)	(no)	(no)	(no)	Included
Use simplified controls to manage policies applied to Windows 10 PCs	(no)	(no)	(no)	(no)	Included

Automatically deploy the Office apps to Windows 10 PCs	(no)	(no)	(no)	(no)	Included
Configure your PCs to automatically install Office and Windows 10 updates	(no)	(no)	(no)	(no)	Included
Apply security policies to protect business data on all your devices, including iOS, Android®, and Windows PCs with Mobile Device Management from Intune	(no)	(no)	(no)	(no)	Included
Note 1. Compatible with Windows 10 or later. For complete requirements for PC and Mac see system requirements.					
Note 2. This plan works with Office 2019, Office 2016, Office 2013, and Office 2011 for Mac. Previous versions of Office, such as Office 2010 and Office 2007 may work with Microsoft 365 with reduced functionality. This compatibility with Office does not include the Office 365 F1 plans.					
Note 3. In the interest of "simplicity," Microsoft will use the product name "Microsoft 365 Apps" for both the service shown here (for business), as well as a different service with the "for enterprise" label. These services are not identical and are priced differently. Microsoft uses the "business" label to indicate that an organization is limited to 300 licenses, whereas "enterprise" services have no license limits.					