



Microsoft 365 User Subscription Suites for Small and Medium-sized Businesses



300 users maximum

Jump to section →

[Microsoft 365 apps](#)
[Email, calendar, and scheduling](#)
[Meetings, calling, and chat](#)

[Intranet and storage](#)
[Knowledge and content](#)
[Project and task management](#)

[Analytics](#)
[Microsoft Viva](#)
[Automation, app building, and chatbots](#)

[Threat protection](#)
[Endpoint and app management](#)
[Identity and access management](#)

[Cloud access security broker](#)
[Information protection](#)
[Data lifecycle management](#)

[eDiscovery and auditing](#)
[Windows](#)
[Add-on licenses](#)

Microsoft Teams Essentials ¹	Microsoft 365 Business		
	Basic	Standard	Premium

¹Reflects Microsoft Teams Essentials (AAD Identity) licenses purchased through a Microsoft Partner. For important differences with Microsoft Teams Essentials licenses purchased directly from the Microsoft website or customer admin portal, please refer to <https://docs.microsoft.com/MicrosoftTeams/get-started-with-teams-essentials>.

Microsoft 365 apps

Desktop client apps ¹			•	•
Microsoft 365 for mobile ²	•	•	•	•
Install apps on up to 5 PCs/Mac + 5 tablets + 5 smartphones	• ³	• ³	•	•
Microsoft 365 for the web	•	•	•	•
Visio for the web		•	•	•
Microsoft Loop components		•	•	•
Create and share Loop pages ⁴ and workspaces			•	•
Contribute to Loop pages and workspaces		•	•	•
Microsoft Clipchamp Standard			•	•
Microsoft Editor premium features			•	•
Multilingual user interface for Microsoft 365 apps			•	•

¹ Includes Word, Excel, PowerPoint, OneNote, Outlook, Access (PC only), and Publisher (PC only).
² Includes Word, Excel, PowerPoint, Outlook, and OneNote mobile Apps.
³ Mobile apps only.
⁴ Any user can create and share pages within a workspace to which they have been invited.

Email, calendar, and scheduling

Exchange Kiosk (2 GB mailbox)	•			
Exchange Plan 1 (50 GB mailbox)		•	•	•
Calendar	•	•	•	•
Outlook desktop client			•	•
Auto-expanding email archive				•
Exchange Online Protection		•	•	•
Public folder mailboxes		•	•	•
Resource mailboxes		•	•	•
Microsoft Shifts		•	•	•
Microsoft Bookings		•	•	•

¹ The non-ADD Identity version of Microsoft Teams Essentials available for online purchase directly form Microsoft includes the Exchange Kiosk service plan to enable Teams calendar only. It does not include a mailbox or voicemail.

Meetings, calling, and chat

Microsoft Teams	•	•	•	•
Unlimited chat	•	•	•	•
Online meetings	•	•	•	•
Webinars			•	•
Screen sharing and custom backgrounds	•	•	•	•
Record meetings	•	•	•	•
Avatars for Teams	•	•	•	•
Priority notifications	•	•	•	•
Audio Conferencing ¹	•	•	•	•

¹ [Check country and region availability](#). Available via the no-cost [Audio Conferencing with Dial-out to US and Canada supplemental license](#).



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Intranet and storage

SharePoint Plan 1		•	•	•
10 GB additional storage per license ¹		•	•	•
OneDrive personal storage	• (10 GB)	• (1 TB)	• (1 TB)	• (1 TB)

¹ In addition to 1TB storage provided per organization.

Content services

Microsoft Graph API		•	•	•
Microsoft Search	•	•	•	•
Microsoft Lists		•	•	•
Microsoft Forms ¹		•	•	•
Microsoft Stream (on SharePoint)		•	•	•
Delve		•	•	•

¹ Licensed users can create/share/manage forms. Completing/responding does not require a Forms license.

Project and task management

Microsoft Planner		•	•	•
Microsoft To-Do		•	•	•

Analytics and Insights

Adoption Score		•	•	•
Secure Score		•	•	•
Compliance Management		•	•	•

Viva Insights¹

Viva Insights app in Teams		•	•	•
Personal insights and experiences		•	•	•

¹Requires Exchange Online. Analyst workbench tools and accelerators, Manager and leader insights and experiences, and Premium personal insights and experiences are available with the Viva Insights and Viva Suite add-ons.

Viva Engage¹

Communities, Conversations, and Storylines		•	•	•
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¹Leadership Corner, AMAs, Storyline Delegate Posting, Advanced Analytics, and Answers in Viva available with the Viva Suite add-on. Answers in Viva also available with the Viva Topics add-on.

Viva Connections

Dashboard, Feed, Resources, and Teams app		•	•	•
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Viva Learning¹

Viva Learning in Teams		•	•	•
Create learning tabs in Teams channels		•	•	•
Search, share, and chat about learning content		•	•	•
Microsoft Learn and Microsoft 365 Training libraries + 125 top LinkedIn Learning courses		•	•	•
Organization-generated content with SharePoint and Viva Learning		•	•	•

¹ Course recommendations and progress tracking, integration with 3rd party content providers and Learning Management Systems, and learning content surfaced across Microsoft 365 suite available with the Viva Learning or Viva suite add-on license.

Automation, app building, and chatbots¹

Power Apps for Microsoft 365		•	•	•
Power Automate for Microsoft 365		•	•	•
Power Virtual Agent for Teams		•	•	•
Dataverse for Teams		•	•	•

¹ Refer to the [licensing FAQs and Licensing Guide](#) at for details including functionality limits.

Threat protection

Microsoft Defender for Business				•
Microsoft Defender Exploit Guard				•
Microsoft Defender Credential Guard				•
BitLocker and BitLocker To Go				•
Windows Information Protection				•
Microsoft Defender for Office 365 Plan 1				•

Endpoint and app management

Microsoft Intune Plan 1				•
Mobile Device Management	•			•
Mobile application management				•
Windows Autopilot				•
Group Policy support for Windows				•
Group Policy support for Microsoft 365 Apps			• ¹	• ¹
Office cloud policy support			• ¹	• ¹
Shared computer activation for Microsoft 365 Apps				•
Endpoint Analytics				•

¹ Limited to policies for web apps and privacy policies for client apps.



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Identity and access management

Microsoft Entra ID ¹ Plan 1				•
User Provisioning				•
Cloud user self-service password change	•	•		•
Cloud user self-service password reset		•		•
Hybrid user self-service password change/reset with on-premises write-back				•
Conditional Access				•
On-premises Active Directory sync for SSO				•
Windows Hello for Business				•

¹Formerly Azure Active Directory Premium.

Cloud access security broker

Microsoft Defender for Cloud Apps Discovery				•
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Information protection

Azure Information Protection ¹				Plan 1
Manual, default, and mandatory sensitivity labeling in Office 365				•
Manual labeling with the AIP app and plugin ¹				•
Data Loss Prevention (DLP) for emails and files				•
Basic Message Encryption				•

¹ The AIP Unified Labeling add-in for Office is retiring on April 15, 2024. We are not onboarding new customers to the AIP add-in, and are encouraging customers to transition to built-in labeling in Microsoft 365 Apps for Enterprise.

Data lifecycle management

Manual retention labels				•
Basic org-wide or location-wide retention policies				•
Teams message retention policies ¹	•	•	•	•

¹ 30-day minimum retention period (no maximum period).

eDiscovery and auditing

Content Search	•	•	•	•
Litigation Hold				•
Audit (Standard)	•	•	•	•

Windows

Windows 11 Edition				Business
Azure Virtual Desktop				•
Universal Print (5 jobs/user/month pooled)				•
Windows Update for Business deployment service				•



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Security and Compliance

Microsoft 365 E5 Info Protection and Governance	+ ¹	+ ¹	+ ¹	+
Microsoft 365 E5 Insider Risk Management	+	+	+	+
Microsoft Purview Insider Risk Management forensic ⁷	+	N/A	N/A	N/A
Microsoft 365 E5 eDiscovery and Audit	N/A	+	+	+
Microsoft Defender for Business	+	+	+	●
Microsoft Defender for Business servers add-on for Microsoft Defender for Business	+ ⁴	+ ⁴	+ ⁴	+ ⁵
Microsoft Defender for Identity	+	+	+	+
Microsoft Defender for Office 365 Plan 1	+	+	+	●
Microsoft Defender for Office 365 Plan 2	+	+	+	+
Microsoft Defender for Cloud Apps	+	+	+	+
Microsoft Defender for Endpoint Plan 1	+	+	+	+
Microsoft Defender for Endpoint Plan 2	+	+	+	+
Microsoft Defender for Endpoint for servers ²	+	+	+	+
Microsoft Defender Vulnerability Management (standalone)	+	+	+	+
Microsoft Defender Vulnerability Management (add-on) ⁸	+ ⁷	+ ⁷	+ ⁷	+ ⁷
Microsoft Defender Vulnerability Management add-on to Defender for Endpoint servers ⁹	+	+	+	+
Premium Assessments add-on for Compliance Manager ³	N/A	+	+	+
Microsoft Entra ⁶ ID Plan 1	+	+	+	●
Microsoft Entra ⁶ ID Plan 2	+	+	+	+
Microsoft Intune Plan 1	+	+	+	●
Microsoft Intune Plan 2	+ ⁴	+ ⁴	+ ⁴	+
Microsoft Intune Suite	+ ⁴	+ ⁴	+ ⁴	+
Microsoft Intune Remote Help	+ ⁴	+ ⁴	+ ⁴	+
Endpoint Privilege Management	+ ⁴	+ ⁴	+ ⁴	+
Microsoft Purview Data Loss Prevention (for email and files)	+	+	+	●
Exchange Archiving	+	+	+	●

¹ Requires EMS E3 or Azure Information Protection Plan 1 standalone required.
² Separate license required for each OSE (e.g., servers or virtual machines). See OSE definition in the [Product Terms glossary](#).
³ [Get details on available assessments](#).
⁴ Requires Microsoft Intune Plan 1.
⁵ Requires Microsoft Defender for Business or Microsoft 365 Business Premium. Maximum quantity/seat cap is 60 licenses per customer.
⁶ Formerly Azure Active Directory Premium.
⁷ Requires Microsoft 365 E5, Microsoft 365 E5 Compliance, or Microsoft 365 E5 Insider Risk Management.
⁸ Requires Microsoft Defender for Endpoint Plan 2 standalone or subscription/suite that includes Defender for Endpoint P2.
⁹ Requires Microsoft Defender for Endpoint for servers.



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Microsoft Viva

Viva Suite	N/A	+	+	+
Viva Workplace Analytics and Employee Feedback	N/A	+	+	+
Viva Employee Communications and Communities	N/A	+	+	+
Viva Insights	N/A	+	+	+
Viva Glint	N/A	+	+	+
Viva Learning	N/A	+	+	+
Viva Goals	N/A	+	+	+

Power Platform

Power BI Pro per user/month	+	+	+	+
Power BI Premium per user/month	+	+ ⁴	+ ⁴	+ ⁴
Power Apps per-app (1 app OR website + 250 AI Builder credits ¹ per user/month)	+	+	+	+
Power Apps Premium unlimited apps and websites + 500 AI Builder credits ¹ per user/month	+	+	+	+
Power Automate per-user (unlimited flows per user/month)	+	+	+	+
Power Automate Premium (unlimited flows + 5K AI Builder credits ¹ per user/month)	+	+	+	+
Power Automate Process per bot/month	+	+	+	+
Power Automate per flow/month for unlimited users ²	+	+	+	+
Power Virtual Agents per tenant/month	+	+	+	+
Power Pages Authenticated users per website/month	+	+	+	+
Power Pages Anonymous users per website/month	+	+	+	+
Power Apps per app pay-as-you-go meter ³	+	+	+	+
Power Pages Authenticated users pay-as-you-go meter	+	+	+	+
Power Pages Anonymous users pay-as-you-go meter	+	+	+	+
Dataverse Database Capacity Add-on	N/A	+	+	+
Dataverse File Capacity Add-on	N/A	+	+	+
Dataverse Log Capacity Add-on	N/A	+	+	+

¹Accrued capacity capped at 1,000,000 credits per tenant. Additional AI Builder capacity available per 1M service credits/month via the AI Builder capacity add-on.

²Initial minimum purchase requirement of 5 licenses.

³Power Apps pay-as-you-go requires an existing Azure subscription

⁴Requires Power BI Pro, Microsoft 365 E5, or Office 365 E5.



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Teams Services¹

Teams Premium	+	+	+	+
Audio Conferencing with Dial-out to US and Canada ²	+	+	+	+
Extended Dial-out Minutes to US and Canada	+	+ ²	+ ²	+ ²
Teams Phone Standard ³	+	+	+	+
Domestic Calling Plan ⁴	+	+	+	+
Domestic Calling 120 Minute Plan ⁴	+	+	+	+
International Calling Plan ^{4,5}	+	+	+	+
Teams Phone with Domestic Calling Plan	+	+	+	+
Teams Phone with International Calling Plan ⁵	+	+	+	+
Teams Phone with Pay-as-you-go Calling Plan	+	+	+	+

¹ [Check country and region availability.](#)
² Available to add at no cost. Includes unlimited toll dial-out, 60 minutes/user/month dial-out to phone numbers in the US and Canada, and Operator Connect Conferencing.
³ Audio Conferencing, Audio Conferencing with Dial-out to US and Canada, or Business Voice required.
⁴ Teams Phone Standard required.
⁵ Includes full Domestic Calling Plan.

SharePoint, Storage and Migration

SharePoint Advanced Management	+	+	+	+
Extra Graph Connector Capacity	N/A	N/A	N/A	N/A
Cross-tenant user data migration	+	+	+	+
Office 365 Extra File Storage	+	+	+	+
Advanced eDiscovery Storage	N/A	N/A	N/A	N/A
Microsoft 365 Multi-Geo	N/A	N/A	N/A	N/A
Advanced Data Residency	+	+	+	+

Other

Clipchamp Standard	+	+	●	●
Clipchamp Premium	+	+	+	N/A
Clipchamp Premium Add-on	N/A	N/A	N/A	+
Universal Print Volume Add-on ¹	N/A	N/A	N/A	+
High Efficiency Video Codec (HEVC) ¹	N/A	N/A	N/A	+

¹ Universal Print and HEVC require Windows. Plans that do not include Windows licenses are marked as “N/A”.