

Microsoft 365 User Subscriptions for Small and Medium-sized Businesses

Maximum 300 users

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Microsoft 365		
Business Basic	Business Standard	Business Premium

Microsoft 365 Apps

Desktop client apps ¹		•	•
Office Mobile apps ²	•	•	•
Office for the web	•	•	•
Install apps on up to 5 PCs/Mac + 5 tablets + 5 smartphones	• ³	•	•
Microsoft Editor premium features		•	•
Multilingual user interface for Office applications		•	•

¹Includes Word, Excel, PowerPoint, OneNote, Outlook, Access (PC only), and Publisher (PC only)

²Includes Word, Excel, PowerPoint, Outlook, and OneNote mobile Apps

³Mobile apps only

Email, calendar, and scheduling

Exchange	Plan 1	Plan 1	Plan 1
Mailbox size	50 GB	50 GB	50 GB
Email archiving	• ¹	• ¹	• ¹
Exchange Online Protection	•	•	•
Public folder mailboxes	•	•	•
Resource mailboxes	•	•	•
Calendar	•	•	•
Microsoft Bookings		•	•
Microsoft Shifts	•	•	•

¹50 GB limit

Meetings, calling, and chat

Microsoft Teams	•	•	•
Unlimited chat	•	•	•
Online meetings	•	•	•
Webinars		•	•
Screen sharing and custom backgrounds	•	•	•
Record meetings	•	•	•
Live transcription		•	•
Priority notifications	•	•	•
Skype for Business Online	Plan 2	Plan 2	Plan 2

Social, intranet, and storage

SharePoint	Plan 1	Plan 1	Plan 1
Additional storage per license ¹	10GB	10GB	10GB
OneDrive personal storage	1 TB	1 TB	1 TB
Yammer Enterprise	•	•	•

¹In addition to 1TB storage provided per organization.

Knowledge, insights, and content

Microsoft Graph API	•	•	•
Microsoft Search	•	•	•
Microsoft Lists	•	•	•
Microsoft Forms	•	•	•
Microsoft Stream	•	•	•

Analytics

Insights by MyAnalytics	•	•	•
Productivity Score	•	•	•
Secure Score	•	•	•
Compliance Management	•	•	•

Microsoft 365		
Business Basic	Business Standard	Business Premium

Project and task management

Microsoft Planner	•	•	•
Microsoft To-Do	•	•	•
Briefing Email		•	•

Automation, app building, and chatbots

Power Apps for Microsoft 365 ¹	•	•	•
Power Automate for Microsoft 365 ¹	•	•	•
Power Virtual Agent for Teams ¹	•	•	•
DataVerse for Teams ¹	•	•	•

¹Refer to the licensing FAQs and Licensing Guide at <https://docs.microsoft.com/power-platform/admin/powerapps-flow-licensing-faq> for details including functionality limits.

Endpoint and app management

Office 365 Mobile Device Management	•	•	•
Microsoft Intune			•
Windows AutoPilot			•
Mobile application management			•
Windows Hello for Business			•
Shared computer activation for M365 Apps			•
Endpoint Analytics			•

Threat protection

Built-in malware and spam protection	•	•	•
Microsoft Defender Firewall			•
Microsoft Defender Exploit Guard			•
Microsoft Defender Credential Guard			•
BitLocker and BitLocker To Go			•
Windows Information Protection			•
Microsoft Defender for Office 365			Plan 1

Identity and access management

Azure Active Directory Premium			Plan 1
Multi-factor Authentication	•	•	•
Conditional access			•
On-premises Active Directory sync for SSO			•
Cloud App Security Discovery			•
Windows Hello for Business			•

Information protection and governance

Azure Information Protection			Plan 1
Manual sensitivity labels			•
Office 365 Data Loss Prevention (DLP) for emails and files			•
Basic Office Message Encryption			•
Manual retention labels			•
Teams message retention policies ¹	•	•	•

¹30-day minimum retention/deletion period.

eDiscovery and auditing

Content Search	•	•	•
Basic Audit	•	•	•
Litigation Hold			•

Windows

Windows 10 Edition			Business
Windows Virtual Desktop (WVD)			•
Universal Print			•