Zoho Workplace - Plan Comparison

	MAIL LITE	MAIL PREMIUM	WORKPLACE STANDARD	WORKPLACE PROFESSIONAL
PRICING				
Billed Annually	US$ 1 /User /Month US$ 1.25 /User /Month	US$ 4 /User /Month	US$ 3 /User /Month	US$ 6 /User /Month
Billed Monthly	Yearly subscriptions only	Yearly subscriptions only	US$ 4 /User	US$ 7 /User
Storage				
Mail Storage per user	5 GB 10 GB	50 GB	30 GB	100 GB
Retention storage per user	-	50 GB	-	100 GB
WorkDrive Team storage per user	-	-	10 GB	100 GB
Support and Migration				
24x7 Support (email, chat, and call)	✅	✅	✅	✅
99.9% Uptime guarantee	✅	✅	✅	✅
Migration tool	✅	✅	✅	✅
Zoho Mail				
Webmail	✅	✅	✅	✅
Attachment limit (Mail)	30 MB	40 MB	30 MB	40 MB
Huge Attachment Limit (Mail)	up to 250 MB	up to 1 GB	up to 500 MB	up to 1 GB
Email Groups	✅	✅	✅	✅
Email Sharing	✅	✅	✅	✅
Folder Sharing with Delegation	✅	✅	✅	✅
Email Recall	✅	✅	✅	✅
Email Forwarding	✅	✅	✅	✅
Mail Merge	✅	✅	✅	✅
Active Sync	✅	✅	✅	✅
Email Aliases	✅	✅	✅	✅
Domain Aliases	✅	✅	✅	✅
Custom Login	✅	✅	✅	✅
White Labeling	-	✅	-	✅
SAML based SSO integration	✅	✅	✅	✅

Feature				
S/MIME Encryption	-	✓	-	✓
PGP Encryption	✓	✓	✓	✓
TLS Encryption	✓	✓	✓	✓
Email retention	-	✓	-	✓
eDiscovery (Mail)	-	✓	-	✓
Zoho Mail app for iOS and Android	✓	✓	✓	✓
Zoho Mail Admin Mobile App	✓	✓	✓	✓
Streams Mobile app for Team collaboration	✓	✓	✓	✓
Zoho WorkDrive				
Online File Storage (Team Storage)	-	-	✓	✓
File upload limit	-	-	10 GB	10 GB
Files and folder sharing	-	-	✓	✓
Universal content search	-	-	✓	✓
External file sharing	-	-	Multiple external links per file	Multiple external links per file
Encryption at rest (256-bit AES) and SSL/TLS encryption	-	-	✓	✓
Preview 200+ file formats	-	-	✓	✓
Team folders	-	-	✓	✓
Granular access controls	-	-	✓	✓
Roles and permissions	-	-	✓	✓
Sub-folder level sharing	-	-	✓	✓
Unread notifications	-	-	✓	✓
Admin Dashboard	-	-	✓	✓
User management	-	-	✓	✓
Password protected links	-	-	✓	✓
Desktop Sync	-	-	✓	✓
Zoho Writer, Sheet, and Show				
Online Document Editor	-	-	✓	✓
Online Spreadsheet software	-	-	✓	✓
Online Presentation tool	-	-	✓	✓
Zoho Writer app for iOS and Android	-	-	✓	✓
Zoho Sheet app for iOS and Android	-	-	✓	✓
Zoho Show app for iOS and Android	-	-	✓	✓

Calendar				
Integrated Calendar	✅	✅	✅	✅
Resource Booking	✅	✅	✅	✅
Calendar Sync	✅	✅	✅	✅
Group Calendars	✅	✅	✅	✅
Appointment Scheduling	✅	✅	✅	✅
Calendar on mobile	✅	✅	✅	✅
ToDo				
Tasks	✅	✅	✅	✅
Sub-tasks	✅	✅	✅	✅
Group tasks	✅	✅	✅	✅
Share tasks	✅	✅	✅	✅
Recurring tasks	✅	✅	✅	✅
Attachment support	✅	✅	✅	✅
Add mail as a task	✅	✅	✅	✅
Link task to mail	✅	✅	✅	✅
Mobile apps	✅	✅	✅	✅
Notes				
Notes	✅	✅	✅	✅
Group Notes	✅	✅	✅	✅
Sticky Notes	✅	✅	✅	✅
Share Notes	✅	✅	✅	✅
Attachment support in Notes	✅	✅	✅	✅
Add Mail as Notes	✅	✅	✅	✅
Link Note to Mail	✅	✅	✅	✅
Mobile access to Notes via Streams app	✅	✅	✅	✅
Zoho Cliq				
Real-time messaging	Yes	Yes	✅	✅
Group Chat/Channels	Yes	Yes	✅	✅
Voice and Video calls	Yes	Yes	✅	✅
Maximum duration for audio/video messages and screen recordings	5 mins	5 mins	15 mins	60 mins
Zoho Cliq app for iOS and Android	Yes	Yes	✅	✅
Searchable messages	10,000	10,000	Unlimited	Unlimited
File storage	100 GB for org	100 GB for org	100 GB for org	100 GB per user

Max. participants per channel	100	100	100	20000
Max. participants per channel (external)	-	-	500	500
Threads	Yes	Yes	✓	✓
Audio & video meetings	Up to 100 participants	Up to 100 participants	Up to 100 participants	1000 active participants 10,000 viewers
Maximum meeting duration	60 mins	60 mins	24 hours	24 hours
User provisioning and de-provisioning	Yes	Yes	✓	✓
Google/Google Apps sign-on	Yes	Yes	✓	✓
SAML based single sign-on (SSO)	Yes	Yes	✓	✓
Screen sharing	Yes	Yes	✓	✓
Remote Work	Yes	Yes	✓	✓
Read Receipts	Yes	Yes	✓	✓
Announcement channels	Yes	Yes	✓	✓
Reports	Yes	Yes	✓	✓
Rebranding	-	-	✓	✓
Custom Domain	-	-	✓	✓
Custom Email	-	-	✓	✓
External channels	-	-	5 channels per user license	5 channels per user license
Custom user roles and permissions	-	-	-	✓
User groups (Teams)	-	-	-	✓
Multi-team channels	-	-	-	✓
Exclusive security policy for teams	-	-	-	✓
Guest Chat	-	-	-	✓
Custom keyboard shortcuts	-	-	✓	✓
Text extraction from images	-	-	✓	✓
File cleanup management	-	-	✓	✓
Default channels and bots	-	-	✓	✓
Bulk team import	-	-	-	✓
IP restriction across clients	-	-	-	✓
On-demand chat summary	-	-	-	✓
Zoho Meeting				
Video Conferencing	-	-	Up to 10 participants	Up to 100 participants

Screen Sharing	-	-	✅	✅
Cloud recording storage of 5 GB/ host	-	-	✅	✅
Zoho Meeting app for iOS and Android	-	-	✅	✅
Zoho Connect				
Social Media style Intranet with unlimited groups	-	-	-	✅
Task and Knowledge management	-	-	-	✅
External users access	-	-	-	5 external users per member
Forums	-	-	-	✅
Zoho Connect app for iOS and Android	-	-	-	✅
Zoho Vault				
Passwords	-	-	Unlimited	Unlimited
Attach unlimited files and documents (Max file size 2 MB)	-	-	✅	✅
Access from computers, smartphones, and tablets	-	-	✅	✅
Share passwords securely	-	-	✅	✅
Fine-grained and role-based permissions to view/edit/manage passwords	-	-	✅	✅
TOTP integration	-	-	✅	✅
Passwordless login (unlock vault with Zoho OneAuth, Windows Hello, TouchID, Passkey, and YubiKey)	-	-	✅	✅
One-click login to websites	-	-	✅	✅
Password generator	-	-	✅	✅
IP address restriction	-	-	✅	✅
Password assessment report	-	-	✅	✅
User access and activity reports	-	-	✅	✅
Cloud backup	-	-	✅	✅
Offline access	-	-	✅	✅
Import & export passwords	-	-	✅	✅
Mobile apps	-	-	✅	✅
Browser extensions	-	-	✅	✅
IP restriction	-	-	✅	✅

Password assessment report	-	-	✅	✅

Zoho Directory				
SSO for Zoho apps	Unlimited	Unlimited	Unlimited	Unlimited
SSO for third-party apps	3	3	3	3
User Provisioning & de-provisioning	Only for Zoho apps and the 3 configured third-party apps	Only for Zoho apps and the 3 configured third-party apps	Only for Zoho apps and the 3 configured third-party apps	Only for Zoho apps and the 3 configured third-party apps
Routing policy	3	3	3	3
Conditional access	3	3	3	3
Password policy and web session management	3	3	3	3
MFA modes	✅	✅	✅	✅
Device Authentication	10 devices	10 devices	10 devices	10 devices
Reports	30 days	30 days	30 days	30 days
Directory stores	2	2	2	2
Native Authenticator App	OneAuth Authenticator	OneAuth Authenticator	OneAuth Authenticator	OneAuth Authenticator