Microsoft

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
USD ERP per user per month	$5	$12.50	$20

Microsoft 365 Apps

	Business Basic	Business Standard	Business Premium
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		●	●

[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

Email, calendar, and scheduling

	Business Basic	Business Standard	Business Premium
Exchange	Plan 1	Plan 1	Plan 1
Mailbox size	50 GB	50 GB	50 GB
Email archiving	●[1]	●[1]	●[1]
Public folder mailboxes	●	●	●
Resource mailboxes	●	●	●
Calendar	●	●	●
Microsoft Bookings		●	●
Microsoft Shifts	●	●	●

[1]50 GB limit

Meetings, calling, and chat

	Business Basic	Business Standard	Business Premium
Microsoft Teams	●	●	●
Skype for Business Online	Plan 2	Plan 2	Plan 2

Social, intranet, and storage

	Business Basic	Business Standard	Business Premium
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	●	●	●

[1]In addition to 1TB storage provided per organization.

Knowledge, insights, and content

	Business Basic	Business Standard	Business Premium
Microsoft Graph API	●	●	●
Microsoft Search	●	●	●
Microsoft Lists	●	●	●
Microsoft Forms	●	●	●
Microsoft Stream	●	●	●

Analytics

	Business Basic	Business Standard	Business Premium
MyAnalytics	●	●	●
Productivity Score	●	●	●
Secure Score	●	●	●
Compliance Management	●	●	●

Project and task management

	Business Basic	Business Standard	Business Premium
Microsoft Planner	●	●	●
Microsoft To-Do	●	●	●
Briefing Email		●	●

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Automation, app building, and chatbots

	Business Basic	Business Standard	Business Premium
Power Apps for Microsoft 365[1]	●	●	●
Power Automate for Microsoft 365[1]	●	●	●
Power Virtual Agent for Teams[1]	●	●	●
Dataverse for Teams[1]	●	●	●

[1]Refer 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

	Business Basic	Business Standard	Business Premium
Office 365 Mobile Device Management	●	●	●
Microsoft Intune			●
Windows AutoPilot			●
Microsoft Endpoint Manager			●
Mobile application management			●
Windows Hello for Business			●
Group Policy support			●
Shared computer activation for M365 Apps			●
Endpoint Analytics			●

Threat protection

	Business Basic	Business Standard	Business Premium
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

	Business Basic	Business Standard	Business Premium
Azure Active Directory Premium			Plan 1
On-premises Active Directory sync for SSO			●
Cloud App Security Discovery			●
Conditional access			●
Multi-factor Authentication			●
Windows Hello for Business			●
Microsoft Advanced Threat Analytics			●

Information protection and governance

	Business Basic	Business Standard	Business Premium
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			●

eDiscovery and auditing

	Business Basic	Business Standard	Business Premium
Content Search	●	●	●
Basic Audit	●	●	●
Litigation Hold			●

Windows

	Business Basic	Business Standard	Business Premium
Windows 10 Edition			Business
Windows Virtual Desktop (WVD)			●