

Microsoft 365 User Subscriptions for Small and Medium-sized Businesses

Maximum 300 users

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 Meetings, calling, and chat Project and task management
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eDiscovery and auditing Windows

	Microsoft 365			
	Business Basic	Business Standard	Business Premium	
USD ERP per user per month	\$5	\$12.50	\$20	

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
Public folder mailboxes	•	•	•
Resource mailboxes	•	•	•
Calendar	•	•	•
Microsoft Bookings		•	•
Microsoft Shifts	•	•	•
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¹50 GB limit

Meetings, calling, and chat

Microsoft Teams	•	•	•
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

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

Analytics

MyAnalytics	•	•	•
Productivity Score	•	•	•
Secure Score	•	•	•
Compliance Management	•	•	•

Project and task management

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



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Automation, app building, and chatbots

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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

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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

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

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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

The state of the s	
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

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

Windows

Windows 10 Edition	Business	
Windows Virtual Desktop (WVD)	•	

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