

# Microsoft 365 and Office 365 service descriptions

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Microsoft 365 and Office 365 are cloud-based services designed to help meet your organization's needs for robust security, reliability, and user productivity. The articles in this library provide detailed descriptions of the services and features that are available with Microsoft 365 and Office 365.

## Available plans

For detailed plan information on subscriptions that enable users for Microsoft 365 and Office 365 see the [Microsoft 365 Enterprise full subscription comparison table](#). For detailed plan information on subscriptions that enable users for Microsoft 365 business basic, standard, and premium, go to the [Microsoft 365 Business Plan](#) comparison table. For detailed plan information on subscriptions that enable users for the Microsoft 365 Education, go to the [Microsoft 365 Education](#) comparison table.

## Feature availability

To compare features across plans, see the [enterprise plan comparison](#) or the relevant service description in the list below.

To get started, see the following service descriptions:

- [Microsoft 365 and Office 365 platform service description<sup>1</sup>](#)
- [Microsoft 365 Small and Medium-sized Businesses](#)
- [Azure Active Directory service description](#)
- [Exchange Online service description](#)
- [Exchange Online Protection service description](#)
- [Exchange Online Archiving service description](#)
- [Microsoft 365 guidance for security & compliance](#)
- [Microsoft Bookings service description](#)
- [Microsoft Defender for Office 365 service description](#)
- [Microsoft Forms service description](#)
- [Microsoft Planner service description](#)
- [Microsoft Project service description](#)
- [Microsoft Project for the web service description](#)
- [Microsoft Project Online desktop client service description](#)

- Microsoft Project Online service description
- Microsoft Sway service description
- Microsoft Teams service description
- Microsoft Viva service description
- MyAnalytics service description
- Office applications service description
- Office for the web service description
- Office 365 US Government Service Descriptions
- OneDrive service description
- Power BI service description
- SharePoint service description
- SharePoint Syntex service description
- Skype for Business Online service description
- Visio for the web service description
- Universal Print service description
- Windows 365 service description
- Workplace Analytics service description
- Yammer service description

 **Note**

<sup>1</sup> Includes availability of **Microsoft 365 suite features**, such as Office Delve, Microsoft Power Automate, Microsoft Graph API, Microsoft Lists, Microsoft Power Apps, Microsoft Stream and Microsoft 365 Apps for enterprise.

## Learn more

- For support articles and information, see [Office Help & Training](#), and [Office documentation for admins and IT professionals](#).
- Microsoft offers the FastTrack Center Benefit for Microsoft 365 designed to help you deploy Microsoft 365 and Office 365 services (for eligible subscriptions). You can use FastTrack services with a new or existing qualifying subscription. The benefit lets you work remotely with Microsoft 365 specialists to get your environment set up. For more information, see the [FastTrack Center Benefit](#).

 **Note**

If you're looking for the service description comparison spreadsheet, it's been retired. The product feature availability tables on each service description page

have been updated to better help you choose the version of Office 365 that suits your needs.

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# Microsoft 365 and Office 365 platform service description

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Microsoft 365 and Office 365 are available in a variety of plans to best meet the needs of your organization. If you're looking for the differences between the plans, including Exchange Online plans, this article will show you which features are included in each of them.

Microsoft 365 and Office 365 deliver the power of cloud productivity to businesses of all sizes, helping save time, money, and free up valued resources. The Microsoft 365 and Office 365 plans combine the familiar Microsoft Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services (including Office for the web, Microsoft Exchange Online, Microsoft Teams, and Microsoft SharePoint Online) to help users be productive from virtually anywhere through the Internet.

## Microsoft 365 and Office 365 plans

Microsoft 365 and Office 365 are available in a variety of plans to best meet the needs of your organization. For information about different plans, including standalone options and information on moving from one plan to another, see [Microsoft 365 and Office 365 plan options](#).

- For detailed plan information on subscriptions that enable users for Microsoft 365 and Office 365 platform, see the [full subscription comparison table](#).
- For a detailed list of available service descriptions, see [Microsoft 365 and Office 365 service descriptions](#).
- For information on Office 365 Education plans, start with the [Office 365 Education plans](#) page.
- For information on Office 365 US Government plans, start with the [Office 365 US Government](#) page.
- For information on Office 365 operated by 21Vianet, start with the [Office 365 operated by 21Vianet](#) page.
- For organizations that qualify for Microsoft 365 and Office 365 plans for nonprofits, these plans include the same features as the corresponding business

plans (for example, Office 365 E5 for nonprofits includes the same features as Office 365 E5). The only difference between the equivalent plans is the price you pay. For more information about Microsoft 365 and Office 365 plans for nonprofits, see [Compare Microsoft 365 and Office 365 offers for nonprofits](#), and [Productivity solutions for nonprofits](#).

- For specific information about pricing and features in the plans for various business types, see the following pages:
  - Enterprise: [Compare Office 365 Enterprise plans](#), and [Compare Microsoft 365 Enterprise plans](#)
  - Business: [Compare Microsoft 365 Business Plans](#)
  - Education: [Compare Office 365 Education Plans](#)
  - Government: [Compare Office 365 Government Plans](#), and [Compare Microsoft 365 Government Plans](#)
  - Microsoft 365 Nonprofit: [Compare Microsoft 365 and Office 365 Plans for nonprofits](#)
- Several of the Microsoft 365 for business plans have add-ons that you can buy for your subscription. An add-on provides additional functionality to the subscription. For more information, see [Buy or manage add-ons](#).

## Features available across all plans

The following features are available to Microsoft 365 Business (Basic, Standard, Premium), Office 365 E1/E3/E5, Office 365 Enterprise F3, and Microsoft 365 E3/E5/F1/F3.

Feature	Feature Details
Microsoft 365 administration	Microsoft 365 admin center or Windows PowerShell
Microsoft 365 suite features	Microsoft Graph API, Microsoft Planner, Microsoft Teams, Microsoft 365 Groups, Microsoft Search
User account management	Directory Sync tool Bulk upload Using .csv files Exchange simple (cutover) migration Multiple administrator roles available and Manage security groups from Microsoft 365

Feature	Feature Details
<a href="#">Domains</a>	<p>Add custom 2nd-level and 3rd-level domains like fourthcoffee.com and marketing.fourthcoffee.com</p> <p>Add up to 900 custom domains</p> <p>DNS records managed by Office 365 (full redelegation)</p> <p>DNS records managed at your DNS hosting provider (partial redelegation)</p> <p>Use name.onmicrosoft.com domain or a custom domain name for email addresses and Microsoft Teams</p> <p>Use name.sharepoint.com for your team site</p> <p>Host a public website with a different provider and use a different provider for email and IM</p> <p>Domain ownership verification required for custom domains</p> <p>Automated domain purchase and domain verification available for domains purchased through Go Daddy</p>
<a href="#">Service health and continuity</a>	<p>Status information is available on the Service health or Service status page</p> <p>Status of individual alerts available on the Microsoft 365 admin center dashboard</p>
<a href="#">Admin Center Activity Reports</a>	<p>IM and audio sessions, Video and audio/video conferences</p> <p>Application sharing and file transfer sessions</p> <p>Browser used and Operating system used</p> <p>Create your own reports using <a href="#">Microsoft Graph Reports (GA release)</a></p>
<a href="#">Service updates</a>	<p>Regular updates provided to all customers</p> <p>Option to turn on Targeted release</p> <p>Notifications sent to Message Center when action is required</p> <p>Roadmap.office.com for some service updates</p>
<a href="#">Help and training</a>	<p>Community, Online help, other self-help resources, and self-paced training</p>
<a href="#">Networking</a>	<p>IPv4 and IPv6 protocols</p>
<a href="#">Trust</a>	<p><a href="#">Privacy, security, and transparency</a></p>
<a href="#">Compliance</a>	<p>SAS 70 / SSAE16 Assessments and ISO 27001 certified</p> <p>FISMA Authority to Operate, EU Model Clauses and EU Safe Harbor</p> <p>HIPAA-Business Associate Agreement and Microsoft Data Processing Agreement</p>
<a href="#">Partners</a>	<p>Create trial invitations and purchase orders for a customer who is using the specified plan</p> <p>Provide delegated administration</p> <p><a href="#">Service Level Agreement</a></p> <p><a href="#">Product use rights</a></p>
<a href="#">BlackBerry</a>	<p>Use BlackBerry Internet Service (BIS) -- not available for Microsoft 365 F1</p>

For [Domains](#), the use of custom domain names for your team sites is currently unavailable. For [Compliance](#), PCI-governed PAN data feature is currently unavailable.

## Feature availability across some plans

The following table lists the major Microsoft 365 and Office 365 features available to some plans (certain caveats apply -- see the footnotes for further information – this table may change without notice).

<b>Microsoft 365 suite features</b>	<b>Microsoft 365 Business Basic and Standard</b>	<b>Microsoft 365 Business Premium</b>	<b>Office E1</b>	<b>Microsoft 365 E3 and Office 365 E3</b>	<b>Microsoft 365 E5 and Office 365 E5</b>	<b>Microsoft 365 F1</b>	<b>Microsoft 365 F3 and Office 365 Enterprise F3</b>
Microsoft Bookings	Yes	Yes	No	Yes	Yes	Yes	Yes (F3 only)
Power Automate for Microsoft 365	Yes	Yes	Yes <sup>1</sup>	Yes	Yes	No	Yes <sup>1</sup>
Microsoft Forms	Yes	Yes	Yes	Yes	Yes	No	Yes
Viva Insights Personal insights <sup>2</sup>	Yes	Yes	Yes	Yes	Yes	No	No
Power Apps for Microsoft 365	Yes	Yes	Yes	Yes	Yes	No	Yes
Microsoft Project for the web <sup>3</sup>	Yes	Yes	Yes	Yes	Yes	No	Yes
Microsoft Stream	Yes	Yes	Yes <sup>4</sup>	Yes	Yes	Yes <sup>4</sup>	Yes <sup>4</sup>
Microsoft Sway <sup>5</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Delve	Yes	Yes	Yes	Yes	Yes	No	No

<b>Microsoft 365 suite features</b>	<b>Microsoft 365 Business Basic and Standard</b>	<b>Microsoft 365 Business Premium</b>	<b>Office E1</b>	<b>Microsoft 365 E3 and Office Premium</b>	<b>Microsoft 365 E5 and Office E5</b>	<b>Microsoft 365 F1</b>	<b>Microsoft 365 F3 and Office Enterprise F3</b>
User account management	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Office E1	Microsoft 365 E3 and Office Premium	Microsoft 365 E5 and Office E5	Microsoft 365 F1	Microsoft 365 F3 and Office Enterprise F3
Cloud identity, Federated identity, or Multi-factor authentication <sup>6</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Office 365 desktop setup	Yes	Yes	No	Yes	Yes	No	No
Delete accounts and reset user passwords from Microsoft 365 or using Windows PowerShell <sup>7</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Users can change their own password <sup>8</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Manage licenses	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>
Admin Center Activity Reports	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Office E1	Microsoft 365 E3 and Office Premium	Microsoft 365 E5 and Office E5	Microsoft 365 F1	Microsoft 365 F3 and Office Enterprise F3
Activity reports	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<b>Microsoft 365 suite features</b>	<b>Microsoft 365 Business Basic and Standard</b>	<b>Microsoft 365 Business Premium</b>	<b>Office E1</b>	<b>Microsoft 365 E3 and Office Premium</b>	<b>Microsoft 365 E5 and Office E3</b>	<b>Microsoft 365 F1</b>	<b>Microsoft 365 F3 and Office Standard</b>
Microsoft Graph Usage Reports APIs	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Graph API (BETA)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Trust	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Office E1	Microsoft 365 E3 and Office Premium	Microsoft 365 E5 and Office E3	Microsoft 365 F1	Microsoft 365 F3 and Office Standard
Office 365 Cloud App Security	No	No	No	No	Yes	No	No
Microsoft Defender for Cloud Apps <sup>10</sup> Discovery	No	Yes	No	Yes (M365 E3 only)	Yes	Yes	Yes (M365 F3 only)
Microsoft Defender for Cloud Apps <sup>10</sup>	No	No	No	No	Yes (M365 E5 only)	No	No
Microsoft Defender for Office 365	No	Yes <sup>11</sup>	No	No	Yes	No	No
Microsoft Purview Customer Lockbox	No	No	No	No	Yes	No	No
Microsoft Purview Customer Key	No	No	No	No	Yes	No	No

<b>Microsoft 365 suite features</b>	<b>Microsoft 365 Business Basic and Standard</b>	<b>Microsoft 365 Business Premium</b>	<b>Office E1</b>	<b>Microsoft 365 E3 and Office Premium</b>	<b>Microsoft 365 E5 and Office Standard</b>	<b>Microsoft 365 F1</b>	<b>Microsoft 365 F3 and Office Standard</b>
Microsoft Purview eDiscovery (Premium) <sup>12</sup>	No	No	No	No	Yes	No	No
Microsoft Purview Audit (Standard) <sup>13</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Purview Audit (Premium) <sup>13</sup>	No	No	No	No	Yes	No	No
Microsoft Secure Score <sup>14</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Office 365 Threat Intelligence <sup>15</sup>	No	No	No	No	Yes	No	No

<sup>1</sup> Cloud flows only.

<sup>2</sup> Premium personal insights and experiences, manager and leader insights and experiences, and custom analysis tools and accelerators available with the Viva Insights or Viva suite add on license.

<sup>3</sup> Users are provided view-only access to Project for the web. These rights are restricted for use only with the Project for the web application and only for tenants that have a Project Plan 1, Project Plan 3, or Project Plan 5 license. These rights do not grant access to Power Platform applications or other data sets, Project Online desktop client, or Project Online. For feature details, see [Microsoft Project service description](#).

<sup>4</sup> In Office 365 Enterprise F3, Microsoft Stream is limited to viewing only (no publishing or sharing).

<sup>5</sup> Microsoft Sway is not currently available for customers in certain geographies. Some legacy Office 365 plans that are no longer in market as of August 2015 may also not have access to Microsoft Sway.

<sup>6</sup> Review [multi factor authentication capabilities across plans](#).

<sup>7</sup> If using directory synchronization with a local Active Directory, you must delete accounts or change passwords by using the local Active Directory, rather than the

Microsoft 365 portal by using the Azure Active Directory module for Windows PowerShell.

<sup>8</sup> Review the [SSPR capabilities across plans](#).

<sup>9</sup> Reducing seats that were purchased with a term discount may be subject to an early termination fee. This is not applicable for subscriptions paid on a monthly basis.

<sup>10</sup> Formerly named Microsoft Cloud App Security (MCAS).

<sup>11</sup> Includes Microsoft Defender for Office 365 P1.

<sup>12</sup> eDiscovery (Premium) is supported in the United States and in the Western Europe (Netherlands) region. (Customer data from Canada and Asia Pacific is exported to the United States. Customer data from Europe, the Middle East, and Africa is exported to Western Europe [Netherlands]).

<sup>13</sup> Audit in Microsoft 365 provides organizations with visibility into many types of audited activities across different services in Microsoft 365. Use the Microsoft 365 guidance for security & compliance audit log search to view user and administrator activity in your organization. You can also use the Office 365 Management Activity API to retrieve events from the unified audit log. When an audited activity is performed by a user or admin, an audit record is generated and stored in the audit log for the customer organization. The length of time that an audit record is retained (and searchable in the audit log) depends on the customer's Office 365 or Microsoft 365 Enterprise subscription and the type of the license assigned to specific users.

<sup>14</sup> Available at the Microsoft Secure Score security page. Requires admin permissions. For more information, see [Microsoft Secure Score](#).

<sup>15</sup> Office 365 Threat Intelligence is now Microsoft Defender for Office 365 Plan 2, along with additional threat protection capabilities. To learn more, see [Microsoft Defender for Office 365 plans and pricing](#) and the [Microsoft Defender for Office 365 Service Description](#).

## Learn more

For more information about Microsoft 365 and Office 365 plans, refer the following resources:

- **System requirements:** For system requirements for Microsoft 365 and Office 365, the monthly subscription-based services available for business, education, and government organizations, see [System requirements for Microsoft 365 and Office resources](#). To review the support timelines, go to the [Microsoft 365 and Office system requirements matrix](#).

- **Service Level Agreement:** For information about Service Level Agreements, see [Service Level Agreement](#). For information about recent uptimes for Office 365, see [Service health and continuity](#).
- **Microsoft Purview compliance portal:** For information about the compliance portal and links to additional information and availability, see the [compliance portal](#).
- **Data storage location:** To learn where your data is stored, see [Where your customer data is stored](#).
- **Multi-Geo capabilities:** Multi-Geo enables a single organization to span multiple Office 365 data center geographies, and gives you the ability to store data for Exchange Online and OneDrive for Business, at-rest, on a per-user basis, in your chosen geography. Available Geographies: Asia Pacific, Australia, Canada, European Union, India, Japan, Korea, United Kingdom, United States. To learn more, see [Introducing Multi-Geo in Office 365](#).
- **Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).
- **Licensing terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#). To learn about volume licensing, see [Licensing Terms and Documentation](#).
- **Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Microsoft 365 and Office 365 plan options

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Microsoft 365 and Office 365 are available in a variety of plans to best meet the needs of your organization.

## Service families and plans

The following table lists the different service families and plans available in Microsoft 365 and Office 365. For a high-level overview of features and pricing information, or to chat with an online representative, select any of the links in the Plans column.

Office 365 service family	Plans
Business (maximum of 300 users)	<a href="#">Microsoft 365 Business Basic</a> (formerly Office 365 Business Essentials) <a href="#">Microsoft 365 Business Standard</a> (formerly Office 365 Business Premium) <a href="#">Microsoft 365 Business Premium</a> (formerly Microsoft 365 Business) <a href="#">Microsoft 365 Apps for business</a> (formerly Office 365 Business)
Enterprise (unlimited number of users)	<a href="#">Office 365 E1</a> <a href="#">Office 365 E3</a> <a href="#">Office 365 E5</a> <a href="#">Office 365 F3</a> <a href="#">Microsoft 365 F1</a> <a href="#">Microsoft 365 F3 (includes Office 365 F3)</a> <a href="#">Microsoft 365 E3 (includes Office 365 E3)</a> <a href="#">Microsoft 365 E5 (includes Office 365 E5)</a> <a href="#">Microsoft 365 Apps for enterprise</a> (formerly Office 365 ProPlus)
Education (unlimited number of users)	<a href="#">Office 365 A1</a> <a href="#">Office 365 A3</a> <a href="#">Office 365 E5</a> <a href="#">Microsoft 365 A1 (legacy) (one-time, per device license paired with free Office 365 A1 per user licenses)</a> <a href="#">Microsoft 365 A1 for devices (one-time, per device license paired with free Office 365 A1 per user licenses)</a> <a href="#">Microsoft 365 A3 (includes Office 365 A3)</a> <a href="#">Microsoft 365 A5 (includes Office 365 A5)</a>
U.S. Government (unlimited number of users)	<a href="#">See all available plans</a>
Office 365 operated by 21Vianet in China	<a href="#">See all available plans</a>

## Service availability within each Microsoft 365 and Office 365 plan

Each Microsoft 365 or Office 365 plan includes a number of individual services, such as Exchange Online and SharePoint Online. The following table shows the services that are available in each plan.

## Important

While a service may be available across Microsoft 365 and Office 365 plans, the features available in each plan may differ. To see the details of features that are available for each plan, refer to the individual service description or contact your Reseller or Microsoft sales representative for more information.

Several of the Microsoft 365 and Office 365 plans have add-ons that you can buy for your subscription. An add-on provides additional functionality to the subscription. For more information, see [Buy or edit an add-on for Office 365 for business](#).

Service	Microsoft 365 Apps	Microsoft 365 Business Basic	Microsoft 365 Business Premium/Standard	Office 365 E1	Microsoft 365 E3/Office 365 E3	Microsoft 365 E5/Office 365 E3	Microsoft 365 F3	Microsoft 365 F1
Office 365 platform	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Exchange Online	No	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>8</sup>	No <sup>16</sup>
SharePoint Online	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OneDrive	Yes	Yes	Yes	Yes	Yes	Yes	Yes <sup>4</sup>	Yes <sup>4</sup>
Skype for Business Online <sup>14</sup>	No	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>10</sup>	Yes <sup>12</sup>	Yes <sup>13</sup>	Yes <sup>13</sup>
Office for the web	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No <sup>17</sup>
Office applications	Yes	No	Yes	No	Yes	Yes	No	No
Project	No	No	No	No	No	No	No	No
Power BI	No	No	No	No	No	Yes	No	No
Yammer Enterprise	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Azure Information Protection <sup>2</sup>	No	No <sup>1</sup>	Yes <sup>18</sup>	No <sup>1</sup>	Yes	Yes	No <sup>1</sup>	No
Microsoft Kaizala	No	Yes	Yes	Yes	Yes	Yes	Yes	No

<sup>1</sup> Azure Information Protection is not included, but can be purchased as a separate add-on and will enable the supported Information Rights Management (IRM) features. Some Azure Information Protection features require a subscription to Microsoft 365 Apps for enterprise, which is not included.

with Microsoft 365 Business Basic, Microsoft 365 Business Standard, Microsoft 365 F1, Microsoft 365 F3, Office 365 E1, Office 365 A1, or Office 365 F3.

<sup>2</sup> To learn more about which Azure Information Protection features are included with Microsoft 365 and Office 365 plans, see [Azure Information Protection](#).

<sup>3</sup> Office 365 E5 and Microsoft 365 E5 contain Phone System and Audio Conferencing. To implement a Calling Plan requires an additional plan purchase (either Domestic or International).

<sup>4</sup> Includes 2 GB storage.

<sup>5</sup> Includes Exchange Online Plan 1.

<sup>6</sup> Includes Exchange Online Plan 2.

<sup>7</sup> Includes Exchange Online Plan 1 plus supplemental features.

<sup>8</sup> Includes Exchange Online Kiosk.

<sup>9</sup> Includes Skype for Business Online Plan 2 with basic client limitations.

<sup>10</sup> Includes Skype for Business Online Plan 2 without any client limitations.

<sup>11</sup> Includes Skype for Business Online Plan 1 plus supplemental features.

<sup>12</sup> Includes Skype for Business Online Plan 2 with voice support and without any client limitations.

<sup>13</sup> Includes Skype for Business Online Plan 1.

<sup>14</sup> Microsoft Teams is now the primary client for messaging, meetings, and calling in Microsoft 365. As of Oct. 1, 2018, new customers with 500 seats or less are onboarded to Microsoft Teams and do not have access to Skype for Business Online. Tenants that are already using Skype for Business Online are able to continue doing so (including provisioning new users) until they complete their transition to Microsoft Teams.

<sup>15</sup> Includes Microsoft 365 E5 Compliance, which provides automatic classification and retention, Microsoft Purview Customer Key, Microsoft Purview Advanced Message Encryption, Microsoft Purview Insider Risk Management, Microsoft Purview Communication Compliance, Microsoft Purview Information Barriers, Microsoft Purview Customer Lockbox, Microsoft Purview Privileged Access Management, Microsoft Purview Audit (Premium), Records Management, and Microsoft Purview eDiscovery (Premium) capabilities; and Microsoft 365 E5 Security, which includes Microsoft Defender for Office 365 Plan 2, Microsoft Defender for Endpoint, Azure Active Directory Plan 2, Microsoft Defender for Identity, Microsoft Defender for Cloud Apps, and Safe Documents.

<sup>16</sup> Microsoft 365 F1 does not include rights to an Exchange mailbox. To enable a full Teams experience, Microsoft 365 F1 licenses may come with the Exchange Online K1 service plan enabled. Although the Exchange Online K1 service plan will provision a mailbox for the user, Microsoft 365 F1 users are not entitled to use the mailbox. We recommend that your customers disable Outlook on the web via [these steps](#) and ask users not to access the Exchange mailbox via any other methods.

<sup>17</sup> Microsoft 365 F1 users can read files using Office for the web, but do not have create/edit/save rights.

<sup>18</sup> Azure Information Protection is not included in Microsoft 365 Business Standard, see footnote 1.

## Basic client limitations

The following features are available in the full client, but are not available in the basic client:

- Manage team call settings
- Manage delegates
- Make calls on behalf of another contact (manager/delegate scenario)
- Handle another's calls if configured as a delegate

- Manage a high volume of calls
- Initiate a call to a Response Group
- Call park
- Group call pickup

## Changing or mixing plans

As the needs of your organization change, you may need to change your Microsoft 365 plan. You can switch from your current subscription to another subscription:

- **In the same service family:** For example, you can move from Microsoft 365 Business Basic to Microsoft 365 Business Standard, or from Office 365 E1 to Office 365 E3.
- **From a standalone plan:** For example, you can move from Exchange Online Plan 1 to Office 365 E1.
- **To a different service family:** For example, you can move from Microsoft 365 Business Basic to Office 365 E3.

For information about how to change subscriptions, including how to move from a trial to a paid subscription, see [Switch to a different Microsoft 365 plan or subscription](#).

You can combine Enterprise, Business, and standalone plans (for example, Exchange Online Plan 1) within a single account. However, existing limitations on the number of seats per plan do not change. For example, you can have up to 300 seats per plan on both Microsoft 365 Business Basic and Microsoft 365 Business Standard, but an unlimited number of users on Exchange Online Plan 1.

## Standalone services

The following online services are available on their own, as standalone plans. They can also be added to Business and Enterprise service family plans that don't already include them. For pricing information, or to chat with an online representative, select any of the plans listed in the following table.

Service	Plans
Exchange Online	<a href="#">Exchange Online Plan 1</a> <a href="#">Exchange Online Plan 2</a> <a href="#">Exchange Online Protection</a> <a href="#">Microsoft Defender for Office 365</a> <a href="#">Exchange Online Archiving</a> <a href="#">Exchange Online Kiosk</a>
SharePoint Online	<a href="#">SharePoint Online Plan 1</a> <a href="#">SharePoint Online Plan 2</a>
OneDrive for Business	<a href="#">OneDrive for Business Plan 1</a> <a href="#">OneDrive for Business Plan 2</a>
Office applications	<a href="#">Microsoft 365 Apps for enterprise</a> <a href="#">Microsoft 365 Apps for business</a>

Service	Plans
Project portfolio management	<a href="#">Project Plan 1</a> ↗ <a href="#">Project Plan 3</a> ↗ <a href="#">Project Plan 5</a> ↗
Yammer	<a href="#">Yammer Basic</a> ↗
Organizational insights	<a href="#">Workplace Analytics</a> ↗
Business intelligence service	<a href="#">Power BI</a> ↗
Online diagram software	<a href="#">Visio Plan 1</a> ↗ <a href="#">Visio Plan 2</a> ↗
Information Rights Management	<a href="#">Azure Information Protection</a> ↗

## Feature availability

To view feature availability across Microsoft 365 and Office 365 plans, see [Microsoft 365 and Office 365 platform service description](#).

# Microsoft 365 suite features

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The features listed in this topic are a collection of web-based tools that help you collaborate and communicate securely across many devices and multiple Office 365 services. These features help make new connections within your organization by unifying digital content creation, storage, and management with social tools for discovering and sharing information between users.

## Microsoft 365 Apps for enterprise

Microsoft 365 Apps for enterprise is the always up-to-date suite of desktop apps you already know (including Word, PowerPoint, Excel, Outlook, and Teams) available as a subscription. Microsoft 365 Apps for enterprise includes exclusive intelligent capabilities like [Ideas in Excel](#), [Researcher in Word](#), [real-time collaboration](#), Teams as the hub for teamwork, and advanced security features. As a user-based license, you can deploy Office on up to five PCs or Macs, five tablets, and five mobile devices. With 1 TB of OneDrive cloud storage, you can access and collaborate on your files from anywhere.

For more information, see:

- [Overview page](#)
- [Product page \(to purchase\)](#)

## Microsoft 365 Groups

Groups in Microsoft 365 connects users with the colleagues, information, and applications they need to get more done together. Groups are open by default to enhance discoverability and sharing, but users can also create private groups for sensitive content. To learn more about groups, see [Groups in Microsoft 365](#). For information about group limits, see "How do I manage my groups" in [Learn about Microsoft 365 groups](#).

## Microsoft Forms

Microsoft Forms allows you to quickly and easily create custom quizzes, surveys, questionnaires, registrations, and more. When you create a quiz or form, you can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses. Forms data, such as quiz

results, can be easily exported to Excel for additional analysis or grading. To learn more, see [What is Microsoft Forms?](#).

## Delve

Delve lets users search for and discover content across Microsoft 365 based on personalized insights. Delve is the first experience to be powered by Office Graph. To learn more about Delve, go to [What is Delve?](#).

## Microsoft Graph API

Use the Microsoft Graph API to quickly build apps that connect to a wealth of resources, relationships, and intelligence, all through a single endpoint:

<https://graph.microsoft.com>. For example, you can build custom dashboards, workflows, and apps that retrieve data for your organization. For more information, see the [Microsoft Graph documentation](#).

## Microsoft Kaizala

Microsoft Kaizala is a simple and secure mobile work management app, bringing unique capabilities to Microsoft 365, with its ability to connect and engage people both inside and outside of an organization's directory – including contract workers, vendors, partners, suppliers, customers, and citizens – using large and [flexible group types](#).

Kaizala's open directory model enables phone number-based identity for easy onboarding, and a simple user experience for messaging and work management. The Kaizala mobile app lets users send instant messages and attachments such as pictures, documents, videos, audio files, and more as well as use action cards for surveys, polls, job assignments, announcements, trainings and more. [Kaizala](#) works on iPhone and Android. To learn more, go to the [Kaizala website](#).

## Microsoft Lists

Microsoft Lists is a Microsoft 365 app that helps you track information and organize work. Lists are simple, smart, and flexible, so you can stay on top of what matters most to your team. Track issues, assets, routines, contacts, inventory, and more using customizable views and smart rules to keep everyone notified and in sync. With ready-made templates, you can quickly start lists online, on our new mobile app, or within Microsoft Teams. As it's part of Microsoft 365, you can rely on enterprise-ready security and compliance.

For more information, see:

- [Public Microsoft Lists resource center](#)
- [Public Microsoft Lists adoption center](#)

## OneNote Class Notebook

Class Notebook is part of OneNote and is available for Office 365 Education and Office 365 E5 Education. Each notebook includes a Content Library for teachers to share course content, a Collaboration Space where teachers and students can work together, and a private notebook for each student. After a Class Notebook is created, teachers and students can use the OneNote app to access it from any device.

## Microsoft Planner

Microsoft Planner is a tool that gives users a visual way to organize teamwork. Teams can create new plans, organize and assign tasks, share files, chat about what they're working on, set due dates, and update status. Microsoft Planner also offers the ability to associate documents with specific tasks, edit them together, and have conversations around tasks. To learn more, see [Introducing Microsoft Planner](#).

## Microsoft Power Apps

Microsoft Power Apps is an enterprise service that helps you quickly build, integrate, and share apps that work on any device. Power Apps lets you use built-in connections or those built by your company to connect your app to cloud and on-premises services, including Microsoft 365 and Office 365, Dynamics CRM, OneDrive, SharePoint, SQL Server, Oracle databases, and more. You can easily share your Power Apps with coworkers by typing an email address. To learn more, go to the Microsoft [Power Apps website](#).

## Microsoft Power Automate

Microsoft Power Automate allows you to automate workflows across applications. You can use Flow to connect email and IM alerts, synchronize files between applications, copy files from one service to another, collect data from one app and store it in another, and more. Templates are available to get you started. To learn more about Flow capabilities and how to use them, go to the [Power Automate website](#).

# Microsoft Search

Microsoft search is available to the following SKUs: Microsoft 365 A3/A5/E3/E5/F1, Microsoft 365 Business, Office 365 A1/A3/A5, Office 365 Business Essentials and Premium, Office 365 E1/E3/E5/F1, Office 365 Education E1/E3, OneDrive for Business (Plan 1 and 2), and SharePoint Online (Plan 1 and 2).

# Microsoft Stream

Microsoft Stream is an enterprise video service that people in your organization can use to upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration. Microsoft Stream also makes it easy to share comments on a video and tag time codes in comments and descriptions to refer to specific points in a video.

# Microsoft Sway

Microsoft Sway is a professional digital storytelling app for business that helps you and your colleagues express ideas using an interactive, web-based canvas. Microsoft Sway's built-in design engine helps you produce professional, visually appealing reports, presentations, and more without the need for extensive formatting or additional training. You can also modify the results to get the unique look and feel you want. Microsoft Sway makes your creation look great in any browser on any screen, and it can be shared with colleagues and customers by sending a link. Microsoft Sway helps you find and pull together all sorts of content without leaving the app, so you can drag and drop your images, text, videos, and charts right on to your canvas. To learn more, see [Sway](#).

# To Do

Microsoft To Do is a task management application that allows customers to plan their day and manage their tasks – across work and life – from any device.

With Microsoft To Do, customers can:

- Sync their tasks across Outlook, Teams, Planner, and more
- Stay focused with My Day, a personalized daily planner with suggested tasks
- Get their lists anywhere, on any device or platform
- Share lists and assign tasks with colleagues, friends, and family

To learn more, see: [To Do](#)

# Whiteboard

Microsoft Whiteboard is a freeform, digital canvas where people, content, and ideas come together. You can use Whiteboard for collaborating with your team to accomplish many activities — whether your team is in the same place or in multiple locations. Team members can work collaboratively using their own devices.

For more information about Microsoft Whiteboard, see [Digital Online Whiteboard App - Microsoft Whiteboard](#).

## Windows Update for Business deployment service

The Windows Update for Business deployment service provides control over the approval, scheduling, and protection of content delivered by Windows Update. It's designed to work with your existing Windows Update for Business policies to provide rich control over individual updates. Capabilities provided by the deployment service include:

- Schedule feature update deployments to begin on a specific date
- Stage deployments over a period of days or weeks by using rich expressions
- Bypass pre-configured Windows Update for Business policies to immediately deploy a security update across your organization
- Ensure coverage of hardware and software in your organization through deployments tailored to your unique device population
- Automatically identify and pause deployments to devices, which are likely to be impacted by a [safeguard hold](#)

These capabilities are made available through Microsoft Graph APIs and integration with Microsoft Intune. To learn more, see [Windows Update for Business deployment service Overview](#).

## Feature availability

To view feature availability across plans, see [Microsoft 365 and Office 365 platform service description](#).

# Service health and continuity

Article • 01/26/2023 • 6 minutes to read

Microsoft admins can view the status of services and find out when maintenance is scheduled. Service health information is available at any time by signing in. If you're using Office 365 operated by 21Vianet, some of the information below might not apply. Instead, see the [21Vianet service level agreement](#).

**View status of services:** The Service health section shows the current status of the service and details about service disruptions and outages. Planned maintenance information is available on the Message Center. For more information, see [View the status of your services](#).

**Service incidents:** A service incident is an event that affects the delivery of a service. Service incidents may be caused by hardware or software failure in the Microsoft data center, a faulty network connection due to a change made by Microsoft, or a major data center challenge such as fire, flood, or regional catastrophe. Interruptions caused by third party service providers, or changes made within customer managed environment, aren't considered service incidents. Most service incidents can be addressed using Microsoft technology and process solutions and are resolved within a short time. However, some service incidents are more serious and can lead to longer term outages.

**Service notifications:** There are two types of notifications about times when services may not be available: **Planned maintenance events** and **Unplanned downtime**.

**Planned maintenance events:** Planned maintenance is regular Microsoft-initiated service updates to the infrastructure and software applications. Planned maintenance notifications inform customers about service work that might affect the functionality of a Microsoft service. Customers are notified no later than five days in advance of all planned maintenance through Message center on the Microsoft 365 admin center. Microsoft typically plans maintenance for times when service usage is historically at its lowest based on regional time zones.

**Unplanned downtime:** Unplanned service incidents occur when one of the services is unavailable or unresponsive due to a failure within the Microsoft managed environment. Customers are notified of known service incidents through Service health on the Microsoft 365 admin center.

**Recent worldwide uptimes:** Moving to a cloud service shouldn't mean losing the ability to know what's going on. With Microsoft 365, it doesn't. We aim to be transparent in our operations so you can monitor the state of your service, track issues, and have a historical view of availability. The following tables show recent worldwide uptime data.

 **Note**

This data does not apply to U.S. Government DoD, and GCC High.

Year	Q1	Q2	Q3	Q4
2022	99.98%	99.98%	99.99%	99.99%
2021	99.97%	99.98%	99.99%	99.98%
2020	99.98%	99.99%	99.97%	99.97%
2019	99.97%	99.97%	99.98%	99.98%
2018	99.99%	99.98%	99.97%	99.98%
2017	99.99%	99.97%	99.98%	99.99%

**Notification policy:** When a service incident occurs, Microsoft recognizes that timely, targeted, and accurate communications are critical for customers. Microsoft notifies administrators by communicating directly to impacted customers via Service health on the Microsoft 365 admin center. Service incident updates are provided on an hourly cadence or, if a different cadence is required, it will be stated in the SHD communication posting.

**Service health communication channels -- Admin App:** The Admin App for organization administrators gives you the ability to connect with your organization's Microsoft service status on the go. Microsoft administrators will have the ability to view service health information and maintenance status updates from their mobile devices. For more information, visit the [Admin App FAQ](#).

**Microsoft 365 Management Pack for Microsoft System Center Operations Manager:** Microsoft System Center Operations Manager (SCOM) is an integrated management platform that helps you manage data center, client devices, and hybrid cloud IT environments. Microsoft administrators who use SCOM have the option to import the Microsoft 365 Management Pack, which lets them view all service communications within Operations Manager in System Center. Using this tool gives you access to the status of your subscribed services, active and resolved service incidents, and Message center communications. For more information, get the [Microsoft System Center Management Pack for Microsoft 365](#) in the Microsoft Download Center.

**Microsoft 365 Service Communications API in Graph:** The Microsoft 365 Service Communications API lets you access service communications the way you want. With this API, you can create or connect your tools to service communications, potentially

simplifying how you monitor your environment. The Service Communications API lets you monitor the following items your environment: Real-time service health and Message Center communications. For more information, see the [Microsoft 365 Service Communications API reference](#).

**Post-incident reviews:** Microsoft's commitment to continuous improvement involves analysis of unplanned customer-impacting service incidents to minimize future recurrence. Unplanned service incidents are defined as multi-tenant service disruptions that impact service usage as defined by our service-level agreements (SLAs), and have been declared as such through Service health on Microsoft 365 admin center. For unplanned customer-impacting service incidents in which there was broad and noticeable impact across a large number of organizations, a preliminary post-incident review (PIR) will be delivered via your Service health within 48 hours of incident resolution, followed by a final PIR within five business days.

**PIR report:** The detailed PIR report includes: User experience and customer impact, Incident start and end date/time, Detailed timeline of impact and resolution measures, and Root cause analysis and actions being taken for continuous improvement. For all other service incidents, the Service health page on Microsoft 365 admin center will provide an incident closure summary including a final summary of the event, root cause, start and end times, and information detailing next steps. For this category of service incident, a PIR won't be generated.

**Service continuity:** Microsoft offerings are delivered by highly resilient systems that help to maintain peak service performance. Service continuity provisions are part of the system design. These provisions enable Microsoft to recover quickly from unexpected events such as hardware or application failure, data corruption, or other incidents that affect users. These service continuity solutions also apply during catastrophic outages (for example, natural disasters or an incident within a Microsoft data center that renders the entire data center inoperable).

**Outage recovery:** After recovery from catastrophic outages, there may be a period of time before full data center redundancy is restored for the service. For example, if Data Center 1 fails, services are restored by resources in Data Center 2. However, there may be a period of time until services in Data Center 2 have service continuity support either by restored resources in Data Center 1, or new resources in Data Center 3. The Microsoft [Service Level Agreement](#) (SLA) applies during this time. Office 365 operated by 21Vianet has a different SLA. For more information, see the [21Vianet site](#).

**Ensuring data availability:** Microsoft ensures that customer data is available whenever it's needed through the following features: **Data storage and redundancy**, **Data monitoring**, and **Completing preventative maintenance**.

**Data storage and redundancy:** Customer data is stored in a redundant environment with robust data protection capabilities to enable availability, business continuity, and rapid recovery. Multiple levels of data redundancy are implemented, ranging from redundant disks to guard against local disk failure to continuous, full data replication to a geographically diverse data center.

**Data monitoring:** Microsoft services maintain high levels of performance by monitoring: Databases, Blocked processes, Packet loss, Queued processes, and Query latency.

**Completing preventative maintenance:** Preventative maintenance includes database consistency checks, periodic data compression, and error log reviews.

**Reports:** Administrators of Microsoft can view reports showing how your organization is using Microsoft services. You can use these reports to identify issues, filter data, and download data to Microsoft Excel. You can also create your own reports using the Microsoft 365 reporting web services. Exchange Online and Exchange Online Protection (EOP) administrators can [use mail protection reports to view data about malware, spam, and rule detections](#). For more information, see [View and download reports about service usage](#). For Office 365 operated by 21Vianet, see [View and download reports for Office 365 operated by 21Vianet](#).

# Mobile devices service description

Article • 01/26/2023 • 2 minutes to read

Many mobile phones, tablets, and other mobile devices can be used with Microsoft Office 365.

- For information about specific mobile devices, see: [Compare how mobile devices work with Office 365](#).
- For information about using email on mobile devices, see the [Clients and mobile devices](#) service description.
- For information about Basic Mobility and Security for Microsoft 365, see [Overview of Basic Mobility and Security for Microsoft 365](#).

## Smartphones with Microsoft Exchange Online

Smartphones can connect to Exchange Online directly using Microsoft Exchange ActiveSync. For more information, see [Android mobile setup](#), [iPhone or iPad setup](#), and [Other mobile devices](#). For more information on BlackBerry devices, go to [BlackBerry 10 and BlackBerry OS Services FAQ](#).

## Feature availability

To view feature availability across Microsoft 365 and Office 365 plans, see [Microsoft 365 and Office 365 platform service description](#).

# Mobile devices service description

Article • 01/26/2023 • 2 minutes to read

Many mobile phones, tablets, and other mobile devices can be used with Microsoft Office 365.

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## Feature availability

To view feature availability across Microsoft 365 and Office 365 plans, see [Microsoft 365 and Office 365 platform service description](#).

# Microsoft 365 Education

Article • 02/13/2023 • 8 minutes to read

Microsoft 365 is available in a variety of plans to best meet the needs of your organization. If you're looking for the differences between the Microsoft 365 and Office 365 Education plans, this article will show you which features are included in each of them.

Microsoft 365 provides a complete system, including Office 365, Windows 10, and Enterprise Mobility and Security. The following table lists the Office 365 for Education A1, A3, and A5 features along with the corresponding Microsoft 365 for Education A3 and A5 features. For specific information about pricing and features, see [Office 365 Education plans](#). To compare features across business and enterprise plans, see [Compare Microsoft 365 for business plans](#), or, for a more detailed list of features, see the relevant service description under [Microsoft 365 and Office 365 service descriptions](#). To search for support articles and information, see [Office Help & Training](#).

## Services and features

Each Microsoft 365 Education plan includes a number of individual services, such as Exchange Online and SharePoint Online. The following table shows the services that are available in each Office 365 and Microsoft 365 plan so that you can choose the solution that best meets your needs. To review services and features in greater detail, see the [Office 365 Education](#) service description.

Service	Office 365 Education A1	Office 365 Education A3	Office 365 Education A5	Office 365 A3/A5 Student Use Benefit	Microsoft 365 A1 for devices	Microsoft 365 Education A3 Student Use Benefit	Microsoft 365 Education A5 Student Use Benefit	Microsoft 365 Education A3	Microsoft 365 Education A5
Yammer Academic	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Stream	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Planner	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Universal Print	No	No	No	No	No	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>13</sup>	Yes <sup>13</sup>
Classroom tools	*Office 365 Education A1	Office 365 Education A3	Office 365 Education A5	Office 365 A3/A5 Student Use Benefit	Microsoft 365 A1 for devices	Microsoft 365 Education A3 Student Use Benefit	Microsoft 365 Education A5 Student Use Benefit	Microsoft 365 Education A3	Microsoft 365 Education A5
Classroom experiences in Microsoft Teams	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OneNote Class Notebook	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Sway	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Forms	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Learning tools	Yes	Yes	Yes	Yes	Yes	No <sup>16</sup>	No <sup>16</sup>	Yes	Yes
Viva Learning	No <sup>15</sup>	No <sup>15</sup>	No <sup>15</sup>	No <sup>16</sup>	No <sup>15</sup>	No <sup>16</sup>	No <sup>16</sup>	No <sup>15</sup>	No <sup>15</sup>
Accessibility Checker	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Minecraft Education Edition with Code Builder	No	No	No	No	Yes	Yes	Yes	Yes	Yes
Take a Test app	No	No	No	No	No	No	No	Yes	Yes
Set up School PCs app	No	No	No	No	No	No	No	Yes	Yes
Voice video and meetings	*Office 365 Education A1	Office 365 Education A3	Office 365 Education A5	Office 365 A3/A5 Student Use Benefit	Microsoft 365 A1 for devices	Microsoft 365 Education A3 Student Use Benefit	Microsoft 365 Education A5 Student Use Benefit	Microsoft 365 Education A3	Microsoft 365 Education A5





Service	Office 365 Education A1	Office 365 Education A3	Office 365 Education A5	Office 365 A3/A5 Student Use Benefit	Microsoft 365 A1 for devices	Microsoft 365 Education A3 Student Use Benefit	Microsoft 365 Education A5 Student Use Benefit	Microsoft 365 Education A3	Microsoft 365 Education A5
Microsoft Purview Audit (Premium)	No	No	Yes	No	No	No	No	No	Yes
Microsoft Purview Message Encryption (Basic)	Yes <sup>9</sup>	Yes	Yes	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes	Yes
Microsoft Purview Advanced Message Encryption	No	No	Yes	No	No	No	No	No	Yes
Microsoft Purview Customer Lockbox	No	No	Yes	No	No	No	No	No	Yes
Microsoft Purview Insider Risk Management	No	No	No	No	No	No	No	No	Yes
Microsoft Purview Privileged Access Management	No	No	Yes	No	No	No	No	No	Yes
Management and security	*Office 365 Education A1	Office 365 Education A3	Office 365 Education A5	Office 365 A3/A5 Student Use Benefit	Microsoft 365 A1 for devices	Microsoft 365 Education A3 Student Use Benefit	Microsoft 365 Education A5 Student Use Benefit	Microsoft 365 Education A3	Microsoft 365 Education A5
Microsoft Defender for Office 365 <sup>10</sup> Plan 2	No	No	No	Yes <sup>17</sup>	No	No	Yes	No	Yes
School Data Sync	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Intune for Education <sup>6</sup>	No	No	No	No	Yes	Yes	Yes	Yes	Yes
Advanced Threat Analytics	No	No	No	No	No	Yes	Yes	Yes	Yes



Service	Office 365 Education A1	Office 365 Education A3	Office 365 Education A5	Office A3/A5 Student Use Benefit	Microsoft for devices	Microsoft Education A3 Student Use Benefit	Microsoft Education A5 Student Use Benefit	Microsoft Education A3	Microsoft Education A5	Microsoft 365 Education A3	Microsoft 365 Education A5
System Center Endpoint Protection	No	No	No	No	No	No	No	Yes	Yes		

Notes:

<sup>1</sup> Includes Exchange Online Plan 1 plus supplemental features.

<sup>2</sup> Includes Exchange Online Plan 2.

<sup>3</sup> Includes SharePoint Online Plan 1 plus supplemental features.

<sup>4</sup> Includes SharePoint Online Plan 2.

<sup>5</sup> Microsoft Project is not included in Office 365 but can be acquired separately. Project Online Essentials is free. If you are a student or an educational institution, you may be eligible to purchase Project Plan 3 and Plan 5 at educational prices.

<sup>6</sup> Includes Intune.

<sup>7</sup> Servers and CALs are included for Exchange, SharePoint, and Skype for Business.

<sup>8</sup> ECAL or Core CAL, depending on the version of A3 that is purchased—with A5, the ECAL rights are included.

<sup>9</sup> Microsoft 365 Apps is required in order to apply protections and send protected emails from the Outlook Desktop.

<sup>10</sup> Formerly Office 365 Advanced Threat Protection.

<sup>11</sup> Formerly Azure Advanced Threat Protection.

<sup>12</sup> Formerly Microsoft Defender Advanced Threat Protection.

<sup>13</sup> Universal Print included in Windows Education A3 and A5.

<sup>14</sup> 0 (zero) Print-job included.

<sup>15</sup> Viva Learning is available as a paid add-on to Office 365 and Microsoft 365 A1, A3, and A5 for Faculty.

<sup>16</sup> It is not available for Students or in Student Use Benefits.

<sup>17</sup> Microsoft Defender for Office 365 Plan 2 is not available with Office 365 A3 Student Use Benefit.

# Minecraft Education service description

Article • 03/06/2023 • 3 minutes to read

Minecraft Education is a game-based learning platform that inspires creative, inclusive learning through play. Explore blocky worlds that unlock new ways to tackle any subject or challenge. Dive into subjects like reading, math, history, and coding with lessons and standardized curriculum designed for all types of learners. Or explore and build together in creative open worlds. With hundreds of ready-to-teach lessons, creative challenges, and blank canvas worlds, there are lots of ways to make Minecraft Education work for your students. It's easy to get started with no gaming experience necessary.

Help learners develop key skills like problem solving, collaboration, digital citizenship, and critical thinking to help them thrive now and in the future workplace. Spark a passion for STEM. Unlock creativity and deep learning with immersive content created with partners including BBC Earth, NASA, and the Nobel Peace Center. Inspire students to engage in real-world topics with culturally relevant lessons and build challenges.

## Available plans

For detailed plan information on subscriptions that enable users for Minecraft Education, see [Subscriptions for Education](#).

For more information, see [Licensing Options for Industries](#).

## Feature availability

The following table lists the major Minecraft Education features available. Certain caveats apply. See the footnotes for further information. This table may change without notice. For the most up-to-date, complete list of Minecraft Education features, see [Minecraft Education website](#).

Feature	Microsoft 365 A3/A5	Microsoft 365 A1 for Devices	Minecraft Education standalone licenses
Multiplayer mode enables collaboration in-game across platforms, devices, and hybrid environments	Yes	Yes	Yes

Feature	Microsoft 365 A3/A5	Microsoft 365 A1 for Devices	Minecraft Education standalone licenses
Code Builder supports block-based coding, JavaScript, and Python with intuitive interface and in-game execution	Yes	Yes	Yes
Immersion Reader helps players read and translate text	Yes	Yes	Yes
Camera and Book & Quill items allow documentation and export of in-game creations	Yes	Yes	Yes
Integration with Microsoft Teams and Flipgrid supports assessment and teacher controls	Yes	Yes	Yes

## Learn more

For technical information about Minecraft Education, refer to the following resources:

- [Get Started ↗](#)
- [Purchase Licenses ↗](#)
- [Manage Licenses ↗](#)
- [Get Trained ↗](#)
- [Explore Lessons ↗](#)
- [Support Center ↗](#)
- [Minecraft Education Community ↗](#)

## Licensing terms

- For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Minecraft Education Product Terms site ↗](#).
- **Classrooms and Schools**
  - Volume Licensing
  - Qualified educational organizations can purchase Minecraft Education through Volume Licensing. Visit the [Volume Licensing options page ↗](#) to connect with a channel partner who can help you find the licensing agreement that best fits your school.

- Direct Purchase
- School administrators at qualified educational organizations can [purchase individual subscriptions for their schools](#). We recommend checking with your IT department before purchasing. If your school has a Microsoft 365 subscription, you may already have licenses available.
- Educators: [Check your academic eligibility](#) or get more information about [educational licensing for Minecraft](#)
- **Camps, Clubs and Organizations**
  - Direct Purchase
  - Individual licenses can be purchased for use in camps, clubs, and other organizations. This purchase option is perfect for anyone that doesn't fit the criteria for a qualified educational organization.
  - To learn more, see [purchasing options for Minecraft Education](#).

Check available [countries](#) and confirm Minecraft is available in the [languages](#) you prefer.

## Product information

To get the latest news about Minecraft Education, visit the [Minecraft Education website](#) and the [Minecraft Education Support Center](#).

IT Admins can visit the [Microsoft 365 roadmap](#) for information about upcoming releases. For more information on upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the [Message center](#).

## Customer commitments

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#). To learn more about accessibility features, see [Accessibility features in Minecraft Education](#).

## Recommended content

- [What is Minecraft Education?](#) See what makes Minecraft Education a great tool for learning.

- [Get Started with Minecraft Education](#) ↗ Learn how to download a free trial, purchase licenses, and access training and tutorials.
- [Minecraft Education Resources](#) ↗ Learn to teach with Minecraft, find activities to engage your students across subjects and join our global community. Whether you are new to Minecraft or looking to improve your skills, these training materials will help.
- [Minecraft Education Community](#) ↗ Join our global community of passionate educators to discover the power of Minecraft Education in your classroom. Meet and learn from fellow educators, gain access to new lessons and teaching resources, and bring immersive learning to your students.

# Microsoft 365 guidance for security & compliance

Article • 03/09/2023 • 54 minutes to read

For the purposes of this article, a tenant-level service is an online service that is activated in part or in full for all users in the tenant (standalone license and/or as part of a Microsoft 365 or Office 365 plan). Appropriate subscription licenses are required for customer use of online services. To see the options for licensing your users to benefit from Microsoft 365 compliance features, download the [Microsoft 365 Comparison table for Enterprise and Frontline Workers Plans](#) or the [Microsoft 365 Comparison table for Small and Medium Business Plans](#).

Some tenant services aren't currently capable of limiting benefits to specific users. We recommend that licenses be acquired for any user that you intend to benefit from and/or access the service. To review the terms and conditions governing the use of Microsoft products and Professional Services acquired through Microsoft Licensing programs, see the [Product Terms](#).

## Azure Active Directory Identity Governance

Azure Active Directory Identity Governance allows you to balance your organization's need for security and employee productivity with the right processes and visibility. It uses entitlement management, access reviews, privileged identity management, and terms-of-use policies to ensure that the right people have the right access to the right resources.

### How do users benefit from the service?

Azure Active Directory Identity Governance increases users' productivity by making it easier to request access to apps, groups, and Microsoft Teams in one access package. Users can also be configured as approvers, without involving administrators. For access reviews, users can review memberships of groups with smart recommendations to take action on regular intervals.

### Which licenses provide the rights for a user to benefit from the service?

Enterprise Mobility + Security E5/A5, Microsoft 365 E5/A5, Microsoft 365 E5/A5/F5 Security and F5 Security & Compliance, and Azure Active Directory Premium Plan 2 provide the rights for a user to benefit from Azure Active Directory Identity Governance.

## How is the service provisioned/deployed?

Azure AD Identity Governance features are enabled at the tenant level but implemented per user. For information about Azure AD Identity Governance, see [What is Azure AD Identity Governance?](#)

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins can scope Azure AD Identity Governance by assigning access packages, access reviews, or privileged identity management for licensed users only. For instructions on how to scope Azure AD Identity Governance deployments, see:

- [Azure AD entitlement management license requirements](#)
- [Azure AD access review license requirements](#)
- [License requirements to use Privileged Identity Management](#)

## Azure Active Directory Identity Protection

Azure Active Directory Identity Protection is a feature of the Azure Active Directory Premium P2 plan that lets you detect potential vulnerabilities affecting your organization's identities, configure automated responses to detected suspicious actions that are related to your organization's identities, and investigate suspicious incidents and take appropriate action to resolve them.

## How do users benefit from the service?

SecOps analysts and security professionals benefit from having consolidated views of flagged users and risk events based on machine learning algorithms. End users benefit from the automatic protection provided through risk-based Conditional Access and the improved security provided by acting on vulnerabilities.

## Which licenses provide the rights for a user to benefit from the service?

- Microsoft 365 E5/A5/G5, Enterprise Mobility & Security A5/E5/G5, Microsoft 365 A5/E5/F5/G5 Security and Microsoft 365 F5 Security & Compliance

For details on capabilities included in the different plans available, see [What is Azure Active Directory Identity Protection?](#)

## How is the service provisioned/deployed?

By default, Azure AD Identity Protection features are enabled at the tenant level for all users within the tenant. For information about Azure AD Identity Protection, see [What is Identity Protection?](#)

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins can scope Azure AD Identity Protection by assigning risk policies that define the level for password resets and allowing access for licensed users only. For instructions on how to scope Azure AD Identity Protection deployments, see [How to configure and enable risk policies](#).

## Compliance Program for Microsoft Cloud

[Compliance Program for Microsoft Cloud](#) is designed to offer personalized customer support, education, and networking opportunities. By joining the program, customers will receive the unique chance to engage directly with regulators, industry peers and Microsoft experts in the areas of security, compliance, and privacy. This program replaces the existing Financial Services Industry (FSI) Compliance Program created in 2013.

## Who can access the Compliance Program for Microsoft Cloud?

The Compliance Program for Microsoft Cloud is available for organizations with Microsoft 365 and Office 365 licenses.

Customers who are currently enrolled in the FSI Compliance Program will need to purchase a subscription for the new Compliance Program for Microsoft Cloud. For more information, see [Compliance Program for Microsoft Cloud](#).

## How do users benefit from the service?

Enterprise organizations that are looking to Microsoft to assist them in their cloud journey, such as risk assessors, compliance officers, internal auditors, privacy officers, regulatory Affairs/Legal, CISOs will benefit from this service. The following are example scenarios of available benefits that customers can receive:

- Ongoing risk and compliance assistance for risk assessments to onboard to and use Microsoft cloud services.
- Support of Microsoft and customer-managed controls for Microsoft cloud services.
- Assistance with internal audits, regulators, or a board level approval of using third-party cloud services.
- Support with ongoing technical questions related to complex risk and compliance requirements in using our cloud services.
- Direct assistance in filling out a fixed number of customer risk and compliance questionnaires.
- A connection to regulators and industry experts to help solve questions with their compliance journey.

## How is the service provisioned/deployed?

By default, the Compliance Program for Microsoft Cloud is enabled at the tenant level for all users that benefit from the service. For more information, see [Compliance Program for Microsoft Cloud](#).

## Microsoft Defender for Business

Microsoft Defender for Business is an endpoint security solution designed for small and medium-sized businesses (up to 300 employees). Defender for Business is available as a standalone solution and is also included as part of Microsoft 365 Business Premium. With this endpoint security solution, small and medium-sized business (SMB) organization devices are better protected from ransomware, malware, phishing, and other threats.

For more information, see [Microsoft Defender for Business](#).

## Which licenses provide the rights for users to benefit from the service?

Microsoft Defender for Business is included as part of the Microsoft 365 Business Premium subscription plan.

A standalone version of Defender for Business is also available as an option for small and medium business (SMBs) with up to 300 employees. To learn more, see [How to get Microsoft Defender for Business](#).

## How do users benefit from the service?

The addition of [Microsoft Defender for Business](#) into Microsoft 365 Business Premium strengthens Business Premium's existing productivity and security offering by adding cross-platform endpoint protection and sophisticated ransomware defenses with technologies like endpoint detection and response and automated investigation and remediation.

The standalone version of Defender for Business provides the option for small and medium businesses with up to 300 employees to get enterprise-grade endpoint security technology at an affordable price.

## How is the service provisioned/deployed?

If you have Microsoft 365 Business Premium, you can access Defender for Business via the [Microsoft 365 Defender portal](#).

By default, Microsoft Defender for Business features are enabled at the tenant level for all users within the tenant. For information on how to set up and configure Defender for Business, see [Microsoft Defender for Business documentation | Microsoft Docs](#).

## What is the Defender for Business servers add-on for Microsoft Defender for Business?

Microsoft Defender for Business servers provides endpoint security for Windows and Linux Servers for small and medium-sized businesses. The Defender for Business servers experience delivers the same level of protection for both clients and servers within a single admin experience inside of Defender for Business, helping you to protect all your endpoints in one location.

For more information, see [Get Microsoft Defender for Business servers | Microsoft Learn](#).

Note that the maximum quantity/seat cap is 60 licenses per customer for Defender for Business servers. If customers require more than 60 server licenses, please see [Microsoft Defender for Servers](#).

## Which licenses provide the rights for a user to benefit from the service?

Defender for Business servers is available as an add-on to organizations with:

- Microsoft Defender for Business (standalone)
- Microsoft 365 Business Premium

Customers are required to have at least one license of Microsoft 365 Business Premium or Microsoft Defender for Business to purchase and use Microsoft Defender for Business servers.

Review the [Microsoft Defender for Business FAQ](#) for more information and links to more resources.

## Microsoft Defender for Cloud Apps

Microsoft Defender for Cloud Apps is a cloud access security broker (CASB) solution that gives customers flexibility in how to implement core capabilities and supporting multiple types of deployment. Microsoft Defender for Cloud Apps is a user-based subscription service. Each license is a per user, per month license and can be licensed as a standalone product or as part of multiple licensing plans, as listed below.

## Which licenses provide the rights for a user to benefit from the service?

Microsoft Defender for Cloud Apps is available as a standalone license and is also available as part of the following plans:

- Enterprise Mobility + Security E5
- Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Security
- Microsoft 365 E5/A5/G5/F5 Compliance
- Microsoft 365 F5 Security & Compliance
- Microsoft 365 E5/F5 Information Protection and Governance

Azure AD P1/P2 provide the rights for a user to benefit from the Discovery capabilities that are included as part of Defender for Cloud Apps.

To benefit from the Conditional Access App Control capabilities in Defender for Cloud Apps, users must also be licensed for Azure Active Directory P1, which is included in Enterprise Mobility + Security F1/F3/E3/A3/G3, Enterprise Mobility + Security E5,

Microsoft 365 E3/A3/G3, Microsoft 365 E5/A5/G5, and Microsoft 365 E5/A5/G5/F5 Security and Microsoft 365 F5 Security & Compliance.

To benefit from automatic client-side labeling, users must be licensed for Azure Information Protection P2, which is included in Enterprise Mobility + Security E5/A5/G5, Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Compliance, Microsoft 365 F5 Security & Compliance, and Microsoft 365 E5/F5 Information Protection and Governance.

Note: Automatic server-side labeling requires Information Protection for Office 365 - Premium licenses (MIP\_S\_CLP2 or efb0351d-3b08-4503-993d-383af8de41e3). For reference, see [Product names and service plan identifiers for licensing](#).

For information on configuring Defender for Cloud Apps policies for licensed users, go to [Defender for Cloud Apps](#).

## How is the service provisioned/deployed?

By default, app governance is enabled at the tenant level for all users within the tenant. For more information, see [App governance in Microsoft 365](#) and [Get Started with App Governance](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins can scope Microsoft Defender for Cloud Apps deployments to licensed users by using the scoped deployment capabilities available in the service. For more information, see [Scoped deployment](#).

## What is the app governance add-on feature for Microsoft Defender for Cloud Apps?

App governance is a security and policy management capability available as an add-on feature for Microsoft Defender for Cloud Apps.

With app governance, customers can monitor and govern third-party and in-house developed apps on the Microsoft 365 platform to help identify, alert, and prevent risky or unapproved access, entitlement, or privileged use of data. App governance is designed for OAuth-enabled apps that access Microsoft 365 data via [Microsoft Graph API](#).

App governance provides customers with the following feature benefits:

- Deep visibility and insights: [Get deeper visibility](#) into apps that access Microsoft 365 data and actionable insights on how the app is configured and behaving in the environment.
- Policy-driven governance: [Proactively define and enforce appropriate app behavior with data](#), users, and other apps, in accordance with your organization's security and compliance posture for data access.
- Comprehensive: [Detection and remediation](#): Detect anomalous app behavior with machine-learning models, address issues with automated and manual remediation actions.

## Which licenses provide the rights for a user to benefit from the service?

App governance is available as an add-on to organizations with:

- Microsoft Defender for Cloud Apps (standalone)
- Enterprise Mobility + Security E5/A5
- Microsoft 365 E5/A5
- Microsoft 365 Security
- Microsoft 365 Compliance E5/A5
- Microsoft 365 E5/A5 Information Protection and Governance
- Microsoft 365 F5 Security add-on
- Microsoft 365 F5 Compliance add-on
- Microsoft 365 F5 Security + Compliance add-on.

## How is the service provisioned/deployed?

By default, app governance is enabled at the tenant level for all users within the tenant. For more information, see [App governance in Microsoft 365](#) and [Get Started with App Governance](#).

## Is it a requirement for the apps in the tenant to be registered with Azure Active Directory to be viewable by app governance?

Yes. The app must be registered with Azure AD and must be OAuth 2.0 enabled. No other Identity Management systems are currently supported. The app governance add-on capability monitors behavior and status of Microsoft 365 OAuth apps that use Microsoft Graph API. All Microsoft 365 E5/A5 licenses have Azure AD in them.

# Microsoft Defender for Endpoint

Microsoft Defender for Endpoint is an endpoint security solution that includes:

- Risk-based vulnerability management and assessment
- Attack surface reduction capabilities
- Behavioral based and cloud-powered next generation protection
- Endpoint detection and response (EDR)
- Automatic investigation and remediation
- Managed hunting services

For more information, see [Microsoft Defender for Endpoint](#).

## Which licenses provide the rights for users to benefit from the service?

### Microsoft Defender for Endpoint Plan 1 (P1)

Microsoft Defender for Endpoint P1 is available as a standalone user subscription license for commercial and education customers. It's also included as part of Microsoft 365 E3/A3.

### Microsoft Defender for Endpoint Plan 2 (P2)

Microsoft Defender for Endpoint P2, which was previously called Microsoft Defender for Endpoint, is available as a standalone license and as part of the following plans:

- Windows 11 Enterprise E5/A5
- Windows 10 Enterprise E5/A5
- Microsoft 365 E5/A5/G5 (which includes Windows 10 or Windows 11 Enterprise E5)
- Microsoft 365 E5/A5/G5/F5 Security
- Microsoft 365 F5 Security & Compliance

### Microsoft Defender for Endpoint Plan 1

Microsoft Defender for Endpoint P1 delivers core endpoint protection capabilities such as next generation anti-malware, attack surface reduction rules, device control, endpoint firewall, network protection and more. For details, see [Microsoft Defender for Endpoint Plan 1 and Plan 2](#).

### Microsoft Defender for Endpoint Plan 2

Microsoft Defender for Endpoint P2 delivers comprehensive endpoint protection capabilities including all the capabilities of Microsoft Defender for Endpoint P1 with

additional capabilities such as endpoint detection and response, automated investigation and remediation, threat and vulnerability management, threat intelligence, sandbox, and Microsoft threat experts. For details, see [Microsoft Defender for Endpoint documentation](#).

### **Microsoft Defender for Endpoint Server**

Microsoft Defender for server protects Windows and Linux Servers with capabilities that are like Microsoft Defender for Endpoint P2.

## **What is Microsoft Defender Vulnerability Management add-on for Microsoft Defender for Endpoint Plan 2?**

Microsoft Defender for Endpoint Plan includes vulnerability management capabilities which can be enhanced with the Microsoft Defender Vulnerability Management add-on.

Defender Vulnerability Management delivers asset visibility, intelligent assessments, and built-in remediation tools for Windows, macOS, Linux, Android, iOS, and network devices. Leveraging Microsoft threat intelligence, breach likelihood predictions, business contexts, and devices assessments, Defender Vulnerability Management rapidly and continuously prioritizes the biggest vulnerabilities on your most critical assets and provides security recommendations to mitigate risk.

For more information, see [Microsoft Defender Vulnerability Management | Microsoft Learn](#).

## **What licenses provide the rights for a user to benefit from the service?**

Defender Vulnerability Management is available as an add-on to organizations with:

- Microsoft Defender for Endpoint Plan 2 (standalone)
- Microsoft 365 E5/A5
- Microsoft 365 E5/A5/F5 Security
- Microsoft 365 F5 Security and Compliance add-on
- Microsoft Defender for Endpoint for server
- Windows 11 Enterprise E5/A5
- Windows 10 Enterprise E5/A5

## **How is the service provisioned/deployed?**

By default, Microsoft Defender for Endpoint features are enabled at the tenant level for all users within the tenant. For information on deployment, see [Microsoft Defender for Endpoint documentation | Microsoft Docs](#).

## Microsoft Defender for Identity

Microsoft Defender for Identity (formerly Azure Advanced Threat Protection) is a cloud service that helps protect enterprise hybrid environments from multiple types of advanced targeted cyber-attacks and insider threats. **Microsoft Defender for Identity is a per user subscription license.**

### How do users benefit from the service?

SecOp analysts and security professionals benefit from the ability of Microsoft Defender for Identity to detect and investigate advanced threats, compromised identities, and malicious insider actions. End users benefit by having their data monitored by Microsoft Defender for Identity.

### Which licenses provide the rights for a user to benefit from the service?

Enterprise Mobility + Security E5/A5, Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Security, Microsoft F5 Security & Compliance, and Microsoft Defender for Identity for Users provide the rights to benefit from Microsoft Defender for Identity.

### How is the service provisioned/deployed?

Microsoft Defender for Identity features are enabled at the tenant level for all users within the tenant. For information on configuring Microsoft Defender for Identity, see [Create your Microsoft Defender for Identity instance](#).

### How can the service be applied only to users in the tenant who are licensed for the service?

Microsoft Defender for Identity services are currently not capable of limiting capabilities to specific users. Efforts should be taken to limit the service benefits to licensed users.

## Microsoft Defender for Office 365

Microsoft Defender for Office 365 (formerly Office 365 Advanced Threat Protection) helps protect organizations against sophisticated attacks such as phishing and zero-day malware. Microsoft Defender for Office 365 also provides actionable insights by correlating signals from a broad range of data to help identify, prioritize, and provide recommendations on how to address potential threats.

## How do users benefit from the service?

Microsoft Defender for Office 365 protects users from sophisticated attacks such as phishing and zero-day malware. For the full list of services provided in Plan 1 and Plan 2, see [Microsoft Defender for Office 365](#).

## Which licenses provide the rights for a user to benefit from the service?

Microsoft Defender for Office 365 Plans 1 and 2, Office 365 E5/A5/G5, Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Security, Microsoft 365 F5 Security & Compliance, and Microsoft 365 Business Premium provide the rights for a user to benefit from Microsoft Defender for Office 365.

This quick reference will help you understand what capabilities come with each Microsoft Defender for Office 365 subscription. When combined with your knowledge of EOP features, it can help business decision makers determine what Microsoft Defender for Office 365 is best for their needs.

## Microsoft Defender for Office 365 Plan 1 vs. Plan 2 Cheat Sheet

Defender for Office 365 Plan 1	Defender for Office 365 Plan 2
Configuration, protection, and detection capabilities: <ul style="list-style-type: none"><li>• Safe Attachments</li><li>• Safe Links</li><li>• Safe Attachments for SharePoint, OneDrive, and Microsoft Teams</li><li>• Anti-phishing protection in Defender for Office 365</li><li>• Real-time detections</li></ul>	Defender for Office 365 Plan 1 capabilities --- plus --- Automation, investigation, remediation, and education capabilities: <ul style="list-style-type: none"><li>• Threat Trackers</li><li>• Threat Explorer</li><li>• Automated investigation and response</li><li>• Attack simulation training</li></ul>

For more information, go to [Office 365 Security including Microsoft Defender for Office 365 and Exchange Online Protection - Office 365 | Microsoft Docs](#).

## How is the service provisioned/deployed?

By default, Microsoft Defender for Office 365 features are enabled at the tenant level for all users within the tenant. For information on configuring Microsoft Defender for Office 365 policies for licensed users, see [Microsoft Defender for Office 365](#).

- For information on configuring Safe Links for licensed users, see [Safe Links in Microsoft Defender for Office 365](#).
- For information on configuring Safe Attachments for licensed users, see [Safe Attachments in Microsoft Defender for Office 365](#).

## Information Protection: Office 365 Advanced Message Encryption

Office 365 Advanced Message Encryption helps customers meet compliance obligations that require more flexible controls over external recipients and their access to encrypted emails. With Advanced Message Encryption, admins can control sensitive emails shared outside the organization by using automatic policies that can detect sensitive information types (for example, personally identifying information, or financial or health IDs), or they can use keywords to enhance protection by applying custom email templates and expiring access to encrypted emails through a secure web portal. Additionally, admins can further control encrypted emails accessed externally through a secure web portal by revoking access at any time.

## How do users benefit from the service?

Message senders benefit from the added control over sensitive emails provided by Advanced Message Encryption.

## Which licenses provide the rights for a user to benefit from the service?

Office 365 E5/A5/G5, Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance, and Microsoft 365 E5/A5/F5/G5 Information Protection and Governance provide the rights for a user to benefit from Advanced Message Encryption.

## How is the service provisioned/deployed?

Admins create and manage Advanced Message Encryption policies in the Exchange admin center under **Mail flow > Rules**. By default, these rules apply to all users in the tenant. For more information about setting up new Message Encryption capabilities, see [Set up new Office 365 Message Encryption capabilities](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins should apply mail flow rules for Advanced Message Encryption only to licensed users. For more information about defining mail flow rules, see [Define mail flow rules to encrypt email messages in Office 365](#).

# Information Protection: Office 365 Message Encryption

Office 365 Message Encryption (OME) is a service built on Azure Rights Management (Azure RMS) that lets you send encrypted email to people inside or outside your organization, regardless of the destination email address (Gmail, Yahoo! Mail, Outlook.com, etc.).

To view encrypted messages, recipients can either get a one-time passcode, sign in with a Microsoft account, or sign in with a work or school account associated with Office 365. Recipients can also send encrypted replies. They don't need a subscription to view encrypted messages or send encrypted replies.

## How do users benefit from the service?

Message senders benefit from the added control over sensitive emails provided by Office 365 Message Encryption.

## Which licenses provide the rights for a user to benefit from the service?

- Microsoft 365 F3/E3/A3/G3/E5/A5/G5 and Microsoft Business Premium
- Office 365 A1/E3/A3/G3/E5/A5/G5
- Azure Information Protection Plan 1 also provides the rights for an organization to benefit from Office 365 Message Encryption when added to the following plans: Exchange Online Kiosk, Exchange Online Plan 1, Exchange Online Plan 2, Office 365

F3, Microsoft 365 Business Basic, Microsoft 365 Business Standard, or Office 365 Enterprise E1

## How is the service provisioned/deployed?

Admins create and manage Office 365 Message Encryption policies in the Exchange admin center under **Mail flow > Rules**. By default, these rules apply to all users in the tenant. For more information about setting up new Office 365 Message Encryption capabilities, see [Set up new Message Encryption capabilities](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins should apply mail flow rules for Office 365 Message Encryption only to licensed users. For more information about defining mail flow rules, see [Define mail flow rules to encrypt email messages](#).

## Microsoft Priva

[Microsoft Priva](#) helps companies safeguard personal data and build a privacy-resilient workplace by proactively identifying and protecting against privacy risks such as data hoarding, data transfers, and data oversharing, empowering information workers to make smart data handling decisions, and automating and managing subject requests at scale.

## Which licenses provide the rights for a user to benefit from the service?

Priva is available as an addition to organizations with Office 365 A1/E1/G1/A3/E3/A5/E5 and Microsoft 365 A3/E3/G3/A5/E5/G5 subscriptions.

## How do users benefit from the service?

Users benefit by the ability for organizations to gain visibility into the private data in their environment, proactively identify and protect against privacy risks, and manage subject rights requests (commonly known as 'data subject requests') at scale.

## How can customers access the service?

Priva solutions are built into the Microsoft Purview compliance portal and are enabled at the tenant level for all users within the tenant. We recommend that licenses be acquired for any user that you intend to benefit from and protect with the service.

Customers can purchase the following licenses based on organizational need:

**Microsoft Priva Privacy Risk Management allows organizations to:**

- Gain visibility into the personal data in your Microsoft 365 environment (Microsoft Exchange Online, SharePoint, OneDrive for Business, and Teams) and the associated risks.
- Leverage default privacy policy templates, including data minimization, data overexposure, and data transfers or customize them to meet your unique organizational needs.
- Receive recommended remediation controls to mitigate privacy risks.
- Engage with information workers from within the productivity suite and drive behavioral change.

**Microsoft Priva Subject Rights Requests is the license name of Priva Subject Rights Requests and allows organizations to:**

- Automate your response to subject rights requests and manage them at scale.
- Use Microsoft Power Automate templates with existing business processes (will require the appropriate license for Power Automate).
- Leverage programmatic access to APIs.
- Securely collaborate with other stakeholders through Microsoft Teams integration (will require the appropriate license for Microsoft Teams).

Customers will be able to purchase Priva Subject Rights Requests in blocks of 1,10, or 100.

Privacy Risk Management and Priva Subject Rights Requests can be purchased independently of each other.

See the [Product Terms](#) for licensing prerequisites needed to acquire Privacy Risk Management and Priva Subject Rights Requests.

## Privileged access management in Office 365

[Privileged access management \(PAM\)](#) provides granular access control over privileged admin tasks in Office 365. After enabling PAM, to complete elevated and privileged tasks, users will need to request just-in-time access through an approval workflow that is highly scoped and time-bound.

## How do users benefit from the service?

Enabling PAM lets organizations operate with zero standing privileges. Users benefit from the added layer of defense against vulnerabilities arising from standing administrative access that provides unfettered access to their data.

## Which licenses provide the rights for a user to benefit from the service?

Office 365 E5/A5, Microsoft 365 E5/A5, Microsoft 365 E5/A5/F5 Compliance and F5 Security & Compliance, and Microsoft 365 E5/A5/F5 Insider Risk Management provide the rights for a user to benefit from PAM.

## How is the service provisioned/deployed?

By default, PAM features are enabled at the tenant level for all users within the tenant. For information on configuring PAM policies, see [Get started with privileged access management](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Customers can manage PAM on a per-user basis through approver group and access policies, which can be applied to licensed users.

## Microsoft Purview Audit (Premium)

Audit (Premium) (formerly named Microsoft 365 Advanced Audit) provides one-year retention of audit logs for user and admin activities and provides the ability to create custom audit log retention policies to manage audit log retention for other Microsoft 365 services. It also provides access to crucial events for investigations and high-bandwidth access to the Office 365 Management Activity API. For more information, see [Audit \(Premium\)](#).

You can also enable a retention period of 10 years with an add-on SKU.

## Which users benefit from the service?

Licensed users of Office 365 E5/A5/G5, Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Compliance, Microsoft 365 F5 Security & Compliance, and Microsoft 365

E5/A5/F5/G5 eDiscovery and Audit can benefit from Audit (Premium).

Licensed users with Audit (Premium) and the 10-year Audit Log Retention add-on can benefit from 10-year Audit Log Retention. Exceptions are users with Microsoft 365 F5 Compliance, Microsoft 365 F5 Security & Compliance, and Microsoft 365 F5 eDiscovery and Audit commercial offers. 10-year Audit Log Retention is available for Frontline Worker plans for Government customers.

## How do users benefit from the service?

Users benefit from Audit (Premium) because audit records related to user activity in Microsoft 365 services can be retained for up to one year. Additionally, high-value auditing events are logged, such as when items in a user's mailbox are accessed or read. For more information, see [Audit \(Premium\)](#).

## How is the service provisioned/deployed?

By default, Audit (Premium) is enabled at the tenant level for all users that benefit from the service, and automatically provides one-year retention of audit logs for activities (performed by users with the appropriate license) in Azure Active Directory, Exchange, and SharePoint. Additionally, organizations can use audit log retention policies to manage the retention period for audit records generated by activity in other Microsoft 365 services. The 10-year Audit Log Retention functionality is also enabled using the same retention policies. For more information, see [Manage audit log retention policies](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

One-year retention of audit logs and the auditing of crucial events only apply to users with the appropriate license. Additionally, admins can use audit log retention policies to specify shorter retention durations for the audit logs of specific users.

10-year retention of audit logs only applies to users with the appropriate add-on license.

## Microsoft Purview Communication Compliance

Communication Compliance (formerly named Microsoft 365 Communication Compliance) helps minimize communication risks by helping you detect, capture, and take remediation actions for inappropriate messages in your organization. You can

define specific policies that capture internal and external email, Microsoft Teams, or third-party communications in your organization. Reviewers can take appropriate remediation actions to make sure they're compliant with your organization's message standards.

## How do users benefit from the service?

Compliance specialists benefit from the service by having organization communications monitored by communication compliance policies.

## Which licenses provide the rights for a user to benefit from the service?

Office 365 E5/A5/G5, Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Compliance, Microsoft 365 F5 Security & Compliance and Microsoft 365 E5/A5/F5/G5 Insider Risk Management provide the rights for a user to benefit from communication compliance.

## How is the service provisioned/deployed?

Admins and compliance specialists create communication compliance policies in the Microsoft Purview compliance portal. These policies define which communications and users are subject to review in the organization, define custom conditions that communications must meet, and specify who should perform reviews.

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins choose specific users or groups to include in a communication compliance policy. When choosing a group, they can also select specific users in the group to exclude from the communication compliance policy. For more information about communication compliance policies, see [Get started with Microsoft Purview Communication Compliance](#).

# Microsoft Purview Compliance Manager

[Compliance Manager](#) is a feature in the Microsoft Purview compliance portal that helps you manage your organization's compliance requirements with greater ease and convenience. Compliance Manager can help you throughout your compliance journey, from taking inventory of your data protection risks to managing the complexities of

implementing controls, staying current with regulations and certifications, and reporting to auditors.

Compliance Manager helps simplify compliance and reduce risk by providing:

- Pre-built assessments for common industry and regional standards and regulations, or custom assessments to meet your unique compliance needs.
- Workflow capabilities to help you efficiently complete your risk assessments through a single tool.
- Detailed step-by-step guidance on suggested improvement actions to help you comply with the standards and regulations that are most relevant for your organization. For actions that are managed by Microsoft, you'll see implementation details and audit results.
- A risk-based compliance score to help you understand your compliance posture by measuring your progress in completing improvement actions.

## Who can access Compliance Manager?

Compliance Manager is available to organizations with Office 365 and Microsoft 365 licenses, and to US Government Community Cloud (GCC), GCC High, and Department of Defense (DoD) customers. Assessment availability and management capabilities depend on your licensing agreement.

## What are premium templates?

Premium templates are an add-on value for Compliance Manager and help:

- Translate complex regulatory requirements to specific controls
- Suggest recommended improvement actions
- Provide quantifiable measure of compliance against regulations

Compliance Manager has 300+ premium assessments that customers can use to assess their compliance with a wide range of global, regional, and industrial regulations and standards.

Any customer with a subscription that includes Microsoft Exchange Online license may purchase Compliance Manager premium templates.

## Which premium templates are available?

Here is the [list of premium templates](#).

## Which templates are included by default (free of cost)?

Some assessments are included as part of Compliance Manager and the type of customer license. See the table below and frequently asked questions for details:

License Type	Assessment Templates (included by default)*
<ul style="list-style-type: none"><li>• Microsoft 365 or Office 365 A1/E1/F1/G1</li><li>• Microsoft 365 or Office 365 A3/E3/F3/G3</li></ul>	<ul style="list-style-type: none"><li>• Data Protection Baseline</li></ul>
<ul style="list-style-type: none"><li>• Microsoft 365 or Office 365 A5/E5/G5</li><li>• Microsoft 365 A5/E5/F5/G5 Compliance</li><li>• Microsoft 365 A5/E5/F5/G5 eDiscovery and Audit</li><li>• Microsoft 365 A5/E5/F5/G5 Insider Risk Management</li><li>• Microsoft 365 A5/E5/F5/G5 Information Protection and Governance</li></ul>	<ul style="list-style-type: none"><li>• Choice of any 3 premium templates</li><li>• Data Protection Baseline</li><li>• CMMC Level 1-5 (only available for G5)</li><li>• Custom Assessments</li></ul>

\* Templates that correspond to a regulation will now all be grouped together and treated as a single template. For example, CMMC - Level 1, and CMMC - Level 2 will now be counted as one template. You won't need to purchase multiple templates for the same regulation when that regulation has multiple levels or versions.

## What are custom assessments?

Custom assessments is a Compliance Manager feature that provides the ability to either create a new template or customize an existing assessment template including adding or updating controls and improvement actions.

## Who can access custom assessments?

The custom assessments feature is available to customers with an E5 subscription as listed below:

- Microsoft 365 or Office 365 A5/E5/G5
- Microsoft 365 A5/E5/F5/G5 Compliance
- Microsoft 365 A5/E5/F5/G5 eDiscovery and Audit
- Microsoft 365 A5/E5/F5/G5 Insider Risk Management
- Microsoft 365 A5/E5/F5/G5 Information Protection and Governance

# **Microsoft Purview Customer Lockbox**

Customer Lockbox (formerly named Office 365 Customer Lockbox) provides an additional layer of control by offering customers the ability to give explicit access authorization for service operations. By demonstrating that procedures are in place for explicit data access authorization, Customer Lockbox may also help organizations meet certain compliance obligations such as HIPAA and FedRAMP.

## **How do users benefit from the service?**

Customer Lockbox ensures that no one at Microsoft can access customer content to perform a service operation without the customer's explicit approval. Customer Lockbox brings the customer into the approval workflow for requests to access their content. Occasionally, Microsoft engineers are involved during the support process to troubleshoot and fix customer-reported issues. In most cases, issues are fixed through extensive telemetry and debugging tools that Microsoft has in place for its services. However, there may be cases that require a Microsoft engineer to access customer content to determine the root cause and fix the issue. Customer Lockbox requires the engineer to request access from the customer as a final step in the approval workflow. This gives organizations the option to approve or deny these requests, which gives them direct control over whether a Microsoft engineer can access the organizations' end-user data.

## **Which licenses provide the rights for a user to benefit from the service?**

Office 365 E5/A5/G5, Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance, and Microsoft 365 E5/A5/F5/G5 Insider Risk Management provide the rights for a user to benefit from Customer Lockbox.

## **How is the service provisioned/deployed?**

Admins can turn on Customer Lockbox in the Microsoft 365 admin center. For more information, see [Customer Lockbox](#). When Customer Lockbox is turned on, Microsoft is required to obtain an organization's approval prior to accessing any of their content.

## **How can the service be applied only to users in the tenant who are licensed for the service?**

Currently, the Customer Lockbox service can't be limited to specific users. Although the tenant services are not currently capable of limiting benefits to specific users, efforts should be taken to limit the service benefits to licensed users. This will help avoid potential service disruption once targeting capabilities are available.

## Microsoft Purview Data Connectors

Microsoft provides third-party data connectors that can be configured in the Microsoft Purview compliance portal. For a list of data connectors provided by Microsoft, see the [Third-party data connectors](#) table. This table also summarizes the compliance solutions that you can apply to third-party data after you import and archive data in Microsoft 365, and links to the step-by-step instructions for each connector.

### How do users benefit from the service?

The primary benefit of using Data Connectors (formerly named Microsoft 365 Data Connectors) to import and archive third-party data in Microsoft 365 is that you can apply various Microsoft Purview solutions to the data after it's been imported. This helps ensure that your organization's non-Microsoft data is in compliance with the regulations and standards that affect your organization.

### Which licenses provide the rights for a user to benefit from the service?

The following licenses provide the rights for a user to benefit from Data Connectors:

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/F5/G5 Information Protection & Governance
- Microsoft 365 E5/A5/G5/F5 Compliance
- Microsoft 365 F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Insider Risk Management
- Microsoft 365 E5/A5/F5/G5 eDiscovery and Audit
- Office 365 E5/A5/G5

For data connectors in the Microsoft Purview compliance portal that are provided by a Microsoft partner, your organization will need a business relationship with the partner before you can deploy those connectors.

### How is the service provisioned/deployed?

Connectors are configured using the Microsoft Purview compliance portal and Connector Catalog.

## How can the service be applied only to users in the tenant who are licensed for the service?

Data Connectors services are a tenant-level value. Every user intended to benefit from this service must be licensed.

# Microsoft Purview Data Lifecycle Management & Microsoft Purview Records Management

[Microsoft Purview Data Lifecycle Management](#) (formerly Microsoft Information Governance) and [Microsoft Purview Records Management](#) provide you with tools and capabilities to retain the content that you need to keep and delete the content that you do not need. Often organizations retain and delete content to meet compliance and data regulatory requirements. Deleting content that no longer has business value also helps you manage risk and liability.

Both Data Lifecycle Management and Records Management use retention policies, retention labels, and retention label policies to enforce retention and deletion settings. Additionally, this area includes email archiving functionality.

## Licensing for retention policies

For organization-wide, location-wide, or include/exclude retention policies, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5/E3/A3/G3, Business Premium
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5/E3/A3/G3

If the retention policy location is an Exchange mailbox, then the following licenses also provide user rights:

- Exchange Plan 2
- Exchange Online Archiving

If the retention policy location is SharePoint or OneDrive for Business, the following licenses also provide user rights:

- SharePoint Plan 2

If the retention policy location is Microsoft Teams chats, channels, or private channels, then the following licenses also provide user rights. The retention or deletion period must be more than 30 days for the plans that are underlined:

- Microsoft 365 E5/G5/A5/E3/G3/A3/F3/F1, Business Basic, Business Standard, and Business Premium
- Office 365 E5/G5/A5/E3/G3/A3/F3/E1/G1
- Microsoft 365 F5 Compliance and Microsoft 365 F5 Security and Compliance add-on plans

If the retention policy uses an adaptive policy scope, then one of the following licenses is required to provide user rights:

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Office 365 E5/A5/G5
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance

## Licensing for retention labels

For retention label creation, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5/E3/A3/G3/F3/F1/Business Premium
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5/E3/A3/G3/F3/E1/A1/G1

The following retention label creation settings:

- Start the retention period based on an event type
- Trigger a disposition review at the end of the retention period
- During the retention period mark items as a record or a regulatory record
- After the retention period, automatically change the retention label,

require these specific licenses to provide users rights:

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Office 365 E5/A5/G5
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance

# Licensing for retention label policies

Retention labels are applied to files and emails in one of three ways:

- Publishing labels so they are available to end users for manual labeling.
- Auto-applying them through retention label policy configuration.
- Through other application methods such as default labels.

To publish retention labels, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5/E3/A3/G3/F3/F1/Business Premium
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5/E3/A3/G3/F3/E1/A1/G1

If the publishing location is an Exchange mailbox, then Exchange Online Plan 1 and Plan 2 licenses provide user rights.

If the publishing location is SharePoint Online or OneDrive, SharePoint Online Plan 1 and Plan 2 licenses provide user rights.

The following deployment methods for retention labels require specific licensing:

- Auto-apply to content that contains sensitive information
- Auto-apply to content that contains specific words, phrases, or properties
- Apply a default retention label to a SharePoint document library, folder, or document set
- Using an adaptive policy scope in the retention label policy

The following licenses provide user rights for those deployment methods:

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5

To auto-apply retention labels using a trainable classifier, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance

## Other retention label application methods

To apply a label using an Outlook rule or an Outlook default folder policy, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5/E3/A3/G3/F3/F1/Business Premium
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5/E3/A3/G3/F3/E1/A1/G1

To apply a retention label using a SharePoint Syntex model, the following licenses provide user rights. Additionally, you will need to purchase the appropriate SharePoint Syntex licenses.

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5

To use the file plan to maintain retention labels, including import and export, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5

## Email archiving

To bulk-import PST files to Exchange Online mailboxes, the following licenses provide user rights:

- Exchange Online P2
- Microsoft 365 E5/A5/G5/E3/A3/G3
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5/E3/A3/G3

To enable an archive mailbox and auto-expanding archive, the following licenses provide user rights:

- Archive mailbox limited to 50 GB
  - Exchange Online Plan 1
  - Office 365 E1
- Archive mailbox limited to 1.5 TB

- Exchange Online Archiving
- Exchange Online Plan 2
- Microsoft 365 E5/A5/G5/E3/A3/G3
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5/E3/A3/G3
- Microsoft 365 Business Premium

## Which users need a license?

Any user benefiting from the service requires a license. For more information about service terms & conditions, see [Product Terms](#). Here are examples of users benefiting from the service:

- Users with the following assigned roles found in the Microsoft Purview compliance portal: disposition management, Record Management, Retention Management, View-Only Record Management, View-Only Retention Management.
- SharePoint site owners and members when a retention policy or retention label policy is used on the site. Site visitors do not need a license.
- Microsoft 365 Group owners and members when a retention policy or retention label policy is used on the site, mailbox, or Teams messages.
- For user mailboxes, the user must have the required license assigned.
- Users, SharePoint sites, and Microsoft 365 Groups included in an adaptive policy scope.

For many features, a shared or resource mailbox does not need a license assigned. For features requiring one of the following licenses, a shared, or resource mailbox does need a license assigned to provide usage rights:

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5

Inactive mailboxes do not require a usage license.

Additionally, shared mailboxes are limited to 50 GB without the need for an Exchange add-on. To increase the size limit to 100 GB, the shared mailbox requires Exchange Online Plan 2 or Exchange Online Archiving + Exchange Online Plan 1.

# Microsoft Purview Data Loss Prevention: Endpoint Data Loss Protection (DLP)

Organizations can use Microsoft Purview Data Loss Prevention (DLP) to detect activity on items determined to be sensitive and to help prevent the unintentional sharing of those items. For more information on DLP, see [Learn about data loss prevention](#).

[Endpoint data loss prevention](#) (Endpoint DLP) extends the activity detection and protection capabilities of DLP to sensitive items that are physically stored on Windows 10, Windows 11, and macOS (Catalina 10.15 and higher) devices.

## Which licenses provide the rights for a user to benefit from the service?

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/F5/G5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection & Governance

## How is the service provisioned/deployed?

For more information, see [Get started with Endpoint data loss prevention - Microsoft Purview \(compliance\)](#) | Microsoft Docs and [Learn about data loss prevention - Microsoft Purview \(compliance\)](#) | Microsoft Docs.

Using the [Microsoft Purview compliance portal](#), Endpoint DLP policies can be scoped to users logging into onboarded devices. Policies are evaluated when a scoped user logs onto an onboarded device. Please review the [Microsoft Endpoint DLP interactive guide](#) for devices for more details.

## Microsoft Purview Data Loss Prevention: Data Loss Prevention (DLP) for Exchange Online, SharePoint Online, and OneDrive for Business

With Microsoft Purview Data Loss Prevention for Exchange Online, SharePoint Online, and OneDrive for Business (formerly named Microsoft Office 365 Data Loss Prevention), organizations can identify, monitor, and automatically protect sensitive information across emails and files (including files stored in Microsoft Teams file repositories).

## How do users benefit from the service?

Users benefit from DLP for Exchange Online, SharePoint Online, and OneDrive for Business when their emails and files are being inspected for sensitive information, as configured in the organization's DLP policy.

## Which licenses provide the rights for a user to benefit from the service?

- Microsoft 365 E5/A5/G5/E3/A3/G3, Microsoft 365 Business Premium, SharePoint Online Plan 2, Exchange Online Plan 2
- Office 365 E5/A5/G5/E3/A3/G3
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance

## How is the service provisioned/deployed?

By default, Exchange Online emails, SharePoint sites, and OneDrive accounts are *enabled locations (workloads)* for these DLP features for all users within the tenant. For more information about using DLP policies, see [Overview of data loss prevention](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins can customize locations (workloads), include users, and exclude users in the Microsoft Purview compliance portal.

## Microsoft Purview Data Loss Prevention: Data Loss Prevention (DLP) for Teams

With DLP for Teams, organizations can block chats and channel messages that contain sensitive information, such as financial information, personally identifying information, health-related information, or other confidential information.

## Which users benefit from the service?

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance
- Office 365 E5/A5/G5

## How do users benefit from the service?

Senders benefit by having sensitive information in their outgoing chat and channel messages inspected for sensitive information, as configured in the organization's DLP policy.

## How is the service provisioned/deployed?

By default, Teams chat and channel messages are an *enabled Location (workload)* for these DLP features for all users within the tenant. For more information about using DLP policies, see [Overview of data loss prevention](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins can customize locations (workloads), included users, and excluded users in the Microsoft Purview compliance portal.

# Microsoft Purview Data Loss Prevention: Graph APIs for Teams Data Loss Prevention (DLP) and for Teams Export

These APIs let developers build Security and Compliance apps that can "listen" to Microsoft Teams messages in near-real time or export teams messages in 1:1/group chat or Teams channels. These APIs enable DLP and other Information Protection and Governance scenarios for both customers and ISVs. Additionally, Microsoft Graph Patch API allows applying DLP actions to Teams messages.

## How do users benefit from the service?

[Data loss prevention \(DLP\)](#) capabilities are widely used in Microsoft Teams, particularly as organizations have shifted to remote work. If your organization has DLP, you can now define policies that prevent people from sharing sensitive information in a Microsoft Teams channel or chat session.

Information protection and governance capabilities are widely used in Microsoft Teams, particularly as organizations have shifted to remote work. With [Teams Export API](#), data can be exported to a third-party eDiscovery or Compliance Archiving application to ensure compliance practices are met.

## Which licenses provide the rights for a user to benefit from the service?

- Office 365 E5/A5/G5
- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/F5/G5 Compliance and Microsoft 365 F5 Security & Compliance
- Microsoft 365 E5/A5/F5/G5 Information Protection and Governance

## How is the service provisioned/deployed?

API access is configured at the tenant level. To enable Microsoft Graph APIs for Teams DLP, the “Microsoft Communications DLP” service must be selected under one of the above licenses in the [Microsoft 365 Administration](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Microsoft Graph APIs for Teams DLP and Teams Export provide a tenant-level value. Every user intended to benefit from this service must be licensed. As an added value, we are adding seeded capacity per licensed user, calculated per month, and aggregated at the tenant level. For usage beyond the seeded capacity, app owners will be billed for API consumption.

For more information on the seeded capacity and consumption fees, see [Graph requirements for accessing chat messages](#).

## Microsoft Purview eDiscovery

[Electronic discovery \(eDiscovery\) solutions in Microsoft 365](#) provide investigation and eDiscovery solutions for IT and legal departments within corporations to identify, collect, preserve, reduce, and review content related to an investigation or litigation prior to export out of the Microsoft 365 system.

## How do users benefit from the service?

[eDiscovery \(Standard\)](#) (formerly named Core eDiscovery) builds on the basic search and export functionality of Content search by enabling you to create eDiscovery cases and assign eDiscovery managers to specific cases. eDiscovery managers can only access the cases of which they are members. eDiscovery (Standard) also lets you associate searches

and exports with a case and lets you place an eDiscovery hold on content locations relevant to the case.

eDiscovery (Premium) (formerly named Advanced eDiscovery) provides an end-to-end workflow to preserve, collect, analyze, review, and export content that's responsive to your organization's internal and external investigations. It also lets legal teams manage the entire legal hold notification workflow to communicate with custodians involved in a case.

## Which licenses provide the rights for a user to benefit from the service?

eDiscovery (Standard): Exchange Online Plan 2, Exchange Online Archiving, SharePoint Online Plan 2, Microsoft 365 Business Premium (Exchange only), Microsoft 365 E5/A5/G5/E3/A3/G3, Office 365 E5/A5/G5/E3/A3/G3, F5 Compliance, and F5 Security & Compliance.

eDiscovery (Premium): Microsoft 365 E5/A5/F5/G5, Microsoft 365 E5/A5/F5/G5 Compliance, Microsoft 365 E5/A5/F5/G5 eDiscovery and Audit, and Office 365 E5/A5/G5.

## How is the service provisioned/deployed?

By default, eDiscovery features are enabled at the tenant level for all users within the tenant when admins assign eDiscovery permissions in the Microsoft Purview compliance portal.

We recommend that licenses be acquired for any user that you intend to benefit from and/or access the service.

eDiscovery administrators can select specific users as data custodians for a case by using the built-in custodian management tool in eDiscovery (Premium) as described in [Add custodians to an eDiscovery \(Premium\) case](#).

For information regarding eDiscovery and non-custodial data sources, see [Add non-custodial data sources to an eDiscovery \(Premium\) case](#).

## Microsoft Purview Information Barriers

Information Barriers are policies that an admin can configure to prevent individuals or groups from communicating with each other. This is useful if, for example, one department is handling information that shouldn't be shared with other departments, or a group needs to be prevented from communicating with outside contacts. Information

barrier policies also prevent lookups and discovery. This means that if you attempt to communicate with someone you should not be communicating with, you won't find that user in the people picker.

## How do users benefit from the service?

Users benefit from the advanced compliance capabilities of information barriers when they're restricted from communicating with others. Information barriers policies can be defined to prevent certain segment of users from communication with each or allow specific segments to communicate only with certain other segments. For more information on defining information barrier policies, see [Define information barrier policies](#). For scenarios in which two groups cannot communicate with each other, users in both groups require a license to benefit from the service (see below example).

Scenario	Who requires a license?
Two groups (Group 1 and Group 2) cannot communicate with each other (that is, Group 1 users are restricted from communicating with Group 2 users, and Group 2 users are restricted from communicating with Group 1 users).	Users in both Group 1 and Group 2

## Which licenses provide the rights for a user to benefit from the service?

- Microsoft 365 E5/G5/A5/A3/A1
- Office 365 E5/A5/A3/A1
- Microsoft 365 E5/F5 Compliance
- Microsoft 365 E5/G5/A5 Insider Risk Management
- Microsoft 365 F5 Security + Compliance
- Office 365 E3 + Enterprise Mobility & Security E3 + E5 Compliance
- Office 365 E3 + Enterprise Mobility & Security E3 + Insider Risk Management
- Office 365 Advanced Compliance add-on (no longer available for new subscriptions)

## How is the service provisioned/deployed?

Admins create and manage information barrier policies by using PowerShell cmdlets in the Microsoft Purview compliance portal. Admins must be assigned the Microsoft 365 Enterprise Global Administrator, Office 365 Global Administrator, or Compliance Administrator role to create an information barrier policy. By default, these policies apply to all users in the tenant. For more information about information barriers, see [Information barriers in Microsoft Teams](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Admins can customize locations (workloads), included users, and excluded users in the Microsoft Purview compliance portal. For more information, see [Information barriers in Microsoft Teams](#).

## Microsoft Purview Information Protection: Customer Key

With Customer Key (formerly named Customer Key for Microsoft 365), you control your organization's encryption keys and configure Microsoft 365 to use them to encrypt your data at rest in Microsoft data centers. In other words, Customer Key allows you to add a layer of encryption that belongs to you, using your own keys. Customer Key provides data-at-rest encryption support for multiple [Microsoft 365 workloads](#) through Microsoft 365 Data-At-Rest Encryption Service. In addition, Customer Key provides encryption for SharePoint Online and OneDrive for Business data as well as Exchange Online mailbox level encryption.

## How do users benefit from the service?

Users benefit from Customer Key by having their data at rest encrypted at the application layer using encryption keys that are provided, controlled, and managed by their own organization.

## Which licenses provide the rights for a user to benefit from the service?

Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5 Compliance, Microsoft 365 E5/A5/G5 Information Protection and Governance, and Office 365 E5/A5/G5 provide the rights for a user to benefit from Customer Key. To get the full benefit of Customer Key, you must also have a subscription for Azure Key Vault.

## **How is the service provisioned/deployed?**

The [Set up Customer Key](#) article describes the steps you need to follow to create and configure the required Azure resources and then provides the steps for setting up Customer Key.

## **How can the service be applied only to users in the tenant who are licensed for the service?**

Microsoft 365 data-at-rest service that provides multi-workload encryption support is a tenant level service. Although some unlicensed users may technically be able to access the service, a license is required for any user that you intend to benefit from the service. For Exchange Online mailbox level encryption, the user mailbox needs to be licensed to assign a data encryption policy.

## **Microsoft Purview Information Protection: Data classification analytics: Overview Content & Activity Explorer**

Data classification analytic capabilities are available within Microsoft Purview compliance portal. Overview shows the locations of digital content and most common sensitive information types and labels present. Content Explorer provides visibility into amount and types of sensitive data and allows users to filter by label or sensitivity type to get a detailed view of locations where the sensitive data is stored. Activity Explorer show activities related to sensitive data and labels, such as label downgrades or external sharing that could expose your content to risk.

Activity Explorer provides a single pane of glass for admins to get visibility about activities that are related to sensitive information that is being used by end users. These data include label activities, data loss prevention (DLP) logs, auto-labeling, Endpoint DLP and more.

Content Explorer provides admins the ability to index the sensitive documents that are stored within supported Microsoft 365 workloads and identify the sensitive information that they are storing. In addition, Content Explorer helps identify documents that are classified with sensitivity and retention labels.

## **How do users benefit from the service?**

Information protection and compliance admins can access the service to get access to these logs and indexed data to understand where sensitive data are stored, and which activities are related to this data and performed by end users.

## Which licenses provide the rights for a user to benefit from the service?

Licensed users of Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5 Compliance, Microsoft 365 E5/A5/G5 Information Protection & Governance and Office 365 E5 can benefit from Microsoft 365 data classification analytics.

Microsoft 365 E3/A3/G3 and Office 365 E3/A3/G3 allow users to benefit from Content Explorer data aggregation only.

## How is the service provisioned/deployed?

By default, Overview Content and Activity Explorer features are enabled at the tenant level for all users within the tenant. For information on configuring data classification analytics for licensed users, see:

- **Content Explorer:** [Get started with content explorer](#).
- **Activity Explorer:** [Get started with activity explorer](#).
- **Data classification release notes:** [Data classification release notes](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

This feature needs to be scoped for users who actively use the solution within Microsoft Purview compliance portal.

## Microsoft Purview Information Protection: Double Key Encryption

Double Key Encryption (formerly named Double Key Encryption for Microsoft 365) lets you protect your highly sensitive data to meet specialized requirements and maintain full control of your encryption key. Double Key Encryption uses two keys to protect your data, with one key in your control and the second key stored securely by Microsoft Azure. To view the data, you must have access to both keys. Since Microsoft can access only one key, your key and also your data are unavailable to Microsoft, ensuring that you have full control over the privacy and security of your data.

## **How do users benefit from the service?**

Users benefit from Double Key Encryption by being able to migrate their encrypted data to the cloud, which prevents third-party access as long as the key remains in control of the users. Users can protect and consume Double Key Encrypted content similar to any other sensitivity label protected content.

## **Which licenses provide the rights for a user to benefit from the service?**

Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5 Compliance, Microsoft 365 E5/A5/G5 Information Protection and Governance, Office 365 E5/A5/G5 and EMS E5 provide the rights for a user to benefit from Double Key Encryption.

## **How is the service provisioned/deployed?**

Double Key Encryption supports the desktop version of Microsoft Office for Windows.

## **How can the service be applied only to users in the tenant who are licensed for the service?**

To assign encryption keys to data within an Office 365 and/or Microsoft 365 organization for licensed users, follow the Double Key Encryption deployment instructions.

## **Microsoft Purview Information Protection: Sensitivity labeling**

Information Protection helps organizations discover, classify, label, and protect sensitive documents, emails and meetings, and groups and sites. Admins can define rules and conditions to apply labels automatically, users can apply labels manually, or a combination of the two can be used—where users are given recommendations on applying labels.

## **How do users benefit from the service?**

Users benefit by having the ability to create, manually apply or automatically apply sensitivity labels, and consume content that has sensitivity labels applied.

# Which licenses provide the rights for a user to benefit from the service?

For **manual sensitivity labeling**, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5/E3/A3/G3/F1/F3/Business Premium
- Enterprise Mobility + Security E3/E5
- Office 365 E5/A5/E3/A3
- AIP Plan 1
- AIP Plan 2

For **manual sensitivity labeling for scheduled meetings**, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5
- Microsoft 365 E5/A5/G5/F5 Compliance
- Microsoft 365 F5 Security & Compliance
- Office 365 E5/A5

For **manual sensitivity labeling for Teams online meetings**, the following additional licenses provide user rights:

- Microsoft 365 E5/A5/G5 + Teams Premium
- Microsoft 365 E5/A5/G5/F5 Compliance + Teams Premium
- Microsoft 365 F5 Security & Compliance + Teams Premium
- Office 365 E5/A5 + Teams Premium

For both **client and service-side automatic sensitivity labeling**, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5
- E5 Compliance
- Microsoft 365 E5/A5/G5 Information Protection and Governance
- Office 365 E5/A5/G5

For **client-side automatic sensitivity labeling only**, the following license provides user rights:

- Enterprise Mobility + Security E5/A5/G5
- AIP Plan 2

To **apply and view sensitivity labels in Power BI and to protect data when it's exported from Power BI to Excel, PowerPoint, or PDF**, the following licenses provide user rights:

- Microsoft 365 E5/A5/G5/E3/A3/G3/F1/F3/Business Premium
- Enterprise Mobility + Security E3/E5
- AIP Plan 1
- AIP Plan 2

For information on how a user can benefit from the [AIPService](#) PowerShell module to administer the Azure Rights Management protection service for Azure Information Protection, see [Azure Information Protection](#).

 **Note**

In addition to the licensing information above:

- A standard/Plan 1 license must be *assigned* in addition to the premium/P2 license for users to have access to sensitivity labeling for Information Protection for Office 365 and AIP, even if the premium licenses/Plan 2 are assigned. For example, if Information Protection for Office 365 Premium is assigned to a user, that user must also have Information Protection for Office 365 Standard assigned for sensitivity labeling to be available. And if AIP P2 is assigned to a user, that user must also have AIP P1 assigned.
- Power BI is included with Microsoft 365 E5/A5/G5; in all other plans, Power BI must be licensed separately.
- For user benefit information regarding automatic classification based on Machine Learning, (trainable classifiers), see [Information Governance](#) and/or [Records Management](#).

## How is the service provisioned/deployed?

By default, information protection features are enabled at the tenant level for all users within the tenant. For information on configuring policies for licensed users, see [Activating Azure Rights Management](#).

## How can the service be applied only to users in the tenant who are licensed for the service?

Except when using the Microsoft Purview information protection scanner (formerly known as AIP scanner and accessible now via the Purview Compliance Portal) feature, policies can be scoped to specific groups or users and registries can be edited to prevent unlicensed users from running classification or labeling features.

For the Microsoft Purview information protection scanner feature, Microsoft does not commit to providing file classification, labeling, or protection capabilities to users who are not licensed.

For more information, see:

- [Create and publish sensitivity labels](#)
- [Learn about the Microsoft Purview Information Protection scanner - Microsoft Purview \(compliance\) | Microsoft Learn](#)
- [Get started with the Microsoft Purview Information Protection scanner - Microsoft Purview \(compliance\) | Microsoft Learn](#)
- [Azure Information Protection service description - Service Descriptions | Microsoft Docs](#)

## Microsoft Purview Insider Risk Management

Insider Risk Management (formerly named Microsoft 365 Insider Risk Management) is a solution that helps minimize internal risks by letting you detect, investigate, and take action on risky activities in your organization.

Custom policies allow you to detect and take action on malicious and inadvertently risky activities in your organization, including escalating cases to Microsoft Purview eDiscovery (Premium) (formerly named Microsoft Advanced eDiscovery), if needed. Risk analysts in your organization can quickly take appropriate actions to make sure users are compliant with your organization's compliance standards.

### How do users benefit from the service?

Users benefit by having their activities monitored for risk.

### Which licenses provide the rights for a user to benefit from the service?

Microsoft 365 E5/A5/G5, Microsoft 365 E5/A5/G5/F5 Compliance and F5 Security & Compliance, and Microsoft 365 E5/A5/F5/G5 Insider Risk Management provide the rights for a user to benefit from Insider Risk Management.

### How is the service provisioned/deployed?

Insider Risk Management policies must be created in the Microsoft Purview compliance portal and assigned to users.

## How can the service be applied only to users in the tenant who are licensed for the service?

For information, see [Get started with insider risk management](#).

## IRM Forensic Evidence

### What is the forensic evidence add-on for Insider Risk Management?

[Forensic evidence](#) is an opt-in, capacity add-on feature in Microsoft Purview Insider Risk Management that gives security teams visual insights into potential insider data security incidents, with user privacy built in.

### Which license provides the rights for a customer to benefit from the service?

Forensic evidence add-on for Insider Risk Management is available for organizations with Microsoft 365 E5, Microsoft 365 E5 Compliance, or Microsoft 365 E5 Insider Risk Management licenses.

Customers can purchase the forensic evidence add-on in units of 100 GB per month. The purchased capacity will be metered based on forensic evidence ingestion at the tenant level for the users scoped in forensic evidence policies configured by admins.

### How can customers access the service?

Customers can access the service in the Microsoft Purview compliance portal. You can learn more about forensic evidence in our technical documentation.

# Plan for Microsoft Purview compliance and risk management solutions - DoD deployments

Article • 01/26/2023 • 10 minutes to read

This guidance is for IT pros who are driving deployments of Office 365 in US Federal Government entities or other entities that handle data that's subject to government regulations and requirements, where the use of Microsoft 365 Government – DoD is appropriate to meet these requirements.

## ⓘ Note

If your organization has already met the Microsoft 365 Government – DoD eligibility requirements and applied for and been accepted into the program, you can skip steps 1 and 2 and go directly to step 3.

## Step 1. Determine whether your organization needs Microsoft 365 Government - DoD and meets eligibility requirements

The Microsoft 365 Government - DoD environment complies with US Government requirements for cloud services.

In addition to enjoying the features and capabilities of Office 365, organizations benefit from the following features that are unique to Microsoft 365 Government – DoD:

- Your organization's customer content is logically segregated from customer content in the commercial Office 365 services from Microsoft.
- Your organization's customer content is stored within the United States.
- Access to your organization's customer content is restricted to screened Microsoft personnel.
- Microsoft 365 Government - DoD complies with certifications and accreditations that are required for US public sector customers.

You can find more information about the Microsoft 365 Government - DoD offering for US Government customers at [Office 365 Government plans](#), including eligibility requirements.

The [Office 365 US Government service description](#) describes the platform's benefits, which are centered on meeting compliance requirements within the United States.

### 💡 Tip

You might want to transfer the tables of information in the service description into an Excel workbook and add two columns: **Relevant for my organization Y/N** and **Meets the needs of my organization Y/N**. Then you can review this list with your colleagues to confirm that this service meets your organization's needs.

**Decision points:**

- *Decide whether Microsoft 365 Government - DoD is appropriate for your organization.*
- *Confirm that your organization meets eligibility requirements.*

### ⓘ Note

Microsoft 365 Government - DoD is only available in the United States. Non-US Government customers can choose from a number of [Office 365 Government plans](#).

## Step 2. Apply for Microsoft 365 Government - DoD

Having decided that this service is right for your organization, start the process of [applying for this service](#).

## Step 3. Understand Microsoft 365 Government - DoD default security settings

We recommend that you take time to carefully review your admin and security settings before you modify them and consider the impact on compliance before you make any changes to the default security settings.

**Decision point:** *Decide whether you'll modify any of the default Microsoft 365 Government - DoD security settings, resolving to first understand the impact of any changes you might make.*

# Step 4. Understand which capabilities are currently unavailable or disabled by default in Microsoft 365 Government – DoD<sup>1</sup>

To meet the requirements of our government cloud customers, there are some differences between Microsoft 365 Government - DoD and enterprise plans. Refer to the following table to see which features are available. See [here](#) for the latest compliance product updates published on Microsoft 365 roadmap.

Area	Feature	DoD Status
<strong>Data protection</strong>		
Sensitive information types	Exact data match	Available
	Named entities sensitive information types and policy authoring templates	In development
Sensitivity labeling	Unified labeling client and scanner	Available
	Application of a "default label" to an unlabeled file uploaded to a SharePoint Online document library	In development
	Apply default label policies to ensure documents being edited	In development
	Automatic classification and labeling for Exchange Online, SharePoint Online, and OneDrive	Available
	Automatic classification and labeling for Office apps (Word, Excel, PowerPoint, Outlook) across platforms (Web, Android, iOS, Windows, and Mac)	Available
	Automatic classification and labeling for Office clients (Mobile)	On engineering backlog
	Automatic classification and labeling for Teams, Microsoft 365 Groups, SharePoint sites	Available
	Auto-labeling policies support overwriting manual label and encrypting mail received from any organization	Available
	Automatic classification and labeling for Teams, Microsoft 365 Groups, and SharePoint sites	Available

Area	Feature	DoD Status
	Auto-labeling policies support overwriting manual label and encrypting mail received from any organization	Available
	Co-authoring on Microsoft Purview Information Protection encryption documents	Available
	Enhanced simulations and location support for auto-labeling in SharePoint Online and OneDrive for Business	Available
	Extend built-in sensitivity labels to assets in Azure with Microsoft Azure Purview	In development
	Granular conditional access policies via "Sensitivity labels" for SharePoint Online sites	On engineering backlog
	Mandatory labels	Available
	Manual labels	Available
	New conditions for auto-labeling in Exchange Online	In development
	PDF files encrypted with sensitivity label can be search and eDiscovered	On engineering backlog
Analytics	Data classification analytics: Overview and Content Explorer	Available
	Auditing and analytics in Office apps	Available
	Activity explorer includes Power BI sensitivity label data	Available
	Activity explorer built-in filters	Available
	Activity explorer user experience improvements	In development
	Activity explorer Power BI sensitivity label data	Available
	Activity explorer security reader role updated	Available
	Content explorer includes Teams data	In development

<b>Area</b>	<b>Feature</b>	<b>DoD Status</b>
	Machine learning classifiers with auto labeling on Office apps/client side	Available
Encryption	Microsoft Purview Message Encryption (E3)	Available
	Microsoft Purview Customer Key	Available
	Customer Key: Data-at-rest encryption for Microsoft 365	Available
	Customer Key: SharePoint Online and OneDrive for Business	Available
	Bring Your Own Key (BYOK) for customer-managed key provisioning life cycle	Available
	Microsoft Purview Double Key Encryption	Available
	Exchange Online service encryption using Microsoft Managed keys	Available
Microsoft Purview Data Loss Prevention	Alerts dashboard and alerting experience	Available
	Data surfaced in Activity Explorer	Available
	Endpoint data loss prevention	Available
	Files (SPO/ODB) and email	Available
	Microsoft Defender for Cloud Apps (formerly Microsoft Cloud App Security) integration	Available
	On-premises scanner	Available
	Solution overview page	Available
	Teams chat and channel conversations	Available
<b>Data Lifecycle Management &amp; Records Management</b>		
Microsoft Purview Data Lifecycle Management (formerly Information Governance)	Adaptive scopes for retention and labeling policies	Available

Area	Feature	DoD Status
	Apply retention label action at end of retention period	On engineering backlog
	Apply default retention labels for SharePoint, OneDrive for Business libraries, folders, and document sets; Exchange inboxes; and Office 365 Groups	Available
	Configure option to block the ability to edit metadata for records	In development
	Disable unlocking of records	In development
	Email Archiving	Available
	Import PST	Available
	Manual non-record retention labels	Available
	Preservation lock	Available
	Retention improvements for SharePoint Online and OneDrive for Business	Available
	Retention label deletion behavior change in SharePoint	Available
	Retention policies to entire organization; specific locations or users; automatically based on specific condition (for example, keywords or sensitive information); and based on an event	Available
	Retention policies for Teams (chat)	Available
	Retention policies for Teams meeting recording	Available
	Retention policies for Teams private channels	Available
Records management	Ability to delete a record label	Available
	Allow record label to start "unlocked" for manual records declaration	In development
	Apply a record label manually	Available
	Apply default record labels for SharePoint, OneDrive for Business libraries, folders, and document sets; and Office 365 groups	Available

<b>Area</b>	<b>Feature</b>	<b>DoD Status</b>
	Apply record policies automatically based on specific conditions (for example, keywords or sensitive information); and based on an event	Available
	Apply record policies automatically with trainable classifiers	In development
	Disable unlocking of records	Available
	Disposition review	Available
	File plan manager	Available
	Multi-stage disposition review	Rolling out
	Outlook client support for Records Management	Available
	Power Automate integration	On engineering backlog
	Proof of disposal	Available
	Records versioning	Available
	Regulatory records	Available
<b>Risk management</b>		
Microsoft Purview Customer Lockbox	Customer Lockbox	Available
Microsoft Purview Communication Compliance	Ability to set a retention period for a Communication Compliance policy	On engineering backlog
	Access alerts; notice templates; communication policy dashboard	Available
	Analyze Teams chat data of users with on-prem mailbox	Available
	Automatically monitor all Teams a user is a member of	Available
	Conflict of interest template	Available
	Create customer policies, 3 pre-configured	Available
	Data loss prevention policy recommendation	Available

Area	Feature	DoD Status
	Day zero insights	On engineering backlog
	Detect adult content	Available
	Detect customer complaints	In development
	Detects repeat code of conduct violation over time	Available
	Discrimination classifier	Available
	Escalate for investigation for eDiscovery (Premium)	Available
	Exchange and Teams support	Available
	Expanded Optical Character Recognition to support handwritten and printed text	In development
	Message details reports	On engineering backlog
	Modern attachments: Analyze linked content from SharePoint Online and OneDrive for Business	In development
	Policy health check and ability to pause policy	In development
	Power Automate integration	On engineering backlog
	Remove a Teams message from the Teams chat or channel	Available
	Sensitive information types per location report	Available
	Support for more granular permissions	Available
	Supports seven languages for the threat, targeted harassment, and profanities classifiers	Available
	Support for Teams, Exchange, and ability to remove Teams message	Available
	Tagging improvements	Available
	Teams conversation context	Available

<b>Area</b>	<b>Feature</b>	<b>DoD Status</b>
	Translate content during investigation	Available
Microsoft Purview Information Barriers	Information barriers	Available
	Admin experience: Segments and policies landing page	Rolling out
Microsoft Purview Insider Risk Management	Ability to export alerts	Available
	Activity explorer data surfaced	Available
	Analytics	Public Preview
	Case dashboard	Available
	Content Explorer enhancements	Available
	Data leaks by disgruntled users	In development
	Data theft by departing users	Available
	Data leaks by priority users	Public Preview
	Enhanced support for domains	In development
	Escalate for investigation for eDiscovery (Premium)	Available
	Export alerts enhancements	In development
	General data leaks	Available
	General security policy violations	In development
	Increased set of first party indicators	In development
	Indicators for security policy violation	In development
	Indicators for Microsoft Defender for Endpoint alerts	In development

Area	Feature	DoD Status
	Indicators for Office (Teams, SharePoint sites, email messaging)	Available
	Indicators for Windows 10 endpoints activity	Available
	Intelligent support for domain settings	Available
	Microsoft Defender for Endpoint alerts	In development
	Microsoft Teams integration	Public Preview
	Native triggers (new signals, indicator selection, customization and Activity Explorer)	Rolling out
	Office indicators for Teams, SharePoint sites, email messaging	Available
	Policy customization, policy health check and enhanced policy creation wizard	Available
	Policy templates for data leaks by disgruntled users	Public Preview
	Policy templates for data leaks by priority users	Public Preview
	Policy templates for general security policy violations	In development
	Policy templates for security policy violations by priority users, departing users, disgruntled users	In development
	Power Automate integration	In development
	Priority user groups	Public Preview
	Recognizes device indicators	Public Preview
	Security policy violations by departing users	In development
	Security policy violations by disgruntled users	In development

Area	Feature	DoD Status
	Security policy violations by priority users	In development
	ServiceNow template for Power Automate	Public Preview
	Supports native triggers for Azure Active Directory account deletion	Available
	Triage and investigation improvements	In development
	User activity reports	Public Preview
	"Watch the watchers" audit trail	Available
eDiscovery (Standard)	Auditing	Available
	Case management	Available
	Compliance boundaries for OneDrive for Business	Available
	Export	Available
	In-place preservation	Available
	Native export	Available
	RMS decryption	Available
	Search	Available
	Microsoft Purview Compliance Portal expanded support to search and export items in SharePoint and OneDrive for Business Recycle bin	Available
eDiscovery (Premium)	Advanced processing	Available
	Case limits enhancements	In development
	Collect and review encrypted content in SharePoint and/or OneDrive for Business	Available
	Collection of Teams conversation as transcript	In development
	Communications templates and issuing officer settings	Rolling out

Area	Feature	DoD Status
	Custodian to workload mapping	Available
	Custodian communications	Available
	Dashboard	Available
	Data purge capabilities for Microsoft Teams	In development
	Deep crawling/indexing	Available
	Double byte character support (Chinese, Japanese, Korean)	Available
	Email threading	Available
	Enhanced import custodians wizard experience	Rolling out
	Export (download, export, add to another view set)	Available
	Filtering	Available
	Graph API's	In development
	Historical versions	In development
	Hold optimizations	In development
	Hold reports	In development
	Identify Teams as data sources	In development
	Legal hold for Teams private channels messages	Available
	Compliance Portal expanded support to search and export items in SharePoint and OneDrive for Business Recycle Bin	In development
	Near duplicate identification	Available
	New predictive coding module	On engineering backlog
	Non-custodial data sources	Available

<b>Area</b>	<b>Feature</b>	<b>DoD Status</b>
	Non-Office 365 ingestion	Available
	Predictive coding	Available
	Processed export with load file	Available
	Redactions	Available
	Review sets	Available
	Review data (query data, smart tags, dashboard) and annotate (redact)	Available
	Search Term report	Available
	Single item error remediation	Available
	Support PST export	Available
	Supporting linked content from OneDrive and SharePoint Online (modern attachments)	Available
	Support Teams reactions	In development
	Tagging	Available
	Tenant reports	Available
	Themes	Available
	Viewers	Available
Audit (Standard)	Audit (Standard)	Available
Audit (Premium)	Access to crucial events (for example, MailItemsAccessed)	Available
	Audit retention dashboard	Available
	Audit search enhancements	On engineering backlog
	Increased bandwidth to management activity API	Available
	Legal hold for Teams private channels messages	Available
	Log retention (1 year)	Available
	Longer term retention on audit logs (10 years)	Available

<b>Area</b>	<b>Feature</b>	<b>DoD Status</b>
	Mail forward and mail send events	Available
	Microsoft 365 Defender portal and Compliance Portal	Available
	Search term events in Exchange Online and SharePoint Online	Available
<b>Compliance posture</b>		
Compliance Management	Compliance Portal	Available
	Microsoft Purview Compliance Manager	Available
	Alerts and notifications	In development
	Continuous compliance assessments	Rolling out
	Out-of-the-box assessments for non-Microsoft 365 assets	Available
	Recommended engine for bulk assessment creation	In development
	Double byte character support	Available
	Microsoft Defender for Cloud Apps	Available
<b>Ecosystem</b>		
Microsoft Purview Data Connectors	First-party data connectors: HR	Available
	First-party data connectors: HR 1.2	Available
	First-party data connectors: Physical badging	Available
	Graph APIs for eDiscovery (Premium)	In development
	Graph APIs for Records Management	In development
	Graph APIs for Teams export data	In development
<b>Privacy</b>		
Privacy management	Microsoft Priva Privacy Risk Management	In development

Area	Feature	DoD Status
	Microsoft Priva Subject Rights Requests	In development

<sup>1</sup> Identified status is subject to change as project plans and priorities are reevaluated.

**Decision point:** *Decide whether the compliance features meet your organization's needs.*

# Plan for Microsoft Purview compliance and risk management solutions – GCC High deployments

Article • 01/26/2023 • 10 minutes to read

This guidance is for IT pros who are driving deployments of Office 365 in US Federal Government entities or other entities that handle data that's subject to government regulations and requirements, where the use of Microsoft 365 Government – GCC High is appropriate to meet these requirements.

## ⓘ Note

If your organization has already met the Microsoft 365 Government – GCC High eligibility requirements and applied for and been accepted into the program, you can skip steps 1 and 2 and go directly to step 3.

## Step 1. Determine whether your organization needs Microsoft 365 Government – GCC High and meets eligibility requirements

The Microsoft 365 Government – GCC High environment complies with US Government requirements for cloud services. In addition to enjoying the features and capabilities of Office 365, organizations benefit from the following features that are unique to Microsoft 365 Government – GCC High:

- Your organization's customer content is logically segregated from customer content in the commercial Office 365 services from Microsoft.
- Your organization's customer content is stored within the United States.
- Access to your organization's customer content is restricted to screened Microsoft personnel.
- Microsoft 365 Government – GCC High complies with certifications and accreditations that are required for US public sector customers.

You can find more information about the Microsoft 365 Government – GCC High offering for US Government customers at [Office 365 Government plans](#), including eligibility requirements.

The [Office 365 US Government service description](#) describes the platform's benefits, which are centered on meeting compliance requirements within the United States.

### 💡 Tip

You might want to transfer the tables of information in the service description into an Excel workbook and add two columns: **Relevant for my organization Y/N** and **Meets the needs of my organization Y/N**. Then you can review this list with your colleagues to confirm that this service meets your organization's needs.

**Decision points:**

- *Decide whether Microsoft 365 Government – GCC-High is appropriate for your organization.*
- *Confirm that your organization meets eligibility requirements.*

### ⓘ Note

Microsoft 365 Government - GCC High is only available in the United States. Non-US Government customers can choose from a number of [Office 365 Government plans](#).

## Step 2. Apply for Microsoft 365 Government – GCC-High

Having decided that this service is right for your organization, start the process of [applying for this service](#).

## Step 3. Understand Microsoft 365 Government – GCC-High default security settings

We recommend that you take time to carefully review your admin and security settings before you modify them and consider the impact on compliance before you make any changes to the default security settings.

**Decision point:** *Decide whether you'll modify any of the default Microsoft 365 Government – GCC-High security settings, resolving to first understand the impact of any changes you might make.*

# Step 4. Understand which capabilities are currently unavailable or disabled by default in Microsoft 365 Government – GCC-High<sup>1</sup>

To meet the requirements of our government cloud customers, there are some differences between Microsoft 365 Government – GCC-High and enterprise plans. Refer to the following table to see which features are available. See [here](#) for the latest compliance product updates published on the Microsoft 365 roadmap.

Area	Feature	GCC High Status
<b>Data protection</b>		
Sensitive information types	Exact data match	Available
	Named entities sensitive information types and policy authoring templates	On engineering backlog
Sensitivity labeling	Unified labeling client and scanner	Available
	Application of a "default label" to an unlabeled file uploaded to a SharePoint Online document library	In development
	Apply default label policies to ensure documents being edited	In development
	Automatic classification and labeling for Exchange Online, SharePoint Online, and OneDrive	Available
	Automatic classification and labeling for Office app (Word, Excel, PowerPoint, Outlook) across platforms (web, Android, iOS, Windows, and Mac)	Available
	Automatic classification and labeling for Office clients (Mobile)	On engineering backlog
	Automatic classification and labeling for Teams, Microsoft 365 Groups, and SharePoint sites	Available
	Auto-labeling policies support overwriting manual label and encrypting mail received from any organization	Available

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Co-authoring on Microsoft Purview Information Protection encryption documents	Available
	Enhanced simulations and location support for auto-labeling in SharePoint Online and OneDrive for Business	Available
	Extend built-in sensitivity labels to assets in Azure with Microsoft Azure Purview	In development
	Granular conditional access policies via "Sensitivity labels" for SharePoint Online sites	On engineering backlog
	Mandatory labels	Available
	Manual labels	Available
	New conditions for auto-labeling in Exchange Online	In development
	PDF files encrypted with sensitivity label can be search and eDiscovered	On engineering backlog
Analytics	Data classification analytics: Overview and Content Explorer	Available
	Auditing and analytics in Office apps	Available
	Activity explorer includes Power BI sensitivity label data	Available
	Activity explorer built-in filters	Available
	Activity explorer user experience improvements	In development
	Activity explorer Power BI sensitivity label data	Available
	Activity explorer security reader role updated	Available
	Content explorer includes Teams data	In development
	Machine learning classifiers with auto labeling on Office apps/client side	Available
Encryption	Microsoft Purview Message Encryption (E3)	Available

Area	Feature	GCC High Status
	Microsoft Purview Advanced Message Encryption (E5)	Available
	Advanced Message Encryption: Extension of email revocation	Available
	Microsoft Purview Customer Key	Available
	Customer Key: Data-at-rest encryption for Microsoft 365	Available
	Customer Key: SharePoint Online and OneDrive for Business	Available
	Bring Your Own Key (BYOK) for customer-managed key provisioning life cycle	Available
	Microsoft Purview Double Key Encryption	Available
	Exchange Online service encryption using Microsoft Managed keys	Available
Microsoft Purview Data Loss Prevention	Alerts dashboard and alerting experience	Available
	Data surfaced in Activity Explorer	Available
	Endpoint data loss prevention	Available
	Files (SPO/ODB) and email	Available
	Microsoft Defender for Cloud Apps (formerly Microsoft Cloud App Security) integration	Available
	On-premises scanner	Available
	Solution overview page	Available
	Teams chat and channel conversations	Available
<b>Data Lifecycle Management &amp; Records Management</b>		
Microsoft Purview Data Lifecycle Management (formerly Information Governance)	Adaptive scopes for retention and labeling policies	Available

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Apply retention label action at end of retention period	On engineering backlog
	Apply default retention labels for SharePoint, OneDrive for Business libraries, folders, and document sets; Exchange inboxes; and Office 365 Groups	Available
	Configure option to block the ability to edit metadata for records	In development
	Disable unlocking of records	In development
	Email Archiving	Available
	Import PST	Available
	Manual non-record retention labels	Available
	Preservation lock	Available
	Retention improvements for SharePoint Online and OneDrive for Business	Available
	Retention label deletion behavior change in SharePoint	Available
	Retention policies to entire organization; specific locations or users; automatically based on specific condition (for example, keywords or sensitive information); and based on an event	Available
	Retention policies for Teams (chat)	Available
	Retention policies for Teams meeting recording	Available
	Retention policies for Teams private channels	Available
Records management	Ability to delete a record label	Available
	Allow record label to start "unlocked" for manual records declaration	In development
	Apply a record label manually	Available
	Apply default record labels for SharePoint, OneDrive for Business libraries, folders, and document sets; and Office 365 groups	Available

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Apply record policies automatically based on specific conditions (for example, keywords or sensitive information); and based on an event	Available
	Apply record policies automatically with trainable classifiers	In development
	Disable unlocking of records	Available
	Disposition review	Available
	File plan manager	Available
	Multi-stage disposition review	Rolling out
	Outlook client support for Records Management	Available
	Power Automate integration	On engineering backlog
	Proof of disposal	Available
	Records versioning	Available
	Regulatory records	Available
<b>Risk management</b>		
Microsoft Purview Customer Lockbox	Customer Lockbox	Available
Microsoft Purview Communication Compliance	Ability to set a retention period for a Communication Compliance policy	On engineering backlog
	Access alerts; notice templates; communication policy dashboard	Available
	Analyze Teams chat data of users with on-prem mailbox	Available
	Automatically monitor all Teams a user is a member of	Available
	Conflict of interest template	Available
	Create customer policies, 3 pre-configured	Available
	Data loss prevention policy recommendation	Available

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Day zero insights	On engineering backlog
	Detect adult content	Available
	Detect customer complaints	In development
	Detects repeat code of conduct violation over time	Available
	Discrimination classifier	Available
	Escalate for investigation for eDiscovery (Premium)	Available
	Exchange and Teams support	Available
	Expanded Optical Character Recognition to support handwritten and printed text	In development
	Message details reports	On engineering backlog
	Modern attachments: Analyze linked content from SharePoint Online and OneDrive for Business	In development
	Policy health check and ability to pause policy	In development
	Power Automate integration	Public Preview
	Remove a Teams message from the Teams chat or channel	Available
	Sensitive information types per location report	Available
	Support for more granular permissions	Available
	Supports seven languages for the threat, targeted harassment, and profanities classifiers	Available
	Support for Teams, Exchange, and ability to remove Teams message	Available
	Tagging improvements	Available
	Teams conversation context	Available

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Translate content during investigation	Available
Microsoft Purview Information Barriers	Information barriers	Available
	Admin experience: Segments and policies landing page	Rolling out
Microsoft Purview Insider Risk Management	Ability to export alerts	Available
	Activity explorer data surfaced	Available
	Analytics	Public Preview
	Case dashboard	Available
	Content Explorer enhancements	Available
	Data leaks by disgruntled users	In development
	Data theft by departing users	Available
	Data leaks by priority users	Public Preview
	Enhanced support for domains	In development
	Escalate for investigation for eDiscovery (Premium)	Available
	Export alerts enhancements	In development
	General data leaks	Available
	General security policy violations	In development
	Increased set of first party indicators	In development
	Indicators for security policy violation	In development
	Indicators for Microsoft Defender for Endpoint alerts	In development

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Indicators for Office (Teams, SharePoint sites, email messaging)	Available
	Indicators for Windows 10 endpoints activity	Available
	Intelligent support for domain settings	Available
	Microsoft Defender for Endpoint alerts	In development
	Microsoft Teams integration	Public Preview
	Native triggers (new signals, indicator selection, customization and Activity Explorer)	Rolling out
	Office indicators for Teams, SharePoint sites, email messaging	Available
	Policy customization, policy health check and enhanced policy creation wizard	Available
	Policy templates for data leaks by disgruntled users	Public Preview
	Policy templates for data leaks by priority users	Public Preview
	Policy templates for general security policy violations	In development
	Policy templates for security policy violations by priority users, departing users, disgruntled users	In development
	Power Automate integration	Public Preview
	Priority user groups	Public Preview
	Recognizes device indicators	Public Preview
	Security policy violations by departing users	In development
	Security policy violations by disgruntled users	In development

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Security policy violations by priority users	In development
	ServiceNow template for Power Automate	Public Preview
	Supports native triggers for Azure Active Directory account deletion	Available
	Triage and investigation improvements	In development
	User activity reports	Public Preview
	"Watch the watchers" audit trail	Available
eDiscovery (Standard)	Auditing	Available
	Case management	Available
	Compliance boundaries for OneDrive for Business	Available
	Export	Available
	In-place preservation	Available
	Native export	Available
	RMS decryption	Available
	Search	Available
	Microsoft Purview Compliance Portal expanded support to search and export items in SharePoint and OneDrive for Business Recycle bin	Available
eDiscovery (Premium)	Advanced processing	Available
	Case limits enhancements	In development
	Collect and review encrypted content in SharePoint and/or OneDrive for Business	Available
	Collection of Teams conversation as transcript	In development
	Communications templates and issuing officer settings	Rolling out

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Custodian to workload mapping	Available
	Custodian communications	Available
	Dashboard	Available
	Data purge capabilities for Microsoft Teams	In development
	Deep crawling/indexing	Available
	Double byte character support (Chinese, Japanese, Korean)	Available
	Email threading	Available
	Enhanced import custodians wizard experience	Rolling out
	Export (download, export, add to another view set)	Available
	Filtering	Available
	Historical versions	In development
	Hold optimizations	In development
	Hold reports	In development
	Identify Teams as data sources	In development
	Legal hold for Teams private channels messages	Available
	Compliance Portal expanded support to search and export items in SharePoint and OneDrive for Business Recycle Bin	In development
	Near duplicate identification	Available
	New predictive coding module	On engineering backlog
	Non-custodial data sources	Available
	Non-Office 365 ingestion	Available

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Predictive coding	Available
	Processed export with load file	Available
	Redactions	Available
	Review sets	Available
	Review data (query data, smart tags, dashboard) and annotate (redact)	Available
	Search Term report	Available
	Single item error remediation	Available
	Support PST export	Available
	Supporting linked content from OneDrive and SharePoint Online (modern attachments)	Available
	Support Teams reactions	In development
	Tagging	Available
	Tenant reports	Available
	Themes	Available
	Viewers	Available
Audit (Standard)	Audit (Standard)	Available
Audit (Premium)	Access to crucial events (for example, MailItemsAccessed)	Available
	Audit retention dashboard	Available
	Audit search enhancements	On engineering backlog
	Increased bandwidth to management activity API	Available
	Legal hold for Teams private channels messages	Available
	Log retention (1 year)	Available
	Longer term retention on audit logs (10 years)	Available

<b>Area</b>	<b>Feature</b>	<b>GCC High Status</b>
	Mail forward and mail send events	Available
	Microsoft 365 Defender portal and Compliance Center	Available
	Search term events in Exchange Online and SharePoint Online	Available
<b>Compliance posture</b>		
Compliance Management	Compliance Portal	Available
	Microsoft Purview Compliance Manager	Available
	Alerts and notifications	In development
	Continuous compliance assessments	Rolling out
	Out-of-the-box assessments for non-Microsoft 365 assets	Available
	Recommended engine for bulk assessment creation	In development
	Double byte character support	Available
	Microsoft Defender for Cloud Apps	Available
<b>Ecosystem</b>		
Microsoft Purview Data Connectors	First-party data connectors: HR	Available
	First-party data connectors: HR 1.2	In development
	First-party data connectors: Physical badging	Available
	Graph APIs for eDiscovery (Premium)	In development
	Graph APIs for Records Management	In development
	Graph APIs for Teams export data	In development
<b>Privacy</b>		

Area	Feature	GCC High Status
Privacy management	Microsoft Priva Privacy Risk Management	In development
	Microsoft Priva Subject Rights Requests	In development

<sup>1</sup> Identified status is subject to change as project plans and priorities are reevaluated.

**Decision point:** *Decide whether the compliance features meet your organization's needs.*

# Plan for Microsoft Purview compliance and risk management solutions – GCC deployments

Article • 01/26/2023 • 11 minutes to read

This guidance is for IT pros who are driving deployments of Office 365 in US federal, state, local, tribal, or territorial government entities or other entities that handle data that is subject to government regulations and requirements, where the use of Microsoft 365 Government - GCC is appropriate to meet these requirements.

## ⓘ Note

If your organization has already met the Microsoft 365 Government - GCC eligibility requirements and applied for and been accepted into the program, you can skip steps 1 and 2 and go directly to step 3.

## Step 1. Determine whether your organization needs Microsoft 365 Government - GCC and meets eligibility requirements

The Microsoft 365 Government - GCC environment complies with US government requirements for cloud services, including FedRAMP Moderate, and requirements for criminal justice and federal tax information systems (CJI and FTI data types).

In addition to enjoying the features and capabilities of Office 365, organizations benefit from the following features that are unique to Microsoft 365 Government - GCC:

- Your organization's customer content is logically segregated from customer content in the commercial Office 365 services from Microsoft.
- Your organization's customer content is stored within the United States.
- Access to your organization's customer content is restricted to screened Microsoft personnel.
- Microsoft 365 Government - GCC complies with certifications and accreditations that are required for US public sector customers.

You can find more information about the Microsoft 365 Government - GCC offering for US Government customers at [Office 365 Government plans](#), including eligibility requirements.

The [Office 365 US Government service description](#) describes the platform's benefits, which are centered on meeting compliance requirements within the United States.

### 💡 Tip

You might want to transfer the tables of information in the service description into an Excel workbook and add two columns: **Relevant for my organization Y/N** and **Meets the needs of my organization Y/N**. Then you can review this list with your colleagues to confirm that this service meets your organization's needs.

### ⓘ Note

Microsoft 365 Government - GCC is only available in the United States. Non-US Government customers can choose from a number of [Office 365 Government plans](#).

**Decision points:**

- *Decide whether Microsoft 365 Government - GCC is appropriate for your organization.*
- *Confirm that your organization meets eligibility requirements.*

## Step 2. Apply for Microsoft 365 Government - GCC

Having decided that this service is right for your organization, start the process of [applying for this service](#).

## Step 3. Understand Microsoft 365 Government - GCC default security settings

We recommend that you take time to carefully review your admin and security settings before you modify them and consider the impact on compliance before you make any changes to the default security settings.

**Decision point:** Decide whether you'll modify any of the default Microsoft 365 Government - GCC security settings, resolving to first understand the impact of any changes you might make.

## Step 4. Understand which capabilities are currently unavailable or disabled by default in Microsoft 365 Government – GCC<sup>1</sup>

To accommodate the requirements of our government cloud customers, there are some differences between Microsoft 365 Government - GCC and enterprise plans. Refer to the following table to see which features are available. See [here](#) for the latest compliance product updates published on Microsoft 365 roadmap.

Area	Feature	GCC Status
Data protection		
Sensitive information types	Exact data match	Available
	Named entities sensitive information types and policy authoring templates	In development
Sensitivity labeling	Unified labeling client and scanner	Available
	Application of a "default label" to an unlabeled file uploaded to a SharePoint Online document library	In development
	Apply default label policies to ensure documents being edited	In development
	Automatic classification and labeling for Exchange Online, SharePoint Online, and OneDrive for Business	Available
	Automatic classification and labeling for Office app (Word, Excel, PowerPoint, Outlook) across platforms (web, Android, iOS, Windows, and Mac)	Available
	Automatic classification and labeling for Office clients (Mobile)	On engineering backlog
	Automatic classification and labeling for Teams, Microsoft 365 Groups, and SharePoint sites	Available

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Auto-labeling policies support overwriting manual label and encrypting mail received from any organization	Available
	Co-authoring on Microsoft Purview Information Protection encryption documents	Available
	Enhanced simulations and location support for auto-labeling in SharePoint Online and OneDrive for Business	Available
	Extend built-in sensitivity labels to assets in Azure with Microsoft Azure Purview	In development
	Granular conditional access policies via "Sensitivity labels" for SharePoint Online sites	On engineering backlog
	Mandatory labels	Available
	Manual labels	Available
	New conditions for auto-labeling in Exchange Online	In development
Analytics	Data classification analytics: Overview and Content Explorer	Available
	Auditing and analytics in Office apps	Available
	Activity explorer includes Power BI sensitivity label data	Available
	Activity explorer built-in filters	Available
	Activity explorer user experience improvements	Available
	Activity explorer Power BI sensitivity label data	Available
	Activity explorer security reader role updated	Available
	Content explorer includes Teams data	In development
	Machine learning classifiers with auto labeling on Office apps/client side	Available
Encryption	Microsoft Purview Message Encryption (E3)	Available
	Microsoft Purview Advanced Message Encryption (E5)	Available

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Advanced Message Encryption: Extension of email revocation	Available
	Microsoft Purview Customer Key	Available
	Customer Key: Data-at-rest encryption for Microsoft 365	Available
	Customer Key: SharePoint Online and OneDrive for Business	Available
	Bring Your Own Key (BYOK) for customer-managed key provisioning life cycle	Available
	Microsoft Purview Double Key Encryption	Available
	Exchange Online service encryption using Microsoft Managed keys	Available
Microsoft Purview Data Loss Prevention	Alerts dashboard and alerting experience	Available
	Data surfaced in Activity Explorer	Available
	Endpoint data loss prevention	Available
	Files (SPO/ODB) and email	Available
	Microsoft Defender for Cloud Apps (formerly Microsoft Cloud App Security) integration	Available
	On-premises scanner	Available
	Solution overview page	Available
	Teams chat and channel conversations	Available
<b>Data Lifecycle Management &amp; Records Management</b>		
Microsoft Purview Data Lifecycle Management (formerly Information Governance)	Adaptive scopes for retention and labeling policies	Available
	Apply retention label action at end of retention period	In development

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Apply default retention labels for SharePoint, OneDrive for Business libraries, folders, and document sets; Exchange inboxes; and Office 365 Groups	Available
	Configure option to block the ability to edit metadata for records	In development
	Disable unlocking of records	In development
	Email Archiving	Available
	Import PST	Available
	Manual non-record retention labels	Available
	Preservation lock	Available
	Retention improvements for SharePoint Online and OneDrive for Business	Available
	Retention label deletion behavior change in SharePoint	Available
	Retention policies to entire organization; specific locations or users; automatically based on specific condition (for example, keywords or sensitive information); and based on an event	Available
	Retention policies for Teams (chat)	Available
	Retention policies for Teams meeting recording	Available
	Retention policies for Teams private channels	Available
Records management	Ability to delete a record label	Available
	Allow record label to start "unlocked" for manual records declaration	In development
	Apply a record label manually	Available
	Apply default record labels for SharePoint, OneDrive for Business libraries, folders, and document sets; and Office 365 groups	Available
	Apply record policies automatically based on specific conditions (for example, keywords or sensitive information); and based on an event	Available

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Apply record policies automatically with trainable classifiers	In development
	Disable unlocking of records	Available
	Disposition review	Available
	File plan manager	Available
	Multi-stage disposition review	Rolling out
	Outlook client support for Records Management	Available
	Power Automate integration	On engineering backlog
	Proof of disposal	Available
	Records versioning	Available
	Regulatory records	Available
<b>Risk management</b>		
Microsoft Purview Customer Lockbox	Customer Lockbox	Available
Microsoft Purview Communication Compliance	Ability to set a retention period for a Communication Compliance policy	On engineering backlog
	Access alerts; notice templates; communication policy dashboard	Available
	Analyze Teams chat data of users with on-prem mailbox	Available
	Automatically monitor all Teams a user is a member of	Available
	Conflict of interest template	Available
	Create customer policies, 3 pre-configured	Available
	Data loss prevention policy recommendation	Available
	Day zero insights	On engineering backlog
	Detect adult content	Available

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Detect customer complaints	In development
	Detects repeat code of conduct violation over time	Available
	Discrimination classifier	Available
	Escalate for investigation for eDiscovery (Premium)	Available
	Exchange and Teams support	Available
	Expanded Optical Character Recognition to support handwritten and printed text	In development
	Message details reports	On engineering backlog
	Modern attachments: Analyze linked content from SharePoint Online and OneDrive for Business	In development
	Policy health check and ability to pause policy	In development
	Power Automate integration	Public Preview
	Remove a Teams message from the Teams chat or channel	Available
	Sensitive information types per location report	In development
	Support for more granular permissions	Available
	Supports seven languages for the threat, targeted harassment, and profanities classifiers	Available
	Support for Teams, Exchange, and ability to remove Teams message	Available
	Tagging improvements	Available
	Teams conversation context	Available
	Translate content during investigation	Available
Microsoft Purview Information barriers	Information barriers	Available

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Admin experience: Segments and policies landing page	Rolling out
Microsoft Purview Insider Risk Management	Ability to export alerts	Available
	Activity explorer data surfaced	Available
	Analytics	Public Preview
	Case dashboard	Available
	Content Explorer enhancements	Available
	Data leaks by disgruntled users	In development
	Data theft by departing users	Available
	Data leaks by priority users	Public Preview
	Enhanced support for domains	In development
	Escalate for investigation for eDiscovery (Premium)	Available
	Export alerts enhancements	In development
	General data leaks	Available
	General security policy violations	In development
	Increased set of first party indicators	In development
	Indicators for security policy violation	In development
	Indicators for Microsoft Defender for Endpoint alerts	In development
	Indicators for Office (Teams, SharePoint sites, email messaging)	Available
	Indicators for Windows 10 endpoints activity	Available

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Intelligent support for domain settings	Available
	Microsoft Defender for Endpoint alerts	In development
	Microsoft Teams integration	Public Preview
	Native triggers (new signals, indicator selection, customization and Activity Explorer)	Rolling out
	Office indicators for Teams, SharePoint sites, email messaging	Available
	Policy customization, policy health check and enhanced policy creation wizard	Available
	Policy templates for data leaks by disgruntled users	Public Preview
	Policy templates for data leaks by priority users	Public Preview
	Policy templates for general security policy violations	In development
	Policy templates for security policy violations by priority users, departing users, disgruntled users	In development
	Power Automate integration	Public Preview
	Priority user groups	Public Preview
	Recognizes device indicators	Public Preview
	Security policy violations by departing users	In development
	Security policy violations by disgruntled users	In development
	Security policy violations by priority users	In development
	ServiceNow template for Power Automate	Public Preview

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Supports native triggers for Azure Active Directory account deletion	Available
	Triage and investigation improvements	In development
	User activity reports	Public Preview
	"Watch the watchers" audit trail	Available
eDiscovery (Standard)	Auditing	Available
	Case management	Available
	Compliance boundaries for OneDrive for Business	Available
	Export	Available
	In-place preservation	Available
	Native export	Available
	RMS decryption	Available
	Search	Available
	Microsoft Purview Compliance Portal expanded support to search and export items in SharePoint and OneDrive for Business Recycle bin	Available
eDiscovery (Premium)	Advanced processing	Available
	Case limits enhancements	In development
	Collect and review encrypted content in SharePoint and/or OneDrive for Business	Available
	Collection of Teams conversation as transcript	In development
	Communications templates and issuing officer settings	Rolling out
	Custodian to workload mapping	Available
	Custodian communications	Available
	Dashboard	Available

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Data purge capabilities for Microsoft Teams	In development
	Deep crawling/indexing	Available
	Double byte character support (Chinese, Japanese, Korean)	Available
	Email threading	Available
	Enhanced import custodians wizard experience	Rolling out
	Export (download, export, add to another view set)	Available
	Filtering	Available
	Historical versions	In development
	Hold optimizations	In development
	Hold reports	In development
	Identify Teams as data sources	In development
	Legal hold for Teams private channels messages	Available
	Compliance Portal expanded support to search and export items in SharePoint and OneDrive for Business Recycle Bin	In development
	Near duplicate identification	Available
	New predictive coding module	On engineering backlog
	Non-custodial data sources	Available
	Non-Office 365 ingestion	Available
	Predictive coding	Available
	Processed export with load file	Available
	Redactions	Available
	Review sets	Available

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
	Review data (query data, smart tags, dashboard) and annotate (redact)	Available
	Search Term report	Available
	Single item error remediation	Available
	Support PST export	Available
	Supporting linked content from OneDrive and SharePoint Online (modern attachments)	Available
	Support Teams reactions	In development
	Tagging	Available
	Tenant reports	Available
	Themes	Available
	Viewers	Available
Audit (Standard)	Audit (Standard)	Available
Audit (Premium)	Access to crucial events (for example, MailItemsAccessed)	Available
	Audit retention dashboard	Available
	Audit search enhancements	On engineering backlog
	Increased bandwidth to management activity API	Available
	Legal hold for Teams private channels messages	Available
	Log retention (1 year)	Available
	Longer term retention on audit logs (10 years)	Available
	Mail forward and mail send events	Available
	Microsoft 365 Defender portal and Compliance Portal	Available
	Search term events in Exchange Online and SharePoint Online	Available
<b>Compliance posture</b>		

<b>Area</b>	<b>Feature</b>	<b>GCC Status</b>
Compliance Management	Compliance Portal	Available
	Microsoft Purview Compliance Manager	Available
	Compliance manager: Alerts and notifications	In development
	Compliance manager: Continuous compliance assessments	Rolling out
	Compliance manager: Out-of-the-box assessments for non-Microsoft 365 assets	Available
	Compliance manager: Recommended engine for bulk assessment creation	In development
	Double byte character support	Available
Ecosystem	Microsoft Defender for Cloud Apps	Available
	First-party data connectors: HR	Available
	First-party data connectors: HR 1.2	In development
	First-party data connectors: Physical badging	Available
	Graph APIs for eDiscovery (Premium)	In development
	Graph APIs for Records Management	In development
	Graph APIs for Teams export data	In development
Privacy	Third-party data connectors (17a-4 and CellTrust Connectors)	Available
	Third-party data connectors (Telemessage)	Available
	Third-party data connectors (Veritas)	In development

Area	Feature	GCC Status
Privacy management	Microsoft Priva Privacy Risk Management	In development
	Microsoft Priva Subject Rights Requests	In development

<sup>1</sup> Identified status is subject to change as project plans and priorities are reevaluated.

**Decision point:** *Decide whether the compliance features meet your organization's needs.*

# Azure Active Directory service description

Article • 01/26/2023 • 2 minutes to read

Azure Active Directory is Microsoft's cloud-based identity and access management solution, which helps your employees and guest users sign in securely and access resources such as Microsoft apps (for example, Microsoft 365 and Azure), thousands of pre-integrated popular SaaS apps (for example, ServiceNow, Google apps), and any custom-build cloud or on-premises web apps. It offers security capabilities like single sign-on, multifactor authentication, Conditional Access, and lifecycle management to protect organizations against identity compromise.

## Available plans

For detailed plan information on subscriptions that enable users for Azure Active Directory, see the [full subscription comparison table](#).

## Feature availability

Azure Active Directory features are always evolving and expanding. Refer to our [official pricing page](#) for the latest list of features.

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office](#)

[Accessibility Center](#).

## Learn more

For more information about Azure Active Directory, check out the following resources:

- [What is Azure Active Directory?](#)
- [Quickstart: Create a new tenant in Azure Active Directory](#)
- [What's new in Azure Active Directory?](#)
- [Azure Active Directory service limits and restrictions](#)

# Azure Information Protection service description

Article • 01/26/2023 • 5 minutes to read

Microsoft Azure Information Protection (AIP) helps organizations discover, classify, label, and protect sensitive documents and emails. Admins can define rules and conditions to apply labels automatically, users can apply labels manually, or a combination of the two can be used—where users are given recommendations on applying labels. Users also benefit by having the ability to manually apply sensitivity labels to their content or by having their content automatically classified. For more information, see [What is Azure Information Protection?](#)

## Available plans

Microsoft Azure Information Protection can be purchased either as a standalone or through one of the following Microsoft licensing suites: Microsoft 365 Enterprise plans, Microsoft 365 Compliance plan (includes Azure Information Protection P2), Microsoft 365 Business (includes Azure Information Protection P1), Enterprise Mobility + Security plans. The following Azure Information Protection plans are offered as a user subscription license: Plan 1 (Microsoft 365 A3, Enterprise Mobility + Security A3 and Microsoft 365 business premium) and Plan 2 (Microsoft 365 A5, Enterprise Mobility + Security A5) and AIP for Office 365 A3/A5. For detailed plan information on subscriptions that enable users for Azure Information Protection, see the [Microsoft 365 business plan comparison](#), [Microsoft 365 Enterprise plan comparison](#) and [Microsoft 365 Education plan comparison](#) pages.

## Feature availability

The table below lists the Azure Information Protection features available across plans (certain caveats apply -- see the footnotes for further information). The table may change without notice. Go to the [full subscription comparison table](#) for the main list of Azure Information Protection features across plans.

Feature	Azure Information Protection for Office 365	Azure Information Protection Premium P1	Azure Information Protection Premium P2

<b>Feature</b>	<b>Azure Information Protection for Office 365</b>	<b>Azure Information Protection Premium P1</b>	<b>Azure Information Protection Premium P2</b>
Azure Information Protection content consumption by using work or school accounts from AIP policy-aware apps and services	Yes	Yes	Yes
Bring Your Own Key (BYOK) for customer-managed key provisioning life cycle <sup>2</sup>	Yes	Yes	Yes
Custom templates, including departmental templates	Yes	Yes	Yes
Protection for on-premises Exchange and SharePoint content via Rights Management connector	Yes	Yes	Yes
Azure Information Protection content creation by using work or school accounts	Yes	Yes	Yes
Integration with Microsoft Purview Message Encryption	Yes	Yes	Yes
Administrative control <sup>3</sup>	Yes	Yes	Yes
Protection for non-Microsoft Office file formats, including PTXT, PJPG, and PFILE (generic protection)	No	Yes	Yes
Manual, default, and mandatory document classification	No	Yes	Yes
Azure Information Protection scanner for content discovery of on-premises files matching any of the sensitive information types	No	Yes	Yes
Azure Information Protection scanner to apply a label to all files in an on-premises file server or repository	No	Yes	Yes
Document tracking and revocation	No	Yes	Yes
Microsoft Purview Information Protection software developer kit (SDK) to apply labels and protection to emails and files for all platforms – Windows, iOS, Mac OSX, Android, and Linux	No	Yes	Yes

Feature	Azure Information Protection for Office 365	Azure Information Protection Premium P1	Azure Information Protection Premium P2
Configure conditions for automatic and recommended classification	No	No	Yes
Set labels to automatically apply pre-configured S/MIME protection in Outlook	No	No	Yes
Control oversharing of information when using Outlook (warn, justify or block emails)	No	No	Yes
Hold Your Own Key (HYOK) that spans Azure Information Protection and Active Directory (AD) Rights Management for highly regulated scenarios	No	No	Yes
Microsoft Purview Double Key Encryption	No	No	Yes
Azure Information Protection scanner for automated classification, labeling, and protection of supported on-premises files	No	No	Yes

<sup>1</sup> Some Office 365 subscriptions also include data protection using Microsoft Azure Information Protection. For information on those Office 365 subscriptions and the data protection capabilities they include, refer to [Azure Information Protection licensing datasheet](#).

<sup>2</sup> Azure subscription required to use configured key for Bring Your Own Key (BYOK).

<sup>3</sup> Includes activating/deactivating the service, onboarding controls for a phased deployment, usage logging, super user capability for eDiscovery and data recovery, bulk protect/unprotect of files.

## Free

The only feature available for the Free Plan is the Azure Information Protection content consumption by using work or school accounts from AIP policy-aware apps and services. Self-service subscription for users in an organization who have been sent sensitive files that have been protected by Azure Information Protection, but that can't be authenticated because the users' IT department does not manage an account for them in Azure—for example, the IT department doesn't have Office 365 or use Azure services.

## Learn more

### Azure Information Protection details

- **Azure RMS:** The [Azure Rights Management service \(Azure RMS\)](#) provides the data protection technology for Azure Information Protection. Azure RMS can be used with classification and labeling, or by itself.
- **AIP scanner or client:** You must have an Azure Information Protection plan for classification, labeling, and protection using the Azure Information Protection scanner or client. For more information, see: [Microsoft 365 licensing guidance for security & compliance](#), [Modern Work Plan Comparison ↗](#) (PDF download), [Azure Active Directory Pricing | Microsoft Security ↗](#).
- [Calculator ↗](#): Estimate your monthly costs for Azure services.
- **Documentation:** Review technical tutorials, videos, and more resources.
- **Azure Information Protection** does not include rights to automatic classification based on Machine Learning (trainable classifiers).
- **Double Key Encryption:** For more information regarding Double Key Encryption, go to [Information Protection: Double Key Encryption](#).
- **Power BI** is included with Microsoft 365 E5/A5/G5; in all other plans, Power BI must be licensed separately.
- [Product Details ↗](#): Learn more about Azure Information Protection.
- [Purchase FAQ ↗](#): Review Azure pricing frequently asked questions.
- **Scoping:** Except when using the AIP scanner feature, policies can be scoped to specific groups or users and registries can be edited to prevent unlicensed users from running classification or labeling features.
- **Sensitivity labeling:** For more information, go to [Information Protection: Sensitivity labeling](#) or check the [Modern Work Plan Comparison ↗](#).
- **Subscription plans:** For more information about how you can purchase or evaluate Azure Information Protection, and the different features that are available for the subscription plans, see the [Azure Information Protection ↗](#) site.

### General information

- **Accessibility:** Microsoft remains committed to the security of your data and the [accessibility ↗](#) of our services. For more information, see the [Microsoft Trust Center ↗](#) and the [Office Accessibility Center ↗](#).
- **For questions:** If your question is not answered here, review the [Frequently asked questions for Azure Information Protection \(AIP\)](#) which are specific to classification and labeling, or specific to data protection ([FAQs for classification and labeling](#), [FAQs for data protection](#), [FAQs for the classic client only](#)) or see the links and

resources listed in [Information and support for Azure Information Protection](#) or contact your Microsoft Account Manager or [Microsoft Support](#).

- **Licensing terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).
- **Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).
- **Support & SLA:** If you have any questions or need help, visit [Azure Support](#) and select self-help service or any other method to contact us for support. We guarantee that end users will be able to create and consume IRM documents and emails 99.9% of the time. To learn more, visit the [SLA](#) page. For support and SLA in Sovereign clouds, please contact your local account.

# Microsoft Defender for Office 365 service description

Article • 02/08/2023 • 3 minutes to read

Microsoft Defender for Office 365 is a cloud-based email filtering service that helps protect your organization against advanced threats to email and collaboration tools, like phishing, business email compromise, and malware attacks. Defender for Office 365 also provides investigation, hunting, and remediation capabilities to help security teams efficiently identify, prioritize, investigate, and respond to threats.

The following are the primary ways you can use Defender for Office 365 for message protection:

- In a Defender for Office 365 filtering-only scenario, Defender for Office 365 provides cloud-based email protection for your on-premises Exchange Server environment or any other on-premises SMTP email solution.
- Defender for Office 365 can be enabled to protect Exchange Online cloud-hosted mailboxes. To learn more about Exchange Online, see the [Exchange Online service description](#).
- In a hybrid deployment, Defender for Office 365 can be configured to protect your messaging environment and control mail routing when you have a mix of on-premises and cloud mailboxes with Exchange Online Protection for inbound email filtering.

## Available plans

For detailed plan information on subscriptions that enable users for Microsoft Defender for Office 365, see the [full subscription comparison table](#).

## Feature availability

The following table lists the major Microsoft Defender for Office 365 features available across plans. Certain caveats apply. See the footnotes for further information. This table may change without notice. For the most up-to-date, complete list of Microsoft Defender for Office 365 features across plans, see [Microsoft Defender for Office 365 Features service description](#).

<b>Feature</b>	<b>Defender for Office 365 Plan 1</b>	<b>Defender for Office 365 Plan 2</b>	<b>Microsoft 365 A5/E5/F5/G5 Security</b>
<i>Configuration, protection, and detection</i>			
Preset security policies and Configuration Analyzer	Yes	Yes	Yes
<a href="#">Safe Attachments</a>	Yes	Yes	Yes
Safe Attachments in Teams	Yes	Yes	Yes
<a href="#">Safe Links</a>	Yes	Yes	Yes
<a href="#">Safe Documents</a>	No	No	Yes
Safe Links in Teams	Yes	Yes	Yes
Report Message Add-In	Yes	Yes	Yes
Protection for SharePoint, OneDrive, and Microsoft Teams	Yes	Yes	Yes
<a href="#">Anti-phishing policies</a>	Yes	Yes	Yes
<a href="#">Real-time reports</a>	Yes	Yes	Yes
Advanced protection for internal mail	Yes	Yes	Yes
<i>Automation, investigation, remediation, and education</i>			
<a href="#">Threat Trackers</a>	No	Yes	Yes
Campaign Views	No	Yes	Yes
Threat investigation (advanced threat investigation)	Real-time detections	Explorer	Explorer
<a href="#">Automated investigation &amp; response</a>	No	Yes	Yes
<a href="#">Attack simulation training</a>	No	Yes	Yes
Integration with <a href="#">Microsoft 365 Defender</a>	No	Yes	Yes

 **Note**

Microsoft Defender for Office 365 is a component of Microsoft 365 Defender. For more information on automated cross-domain security with Microsoft 365 Defender, see [Microsoft 365 Defender requirements](#).

## Learn more

For more information about Microsoft Defender for Office 365, check out the following resources:

- [Microsoft Defender for Office 365 documentation](#)
- [Microsoft Defender for Office 365 product information](#)
- [Microsoft Defender for Office 365 blog](#)
- [Microsoft Defender for Office 365 forum](#)

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

For Microsoft Defender for Office 365 Plan 1 tenants, licenses must be acquired for users or mailboxes falling under one or more of the following scenarios:

- Any user that accesses a mailbox that benefits from Defender for Office 365 protections.
- Shared mailboxes that benefit from Defender for Office 365 protections.
- If Safe Attachments protection for SharePoint, OneDrive for Business, or Teams is turned on, all users that access SharePoint, OneDrive for Business, or Teams.
- Any user that uses Microsoft 365 Apps or Teams when Safe Links protections are enabled.

For Microsoft Defender for Office 365 Plan 2 tenants, licenses must be acquired for users or mailboxes falling under one or more of the following scenarios:

- All Exchange Online users on the tenant. This is because Plan 2 features and capabilities protect all users in the tenant.
- All shared mailboxes on the tenant.
- If Safe Attachments protection for SharePoint, OneDrive for Business, or Teams is turned on, all users that access SharePoint, OneDrive for Business, or Teams.
- Any user that uses Microsoft 365 Apps or Teams when Safe Links protections are enabled.

### Note

Office 365 E5, Microsoft 365 E5 Security, and Microsoft 365 E5 include Microsoft Defender for Office P2 licenses, and Microsoft 365 Business Premium includes Microsoft Defender for Office 365 P1 licenses.

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Microsoft Defender for Office 365

## Features service description

Article • 02/22/2023 • 5 minutes to read

## What's new in Microsoft Defender for Office 365

We are continuing to add new features to Defender for Office 365. To learn more about new features coming to Defender for Office 365 (or Microsoft 365 in general), see the following resources:

- [Microsoft 365 Roadmap ↗](#)
- [What's new in Microsoft Defender for Office 365 - Office 365 | Microsoft Docs](#)

## Defender for Office 365 capabilities

### Safe Attachments

[Safe Attachments](#) protects against unknown malware and viruses, and provides zero-day protection to safeguard your messaging system. All messages and attachments that don't have a known virus/malware signature are routed to a special environment where Defender for Office 365 uses a variety of machine learning and analysis techniques to detect malicious intent. If no suspicious activity is detected, the message is released for delivery to the mailbox.

#### Note

Safe Attachments scanning takes place in the same region where your Office 365 data resides. For more information about data center geography, see [Where is your data located?](#)

### Safe Links

The [Safe Links](#) feature proactively protects your users from malicious URLs in a message or in an Office document. The protection remains every time they select the link, as malicious links are dynamically blocked while good links can be accessed.

Safe Links is available for URLs in the following apps:

- Microsoft 365 Apps for enterprise on Windows or Mac
- Microsoft 365 for the web (Word for the web, Excel for the web, PowerPoint for the web, and OneNote for the web)
- Word, Excel, and PowerPoint on Windows
- Microsoft Teams channels and chats

 **Note**

Users must be licensed for Defender for Office 365\*, must be included in Safe Links policies, and must be signed in on their devices for protection to be in place.

\* For organization-wide Defender for Office 365 licenses (for example, ATP\_ENTERPRISE\_FACULTY), you don't need to assign Defender for Office 365 licenses to individual users.

For more information about Safe Links protection, see [Safe Links in Microsoft Defender for Office 365](#).

## Safe Documents

The [Safe Documents](#) feature uses [Microsoft Defender for Endpoint](#) to scan documents and files that are opened in [Protected View](#).

What do you need to know before you begin?

- Safe Documents is now generally available to users with Office Version 2004 (12730.x) or greater!
- This feature is only available to users with the Microsoft 365 E5 or Microsoft 365 E5 Security license (not included in Defender for Office 365 plans).
- Word, Excel, and PowerPoint on Windows
- Microsoft Teams channels and chats

 **Note**

Users must be licensed for Microsoft 365 E5 or Microsoft 365 E5 Security\*, must be included in Safe Documents policies, and must be signed in on their devices for

protection to be in place.

For more information about Safe Documents protection, see [Safe Documents in Microsoft 365 E5](#).

## Protection for SharePoint, OneDrive, and Microsoft Teams

[Protection for SharePoint, OneDrive, and Microsoft Teams](#) helps detect and block files that are identified as malicious in team sites and document libraries. In addition, Safe Links protection is now available in Microsoft Teams channels and chats.

## Anti-phishing policies

[Anti-phishing](#) checks incoming messages for indicators that a message might be a phishing attempt. When users are covered by Defender for Office 365 policies (Safe Attachments, Safe Links, or anti-phishing), incoming messages are evaluated by multiple machine learning models that analyze messages and the appropriate action is taken, based on the configured policies.

## Real-time reports

Monitoring capabilities available in the [Security & Compliance Center](#) include [real-time reports and insights](#) that let your security and compliance administrators focus on high-priority issues, such as security attacks or increased suspicious activity. In addition to highlighting problem areas, smart reports and insights include recommendations and links to view and explore data and also take quick actions.

## Threat Explorer

Threat Explorer (also referred to as Explorer) is a real-time report that lets authorized users identify and analyze recent threats. By default, this report shows data for the past seven days; however, views can be modified to show data for the past 30 days.

Explorer contains views, such as Malware (for email and content), Submissions, Phish, and All Email. To see how Explorer compares with real-time detections, [download this PDF](#).

For more information about Explorer (in Microsoft Defender for Office 365 Plan 2) and real-time detections (in Microsoft Defender for Office 365 Plan 1), see [Threat Explorer and real-time detections](#).

## Real-time detections

Real-time detections is a real-time report that lets authorized users identify and analyze recent threats. Similar to Explorer, by default, this report shows data for the past seven days.

Real-time detections contain views, such as Malware (for email and content), Submissions, and Phish. To see how real-time detections compare with Explorer, [download this PDF ↗](#).

For more information about Explorer (in Microsoft Defender for Office 365 Plan 2) and real-time detections (in Microsoft Defender for Office 365 Plan 1), see [Threat Explorer and real-time detections](#).

## Threat Trackers

[Threat Trackers](#) are informative widgets and views that provide authorized users with intelligence on cybersecurity issues that might impact your organization.

## Automated investigation & response

[Automated investigation & response](#) (AIR) capabilities available in Defender for Office 365 Plan 2 let you run automated investigation processes in response to well-known threats that exist today. By automating certain investigation tasks, your security operations team can operate more efficiently and effectively. Remediation actions, such as deleting malicious email messages, are taken upon approval by your security operations team. To learn more, see [How AIR works in Office 365](#).

## Attack simulation training

[Attack simulation training](#) is an intelligent social risk management tool that automates the creation and management of phishing simulations. Simulations help customers detect, prioritize, and remediate phishing risks by using real world phish lures and hyper-targeted training to change employee behaviors.

- Attack simulation training is available in WW and GCC. If your organization has Office 365 G5 GCC or Microsoft Defender for Office 365 (Plan 2) for Government, you can use Attack simulation training in the Microsoft 365 Defender portal to run realistic attack scenarios in your organization as described in [this article](#). Attack simulation training is not yet available in GCC High or DoD environments.

- For more information on how to get started, see [Get started using Attack simulation training](#).
- Various attack techniques that apply de-weaponized, real-world phish payloads are available that replicate real world attacker behavior to make phishing simulations relevant.
- This service is available to organizations that have either Microsoft 365 E5, Office 365 E5, or [Microsoft Defender for Office 365 Plan 2](#) licenses. A subset of capabilities is offered to E3 customers as a trial.
- To learn more and try out a simulation, see [Simulate a phishing attack](#).

# Microsoft Bookings service description

Article • 01/26/2023 • 2 minutes to read

Microsoft Bookings simplifies the process of scheduling and managing appointments. Bookings includes a web-based booking calendar and syncs with Outlook to optimize availability and give customers and end-users flexibility to book a time that works best for them. Automated notification emails and reminders reduce no-shows and enhance customer satisfaction, and organizations save time with a reduction in repetitive scheduling tasks. Bookings integrates with Microsoft Teams to support virtual appointments via online meetings, and Bookings calendar management through the Bookings app in Teams.

## Available plans

For detailed plan information on subscriptions that enable users for Microsoft Bookings, see the [full subscription comparison table](#).

## Feature availability

The following table lists the major Microsoft Bookings features available across plans. Certain caveats apply. See the footnotes for further information. This table may change without notice.

Major Feature	Small Business	Enterprise plans	GCC	GCC-High	DOD	Education
Web-based scheduling page (booking page)	Yes	Yes	Yes	No	No	Yes
Booking page access control (tenant-only)	Yes	Yes	Yes	No	No	Yes
Online meetings via Skype and Teams <sup>1</sup>	Yes	Yes	Yes	No	No	Yes
Group bookings (1 staff: N customers)	Yes	Yes	Yes	No	No	Yes
Appointment notification emails	Yes	Yes	Yes	No	No	Yes
Appointment notification SMS	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes <sup>2</sup>	No	No	Yes

<b>Major Feature</b>	<b>Small Business</b>	<b>Enterprise plans</b>	<b>GCC</b>	<b>GCC-High</b>	<b>DOD</b>	<b>Education</b>
Staff/Service management	Yes	Yes	Yes	No	No	Yes
Custom fields in user data collection	Yes	Yes	Yes	No	No	Yes
Bookings API in Microsoft Graph	Yes	Yes	No	No	No	Yes
Bookings app in Teams	Yes	Yes	No	No	No	Yes

<sup>1</sup> Online meetings require the staff member being booked to have a Microsoft Teams or Skype for Business license that allows for the creation of meetings.

<sup>2</sup> SMS notifications are currently in beta and only available in North America.

## Learn more

For technical information about Microsoft Bookings, check out the following resources:

- [Microsoft Bookings documentation](#)
- [Microsoft Bookings API in Microsoft Graph](#)
- [Bookings Product Page](#)
- [Bookings Blog in Microsoft Tech Community](#)

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging

To keep track of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Exchange Online Archiving service description

Article • 01/26/2023 • 8 minutes to read

Microsoft Exchange Online Archiving is a Microsoft 365 cloud-based, enterprise-class archiving solution for organizations that have deployed Microsoft Exchange Server 2019, Microsoft Exchange Server 2016, Microsoft Exchange Server 2013, or subscribe to certain Exchange Online or Microsoft 365 plans. Exchange Online Archiving assists organizations with archiving, compliance, regulatory, and Microsoft Purview eDiscovery challenges.

As a Microsoft online service, Exchange Online Archiving is designed to help meet the need for robust security, reliability, and user productivity. For more information about Microsoft 365, including features common to all Microsoft online services, see [Microsoft 365 and Office 365 platform service description](#).

## Exchange Online Archiving plans

For detailed plan information on subscriptions that enable users for Exchange Online Archiving, see [Exchange Online Archiving](#).

Exchange Online Archiving is available through the following plans.

Plan	Description
<b>Exchange Online Archiving for Exchange Server</b>	Cloud-based archive for users with primary mailboxes in Exchange Server 2019, Exchange Server 2016, Exchange Server 2013 or later. If you want to add a cloud-based archive to a primary mailbox that's located on an on-premises Exchange server, you need to configure a hybrid deployment. For more information about hybrid deployments, see <a href="#">Exchange Server hybrid deployments</a> .
<b>Exchange Online Archiving for Exchange Server (via Enterprise CAL Suite)</b>	Cloud-based archive for users with primary mailboxes in Exchange Server 2019, Exchange Server 2016, Exchange Server 2013 or later. For details, see <a href="#">Client Access Licenses and Management Licenses</a> .

Plan	Description
<b>Exchange Online Archiving for Exchange Online</b>	<p>Cloud-based archive and in-place hold as an add-on for the following plans<sup>1,2,3</sup>:</p> <ul style="list-style-type: none"> <li>• Exchange Online Plan 1</li> <li>• Exchange Online Kiosk</li> <li>• Microsoft 365 Business Basic</li> <li>• Microsoft 365 Business Standard</li> <li>• Microsoft 365 Business Premium (Exchange Online Archiving is included in plan)</li> <li>• Office 365 E1</li> <li>• Office 365 A1</li> <li>• Office 365 G1</li> <li>• Office 365 F3</li> <li>• Microsoft 365 F3</li> </ul> <p><b>Note that the following plans already include archiving and don't require Exchange Online Archiving as an add-on:</b></p> <ul style="list-style-type: none"> <li>• Office 365 A3</li> <li>• Office 365 A5</li> <li>• Office 365 E3</li> <li>• Office 365 E5</li> <li>• Exchange Online Plan 2</li> <li>• Microsoft 365 E3</li> <li>• Microsoft 365 E5</li> <li>• Microsoft 365 F5 Compliance</li> </ul> <p>For details on the archiving capabilities of Exchange Online mailboxes, see <a href="#">Archive features in Exchange Online Archiving</a>.</p>

<sup>1</sup> A hybrid deployment isn't required for cloud-only organizations where no mailboxes are located on an on-premises Exchange server. However, if on-premises mailboxes exist, then hybrid deployment is required.

<sup>2</sup> For more information, see [Exchange Online limits](#). Exchange Online Archiving for Exchange Online add-on adds auto-expanding archiving and [In-Place Hold and Litigation Hold](#).

<sup>3</sup> Includes GCC, GCC-High, and DoD plans for US Government.

Looking for information about all Microsoft 365 plans? Microsoft 365 is available in a variety of plans to best meet the needs of your organization. For information about different plans, including standalone plan options and information on moving from one plan to another, see [Office 365 plan options](#).

For more information about different plans, see the [full subscription comparison table](#).



Tip

You can export, save, and print pages in the service descriptions. Learn how to [export content search results](#).

# Feature availability across Exchange Online Archiving plans

The following table lists the major Exchange Online Archiving features available across plans (certain caveats apply). This table may change without notice. For more information, see the footnotes. For the most up-to-date, complete list of features, see [Powerful tools to support your enterprise](#).

Feature	Exchange Online Archiving for Exchange Server <sup>1</sup>	Exchange Online Archiving for Exchange Online <sup>2</sup>
<b>Archive features in Exchange Online Archiving</b>		
Archive mailbox	Yes	Yes
Move messages using archive policy	Yes	Yes
Import data to the archive	Yes	Yes
Deleted item recovery	Yes	Yes
Deleted mailbox recovery	Yes	Yes
Mailbox backup	Yes	Yes
<b>Client features in Exchange Online Archiving</b>		
Outlook <sup>3</sup>	Yes	Yes
Outlook on the web	Yes	Yes
<b>Compliance and security features in Exchange Online Archiving</b>		
Outlook <sup>3</sup>	Yes	Yes
Outlook on the web	Yes	Yes
Retention policies	Yes	Yes
In-Place Hold and Litigation Hold <sup>6</sup>	Yes	Yes

Feature	Exchange Online Archiving for Exchange Server <sup>1</sup>	Exchange Online Archiving for Exchange Online <sup>2</sup>
In-Place eDiscovery	Yes	Yes
Encryption between on-premises servers and Exchange Online Archiving	Yes	Yes
Encrypting between clients and Exchange Online Archiving	Yes	Yes
Encryption: S/MIME and PGP	Yes	Yes
IRM using Azure Information Protection	No	No <sup>4</sup>
IRM using Windows Server AD RMS	Yes <sup>5</sup>	Yes <sup>5</sup>
Auditing	Yes	Yes

<sup>1</sup> User mailboxes must reside on Exchange 2013 or later.

<sup>2</sup> An Archive Mailbox can be used only to archive mail for a single user or entity for which a license has been applied. Using an Archive Mailbox as a means to store mail from multiple users or entities is prohibited. For example, IT administrators can't create shared mailboxes and have users copy (through the Cc or Bcc field, or through a transport rule) a shared mailbox for the explicit purpose of archiving.

<sup>3</sup> For a list of supported Microsoft Outlook versions, see [Client features in Exchange Online Archiving](#).

<sup>4</sup> Azure Information Protection is not included, but can be purchased as a separate add-on and will enable the supported Information Rights Management (IRM) features. Some Azure Information Protection features require a subscription to Microsoft 365 Apps for enterprise, which is not included with Microsoft 365 Business Basic, Microsoft 365 Business Standard, Office 365 Enterprise E1, Office 365 Education, or Office 365 Enterprise F3.

<sup>5</sup> Windows Server AD RMS is an on-premises server that must be purchased and managed separately in order to enable the supported IRM features.

<sup>6</sup> When you put a mailbox on In-Place Hold or Litigation Hold, the hold is placed on both the primary and the archive mailbox.

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#) ↗.

# Messaging

To keep track of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

## Learn more

For technical information about Exchange Online Archiving, check out the following resources:

- Learn how to use the Microsoft Purview compliance portal to enable archive mailboxes to support your organization's message retention, eDiscovery, and hold requirements: [Enable archive mailboxes in the Security & compliance portal](#).
- Learn about the archive features available in Microsoft Exchange Online Archiving: [Archive features in Exchange Online Archiving - Service Descriptions](#).
- Learn how to create an archiving and deletion policy in Microsoft 365 that automatically moves items to a user's archive mailbox: [Set up an archive and deletion policy for mailboxes in your organization - Microsoft 365 Compliance](#).
- To find the Exchange Online limits for a variety of service areas, including address book, mailbox storage, and reporting and message trace limits, see [Exchange Online limits - Service Descriptions](#).
- Administrators can learn about recovery options for deleted messages and high-level methods that Exchange Online uses to protect mailbox data: [Back up email in Exchange Online](#).
- Administrators can search for and recover deleted email messages in a user's mailbox: [Recover deleted messages in a user's mailbox in Exchange Online](#).

## Requirements

To use Exchange Online Archiving for Exchange Server, user mailboxes must reside on Exchange Server 2019, Exchange Server 2016, or Exchange Server 2013.

## User subscriptions

Each user who accesses the Exchange Online Archiving service must have an Exchange Online Archiving subscription. Each email archive subscription can be used only for storage of one user's messaging data.

## Federated identity and single sign-on

Administrators can use a single sign-on approach to authentication with on-premises Active Directory. To achieve this, administrators can configure on-premises Active Directory Federation Services—a Microsoft Windows Server® 2008 service—to federate with the Microsoft Federation Gateway. After Active Directory Federation Services is configured, all users whose identities are based on the federated domain can use their existing corporate logon to automatically authenticate to Office 365.

## Archive storage quota

Administrators can't adjust the storage quota. The archiving feature (called *auto-expanding archiving*) provides additional storage space in archive mailboxes, up to a maximum of 1.5 TB. Each Exchange Online Archiving subscriber initially receives 100 GB of storage in the archive mailbox. When auto-expanding archiving is turned on, additional storage space is automatically added when the 100 GB storage capacity is reached. In Exchange hybrid deployments, auto-expanding archiving is only supported for cloud-based archive mailboxes when the on-premises user's mailbox resides on Exchange Server 2019, Exchange Server 2016, or Exchange Server 2013 SP1 and later.

Auto-expanding archive is only supported for mailboxes used for individual users or shared mailboxes with a growth rate *that does not exceed 1 GB per day*. Using journaling, transport rules, or auto-forwarding rules to copy messages to Exchange Online Archiving for the purposes of archiving is not permitted. A user's archive mailbox is intended for just that user. Microsoft reserves the right to deny archiving in instances where a user's archive mailbox is used to store archive data for other users or in other cases of inappropriate use.

## Auto-expanding archiving

The archiving feature called *auto-expanding archiving* provides additional storage space in archive mailboxes. Each Exchange Online Archiving subscriber initially receives 100 GB of storage in the archive mailbox. When auto-expanding archiving is turned on, additional storage space is automatically added when the 100 GB storage capacity is reached. This incremental addition of storage space continues until the archive storage reaches 1.5 TB. In Exchange hybrid deployments, auto-expanding archiving is only

supported for cloud-based archive mailboxes when the on-premises user's mailbox resides on Exchange Server 2019, Exchange Server 2016, or Exchange Server 2013 (SP1 or later). For more information, see [Overview of auto-expanding archiving](#).

 **Important**

Administrators can't adjust the storage quota.

Auto-expanding archiving is not supported for mailboxes residing on Exchange Server 2010.

 **Important**

Auto-expanding archive is only supported for mailboxes used for individual users or shared mailboxes with a growth rate *that does not exceed 1 GB per day*. Using journaling, transport rules, or auto-forwarding rules to copy messages to Exchange Online Archiving for the purposes of archiving is not permitted. A user's archive mailbox is intended for just that user. Microsoft reserves the right to deny additional archive storage in instances where a user's archive mailbox is used to store archive data for other users or in other cases of inappropriate use.

# Archive, Client, and Compliance & Security feature details

Article • 01/26/2023 • 14 minutes to read

## Archive features

The following sections describe the archive features of Microsoft Exchange Online Archiving.

## Archive mailbox

Exchange Online Archiving offers users advanced archiving capabilities with the archive mailbox feature. An archive mailbox is a specialized mailbox that appears alongside the users' primary mailbox folders in Outlook or Outlook on the web. Users can access the archive in the same way that they access their primary mailboxes. In addition, they can search both their archives and primary mailboxes.

Administrators can use the Exchange admin center (EAC) or remote Windows PowerShell to enable the archive feature for specific users. For more information, see [Enable or disable archive mailboxes in Exchange Online](#).

### ⓘ Important

Using journaling, transport rules, or auto-forwarding rules to copy messages to Exchange Online Archiving for the purposes of archiving is not permitted.

A user's archive mailbox is intended for just that user. Microsoft reserves the right to deny additional archive storage space in instances where a user's archive mailbox is used to store archive data for other users or in other cases of inappropriate use.

## Move messages to Exchange Online Archiving

Users can drag and drop messages from .pst files into the archive, for easy online access. Users can also move email items from the primary mailbox to the archive mailbox automatically, using Archive Policies, to reduce the size and improve the performance of the primary mailbox.

## Import data to the archive

Users can import data to the archive in the following ways:

- Import data from a .pst file using Outlook's Import and Export wizard.
- Drag email messages from .pst files into the archive.
- Drag email messages from the primary mailbox into the archive.
- Let archive policies automatically move email messages from the primary mailbox, based on the age of the messages. For more information, see [Retention Tags and Retention Policies](#).

 **Note**

Administrators can also use Office 365 Import service to import .pst files to users' cloud-based archive mailboxes. For more information, see [Use network upload to import PST files to Office 365](#).

## Deleted item recovery

Users can restore items they have deleted from any email folder in their archive. When an item is deleted, it is kept in the archive's Deleted Items folder. It remains there until it is manually removed by the user, or automatically removed by retention policies.

After an item has been removed from the archive's Deleted Items folder, the item is kept in the archive's Recoverable Items folder for an additional 14 days before being permanently removed. Users can recover these items using the **Recover Deleted Items** feature in Microsoft Outlook or Outlook on the web.

If a user has manually purged an item from the Recoverable Items folder, an administrator can recover the item within the same 14 day window, through a feature called Single Item Recovery. This feature allows administrators to conduct a multi-mailbox search to find purged items and then use the [Search-Mailbox](#) Windows PowerShell cmdlet to move the items from the discovery mailbox to users' mailboxes. For more information, see [Enable or disable single item recovery for a mailbox](#).

 **Note**

The Single Item Recovery period is 14 days by default, but it can be customized in some circumstances.

If an administrator has placed a user's mailbox on In-Place Hold or Litigation Hold, purged items are retained indefinitely and the 14-day window does not apply.

## Deleted mailbox recovery

When administrators delete users from the on-premises Exchange Server, the users' archives are also deleted. If the deleted archive mailboxes need to be recovered, the Microsoft support team can perform this recovery. A recovered archive will contain all of the mail stored in it at the time it was deleted.

### Important

Administrators have 30 days from the time a user's mailbox is deleted to request an archive mailbox recovery. After 30 days, the archive mailbox is not recoverable.

## Mailbox service redundancy

Archive mailboxes in Exchange Online Archiving are replicated to multiple database copies, in geographically dispersed Microsoft data centers, to provide data restoration capability in the event of a messaging infrastructure failure. For large-scale failures, business continuity management is initiated.

## Feature availability

To view feature availability across plans, standalone options, and on-premises solutions, see [Exchange Online Archiving service description](#).

# Exchange Online Protection service description

Article • 01/26/2023 • 5 minutes to read

Obtain information about features and requirements for Exchange Online Protection. Included is a list of plans that provide Exchange Online Protection, as well as a comparison of features across those plans.

Microsoft Exchange Online Protection (EOP) is a cloud-based email filtering service that helps protect your organization against spam and malware and includes features to safeguard your organization from messaging-policy violations. EOP can simplify the management of your messaging environment and alleviate many of the burdens that come with maintaining on-premises hardware and software.

The following list describes the primary ways you can use EOP for messaging protection:

- **In a standalone scenario:** EOP provides cloud-based email protection for your on-premises email environment (Exchange Server or other on-premises SMTP email solutions).
- **As a part of Microsoft Exchange Online:** By default, EOP protects Exchange Online cloud-hosted mailboxes. To learn more about Exchange Online, see the [Exchange Online service description](#).
- **In a hybrid deployment:** EOP can be configured to protect your messaging environment and control mail routing when you have a mix of on-premises and cloud mailboxes.

## Available plans

The following table shows the plans that include Exchange Online Protection so you can choose the solution that best meets the needs of your organization. For detailed plan information, see [Exchange Online Protection](#).

For detailed plan information on subscriptions that enable users for Exchange Online Protection, see the [full subscription comparison table](#).

## Exchange Enterprise CAL with Services features

Microsoft Exchange Enterprise CAL with Services provides the email protection features of EOP and the following additional cloud-based features:

- Microsoft Purview Data loss prevention
- Reporting using web services

For more information about Exchange Enterprise CAL with Services licensing, see [Exchange licensing FAQs](#).

If you have Exchange Enterprise CAL with Services licenses and you want to provision EOP, follow the instructions in [Set up your EOP service](#). The setup steps are the same as the steps for setting up EOP standalone.

 **Note**

New features for Exchange Enterprise CAL with Services are deployed at the same time as Exchange Online, not EOP standalone. Be advised that the deployment schedules for EOP standalone and Exchange Online/Exchange Enterprise CAL with Services may be slightly different.

## Requirements for Exchange Online Protection (EOP)

EOP can be used with any SMTP mail transfer agent, such as Microsoft Exchange Server. For information about the operating systems, web browsers, and languages that are supported by EOP, see the "Supported browsers" and "Supported languages" sections in [Exchange admin center in Exchange Online Protection](#).

## Limits

For limits in EOP, see [Exchange Online Protection limits](#).

## Feature availability

The following table lists the major Exchange Online Protection features available across plans. Certain caveats apply. See the footnotes for further information. This table may change without notice. For the most up-to-date, complete list of features, see [Powerful tools to support your enterprise](#).

Feature	Standalone EOP	EOP in EE CAL w/ Services	EOP features in Exchange Online
---------	----------------	---------------------------	---------------------------------

<b>Feature</b>	<b>Standalone EOP</b>	<b>EOP in EE CAL w/ Services</b>	<b>EOP features in Exchange Online</b>
<b>Protection</b>			
Anti-malware policies (built-in and custom)	Yes	Yes	Yes
Inbound anti-spam policies (built-in and custom)	Yes	Yes	Yes
Outbound anti-spam policies (built-in and custom)	Yes	Yes	Yes
Connection filtering (IP Allow list and IP Block list)	Yes	Yes	Yes
Anti-phishing policies (built-in and custom)	Yes	Yes	Yes
Anti-spoofing protection (built-in and custom)	Yes	Yes	Yes
Zero-hour auto purge (ZAP) for delivered malware, spam, and phishing messages <sup>10</sup>	No	No	Yes
Preset security policies	Yes	Yes	Yes
Configuration analyzer for protection policies	Yes	Yes	Yes
Tenant Allow/Block List	Yes	Yes	Yes
Block lists for message senders	Yes	Yes	Yes
Allow lists for message senders	Yes	Yes	Yes
Edge blocking	Yes	Yes	Yes
Directory Based Edge Blocking (DBEB) for nonexistent recipients	Yes	Yes	Yes
<b>Quarantine and submissions</b>			
Admin submission <sup>10</sup>	No	No	Yes
User submission (custom mailbox) <sup>10</sup>	No	No	Yes
Admin quarantine	Yes	Yes	Yes
End-user quarantine	Yes	Yes	Yes
Report Message add-in and Report Phishing add-in for Outlook	Yes	Yes	Yes
<b>Mail flow</b>			

<b>Feature</b>	<b>Standalone EOP</b>	<b>EOP in EE CAL w/ Services</b>	<b>EOP features in Exchange Online</b>
Mail flow rules (transport rules) <sup>4</sup>	Yes	Yes <sup>6</sup>	Yes
Accepted domains <sup>3</sup>	Yes	Yes	Yes
Connectors	Yes	Yes	Yes
Enhanced Filtering for Connectors (skip listing)	Yes	Yes	Yes
<b>Monitoring</b>			
Message trace	Yes	Yes	Yes
Email and security reports in the Microsoft 365 admin center	Yes <sup>7</sup>	Yes <sup>7,8</sup>	Yes <sup>8</sup>
Security reports in the Microsoft 365 security center	Yes <sup>7</sup>	Yes <sup>7,8</sup>	Yes <sup>8</sup>
Email reports in the EAC	Yes <sup>7</sup>	Yes <sup>7,8</sup>	Yes <sup>8</sup>
Admin audit logging <sup>5</sup>	Yes	Yes	Yes
<b>Users</b>			
Mail users and mail contacts <sup>1</sup>	Yes	Yes	Yes
Mailboxes	No	No	Yes <sup>1a</sup>
Role based access control (RBAC) <sup>2</sup>	Yes	Yes	Yes
<b>Compliance</b>			
Data Loss Prevention for email	No	Yes	Yes
Microsoft Purview Message Encryption	No <sup>9</sup>	No <sup>9</sup>	Yes
<b>Administration</b>			
Microsoft 365 admin center	Yes	Yes	Yes
Exchange admin center	Yes	Yes	Yes
Microsoft 365 security center	Yes	Yes	Yes
Standalone Exchange Online Protection PowerShell	Yes	No	No
Exchange Online PowerShell	No	Yes	Yes

<sup>1</sup> You create, remove, and edit mail users and mail contacts in the EAC.

<sup>1a</sup> You create and remove mailboxes in the Microsoft 365 admin center. You can edit existing mailboxes in the EAC.

<sup>2</sup> In standalone EOP and EE CAL with Services, there are no end-user roles or role assignment policies.

<sup>3</sup> You add and remove domains in the Microsoft 365 admin center. In the EAC, you configure domains as Authoritative or Non-Authoritative.

<sup>4</sup> A few rule conditions, exceptions, and actions are not available in standalone EOP or the EOP in EE CAL with Services. These differences are clearly noted in Exchange Online mail flow rule content.

<sup>5</sup> In standalone EOP and EE CAL with Services:

- Mailbox auditing reports aren't available.
- The Administrator role group report and Admin audit log report are the only admin auditing reports in the EAC.
- Audit log export available only via PowerShell.

<sup>6</sup> DLP policy tips are not available in EE CAL with Services.

<sup>7</sup> Reports in standalone EOP and EE CAL with Services are a subset of Exchange Online reports (reports that deal with mailboxes).

<sup>8</sup> Includes DLP reports.

<sup>9</sup> You can purchase Azure Information Protection as an add-on subscription and use OME if you configure your on-premises email environment to route email to and from the internet through EOP.

<sup>10</sup> This feature requires Exchange Online mailboxes.

## Learn more

For technical information about Exchange Online Protection, check out the following resources:

The [Microsoft 365 roadmap](#) is a good resource for finding out information about upcoming new features.

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging

To keep track of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

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# Exchange Online Protection Feature Details

Article • 01/26/2023 • 15 minutes to read

[Anti-spam and anti-malware protection in Exchange Online Protection](#)

## Anti-spam and anti-malware protection in Exchange Online Protection

In standalone Exchange Online Protection (EOP) organizations without Exchange Online mailboxes, EOP provides built-in malware and spam filtering capabilities that help protect inbound and outbound messages from malicious software and help protect your network from spam transferred through email. Admins do not need to set up or maintain the filtering technologies, which are enabled by default. However, admins can make company-specific filtering customizations.

Looking for information about all EOP features? See the [Exchange Online Protection service description](#).

## Anti-malware protection

Using multiple anti-malware engines, EOP offers multilayered protection that's designed to catch all known malware. Messages transported through the service are scanned for malware (viruses and spyware). If malware is detected, the message is deleted. Notifications may also be sent to senders or admins when an infected message is deleted and not delivered. You can also choose to replace infected attachments with either default or custom messages that notify the recipients of the malware detection.

### Note

Anti-malware scanning can't be disabled.

For standalone EOP customers, the service only scans inbound and outbound messages that are routed by the service, and does not scan messages sent from a sender in your organization to a recipient in your organization. However, for another layer of defense, you can pair the service with the built-in anti-malware

protection capabilities of Exchange Server, which scans internal messages for malware.

For Exchange Online customers and the EOP that's included in Exchange Enterprise CAL with Services for on-premises Exchange customers, EOP scans inbound and outbound messages that are routed by the service, as well as internal messages sent from a sender in your organization to a recipient in your organization.

For more information, see [Anti-malware protection in EOP](#) and [Anti-malware protection FAQ](#).

## Customize anti-malware policies

You can configure the default policy for company-wide settings. For greater granularity, you can also create custom anti-malware policies and apply them to specified users, groups, or domains in your organization. Custom policies always take precedence over the default policy, but you can change the priority (that is, the running order) of your custom policies. For more information, see [Configure anti-malware policies in EOP](#).

## Anti-spam protection

EOP uses proprietary anti-spam technology to help achieve high accuracy rates. EOP provides strong connection filtering and spam filtering on all inbound messages. Outbound spam filtering is also always enabled if you use the service for sending outbound email, thereby helping to protect organizations using the service and their intended recipients.

For more information, see [Anti-spam protection in EOP](#) and [Anti-spam protection FAQ](#).

## Customize anti-spam policies

Spam filtering is automatically enabled for all inbound and outbound email messages that are processed by EOP. You can't completely disable spam filtering, but you can modify specific company-wide settings in your default anti-spam policy. For greater granularity, you can also create custom anti-spam policies and apply them to specific users, groups, or domains in your organization. By default, custom policies take precedence over the default policy, but you can change the priority (running order) of your custom policies.

For more information, see the following topics:

- Configure anti-spam policies in EOP.
- Configure connection filtering in EOP
- Configure outbound spam filtering in EOP

### Important

In hybrid deployments where EOP protects on-premises mailboxes, you need to configure two mail flow rules (also known as transport rules) in your on-premises Exchange organization to detect the EOP spam filtering headers that are added to messages. For details, see [Configure standalone EOP to deliver spam to the Junk Email folder in hybrid environments](#).

## Anti-spoofing protection

The anti-spoofing technology in EOP specifically examines forgery of the From header in the message body (used to display the message sender in email clients). When EOP has high confidence that the From header is forged, the message is identified as spoofed.

For more information, see [Anti-spoofing protection in EOP](#)

## Quarantine

By default, EOP sends phishing messages and messages that contain malware directly to quarantine. Spam and bulk mail is sent to the user's Junk Email folder, unless an admin configures an anti-spam policy to send these messages to quarantine instead. Depending on why the message was quarantined, admins and end users can view and manage messages in quarantine.

For more information, see [Quarantined email messages in EOP](#).

## Report messages to Microsoft for analysis

The submission feature allows admins and end users to easily report items that they believe were incorrectly classified as junk (false positives) or missed by the filters (false negatives). Depending on the results of the analysis, we can then adjust the filtering stack to help reduce the number and impact of junk email messages filtered or allowed by the service.

For more information, see [Report messages and files to Microsoft](#).

## Feature availability

To view feature availability across plans, standalone options, and on-premises solutions, see [Exchange Online Protection service description](#).

# Exchange Online Protection limits

Article • 01/26/2023 • 3 minutes to read

The following limits currently exist for Exchange Online Protection. These limits aren't configurable unless specified otherwise.

## 💡 Tip

For more information about limits in Exchange Online, see [Exchange Online limits](#).

The transport rule limits also apply to EOP standalone customers. The recipient rate and message rate limits for Exchange Online aren't applicable for EOP standalone customers.

- **Accepted domain limit** - You can add up to 5000 accepted domains per tenant. Subdomains can be included in this 5000-limit, or if necessary, as part of a catch-all option, match subdomains. For more information, see [Manage Accepted Domains in EOP](#).
- **Remote domain limit** - You can add up to 200 remote domains per tenant.
- **Message size limit** - The maximum message size for EOP standalone customers, including attachments, is 150 MB.
- **Number of outbound messages sent** - The limit for the number of outbound messages sent through EOP is high enough to ensure that normal email communication isn't treated as spam. If you want to send commercial bulk email messages, rather than sending outbound messages through EOP, we recommend that you either use a third-party email service provider (ESP) or send them through your on-premises email servers.
- **Recipient limit** - As long as the sending host can split the message into "chunks" of fewer than 500 recipients, no explicit limit is defined. However, each "chunk" is effectively treated as a new message. Too many messages in a short period, messages from a host with a poor reputation, or messages with questionable content could be throttled or blocked.
- **IP Allow or IP Block list limit** - When configuring an IP Allow list or an IP Block list in the connection filter, you can specify a maximum of 1273 entries, where an entry is either a single IP address or a CIDR range of IP addresses from /24 to /32.
- **Message deferral limit** - Messages in deferral will remain in our queues for 24 hours. Message retry attempts are based on the error type received from the

recipient's mail system. Messages are retried every 15 minutes.

- **Spam quarantine retention period** - By default, spam messages sent to the quarantine are retained for 30 days. Administrators can lower this value via content filter policies.
- **End-user spam quarantine notifications** - By default, if enabled, end-user spam quarantine notifications are sent every 3 days. They can be configured to be sent every 1 to 15 days.
- **Reporting and message trace limits** - For reporting and message trace limits, see the "Reporting and message trace data availability and latency" section in [Reporting and message trace in Exchange Online Protection](#).

## Limits across EOP options

Feature	EOP Standalone	EOP features in Exchange Online	Exchange Enterprise CAL with Services
Domain limit	5000	5000	5000
Remote Domain limit	200	200	200
Message size limit (including attachments)	150 MB	150 MB	150 MB
Recipient limit	See "Recipient limit" above	500 recipients when sending from a hosted mailbox; see "Recipient limit" above for other scenarios	See "Recipient limit" above
Safe sender limit	1024 entries	1024 entries	
Blocked sender limit per policy	1024 entries	1024 entries	
IP Allow or IP Block list limit	1273 entries	1273 entries	1273 entries
Message deferral limit	1 day, retried every 15 minutes	1 day, retried every 15 minutes	1 day, retried every 15 minutes

<b>Feature</b>	<b>EOP Standalone</b>	<b>EOP features in Exchange Online</b>	<b>Exchange Enterprise CAL with Services</b>
Spam quarantine retention period	30 days by default but can be lowered	30 days by default but can be lowered	30 days by default but can be lowered
End-user spam quarantine notifications	3 days by default, configurable from 1 to 15 days	3 days by default, configurable from 1 to 15 days	3 days by default, configurable from 1 to 15 days

# Exchange Online service description

Article • 01/26/2023 • 8 minutes to read

Microsoft Exchange Online is a hosted messaging solution that delivers email, calendar, contacts, and tasks from PCs, the web, and mobile devices. It integrates fully with Azure Active Directory, enabling administrators to use group policies, as well as other administration tools, to manage Exchange Online features across their environment.

Organizations that subscribe to Exchange Online retain control over the messaging services they offer to users. With the Exchange Online hosted plans described in this document, email is hosted on servers that support multiple customers simultaneously. These servers are housed in Microsoft datacenters and are accessible to users on a wide range of devices from inside a corporate network or over the Internet.

## Available plans for Exchange Online

Microsoft 365 is available in a variety of plans to best meet the needs of your organization. For detailed plan information on subscriptions that enable users for Exchange Online, see the [full subscription comparison table](#).

### Note

Each user who accesses the Exchange Online service must be assigned to a subscription plan, and each user subscription has its own mailbox. Folders and messages in these mailboxes reside at a Microsoft datacenter. User subscriptions are not required for conference rooms and shared mailboxes. These special mailbox types do not have login credentials, instead, licensed users with the appropriate permissions manage and access them via delegation. Microsoft 365 F1 does not include rights to an Exchange mailbox. To enable a full Teams experience, Microsoft 365 F1 licenses may come with the Exchange Online K1 service plan enabled. Although the Exchange Online K1 service plan will provision a mailbox for the user, Microsoft 365 F1 users are not entitled to use the mailbox. We recommend that you disable Outlook on the web via [these steps](#) and ask your users not to access the Exchange mailbox via any other methods.

## Feature availability (including standalone plans)

The following table lists the major Exchange Online features available across plans (certain caveats apply -- see the footnotes for further information -- this table may change without notice). For the most up-to-date, complete list of features across plans, see [Powerful tools to support your enterprise](#). For feature availability in Microsoft 365 business plans (basic, standard, and premium), see [Microsoft 365 Business Plans](#), or visit your Message Center in the Microsoft 365 admin center or talk to your provider for more details on how the new Microsoft 365 Apps plan impacts you.

## Features available to all plans

These features are available for all Business (basic, standard, and premium), Enterprise (E1, E3, E5 and F3) and Exchange Online plans (1, 2 and Kiosk) – caveats apply; see footnotes for further information.

Service	Feature
<a href="#">Anti-spam and anti-malware protection</a> (via direct access to the Exchange admin center management interface)	Built-in anti-spam and anti-malware protection (uses multiple anti-malware engines to scan inbound, outbound, and internal messages for malware) Customized anti-spam and anti-malware policies Quarantine - administrator management, and quarantine - end-user self-management
<a href="#">Exchange Online setup and administration</a>	Microsoft 365 portal and admin center access, Exchange admin center access, Remote Windows PowerShell access ActiveSync policies for mobile devices <a href="#">Usage reporting</a>
<a href="#">High availability and business continuity</a>	Mailbox replication at datacenters Single item recovery (not available for F3 and Kiosk plans) <a href="#">Deleted mailbox and deleted item recovery</a>
<a href="#">Interoperability, connectivity, and compatibility</a>	Skype for Business presence in OWA and Outlook SharePoint interoperability EWS connectivity support (EWS app support applied to impersonation), SMTP relay support
<a href="#">Mail flow</a>	Custom routing of outbound mail Secure messaging with a trusted partner, Adding a partner to an inbound safe list Conditional mail and hybrid email routing (CALs or upgrade to an Enterprise SKU provide the access rights)
<a href="#">Planning and deployment</a>	<a href="#">Hybrid deployment</a> supported (CALs or upgrade to an Enterprise SKU provide access rights for business and F3 plans), <a href="#">IMAP</a> , cutover, and <a href="#">staged migration</a> supported
<a href="#">Reporting features and troubleshooting tools</a>	Microsoft 365 admin center reports Excel reporting workbook, Web Services reports, Unified Messaging reports (E3/E5 and plan 2 only) Message trace and <a href="#">auditing reports</a> are accessible via direct access to the Exchange admin center (EAC) management interface
<a href="#">Recipients</a>	Capacity alerts, Clutter, MailTips Inbox rules, Resource mailboxes, Out-of-office replies Offline address book, Address book policies Distribution Groups, External contacts (global), Universal contact card, Contact linking with social networks Conference room management, Calendar sharing (Kiosk calendars can only be accessed or shared through OWA)
<a href="#">Sharing and collaboration</a>	Federated sharing (including calendar publishing) Site mailboxes (SharePoint Online must be included and deployed) Public folders (not available for F3 and Kiosk plans)
<a href="#">Voice message services</a>	Skype for Business integration Third-party voice mail interoperability (only E3/E5 and Plan 2 provide voicemail and third-party voicemail/fax integration -- For third-party PBX systems via direct connections, see <a href="#">Discontinuation of support for Session Border Controllers in Exchange Online Unified Messaging</a> )

## Features available to some plans

These features are available to some plans – caveats apply see footnotes for further information (this table may change without notice).

Feature	Description	Microsoft 365 Business Basic, Microsoft 365 Business Standard	Microsoft 365 Business Premium	Office E1	Microsoft 365 & Office	Microsoft 365 F3 & Office 365 F3	Exchange Online Plan 2	Exchange Online Plan 1	Exchange Online Kiosk
Clients and mobile devices	Outlook on the web <sup>1</sup> , Outlook for iOS and Android <sup>1</sup> , Exchange ActiveSync and SMTP	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	POP and IMAP	Yes	Yes	Yes	Yes	Yes <sup>2</sup>	Yes	Yes	Yes <sup>2</sup>
	EWS application support, Outlook for Windows <sup>1</sup> , Outlook for Mac <sup>1</sup>	Yes	Yes	Yes	Yes	No	Yes	Yes	No
	Basic Mobility and Security for Microsoft 365	Yes	Yes	Yes	Yes	Yes			
Message policy and compliance	Exchange Online Archiving for Exchange Online	No	Yes	No	Yes	No	Yes	No	No
	Exchange Online Archiving for Exchange Server	No	No	No	Yes	No	Yes	No	No
	Manual retention policies, labels, and tags	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	IRM using Azure Information Protection	No	No	No	Yes	No	No	No	No



Feature	Description	Microsoft 365 Business Basic, Microsoft 365 Business Standard	Microsoft 365 Business Premium	Office E1	Microsoft 365 E3/E5 & Office	Microsoft 365 F3 & Office 365 F3	Exchange Online Plan 2	Exchange Online Plan 1	Exchange Online Kiosk
Permissions	Role-based permissions, role groups and role assignment policies	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Recipients	Delegate access and hierarchical address book	Yes	Yes	Yes	Yes	No	Yes	Yes	No
	Inactive mailboxes	No	No	No	Yes	No	Yes	No	No
	Microsoft 365 Groups	Yes	Yes	Yes	Yes	Yes	Yes <sup>7</sup>	Yes <sup>7</sup>	No

<sup>1</sup> Some third-party web parts and add-ins may not be available.

<sup>2</sup> POP is supported, but IMAP is not.

<sup>3</sup> You must add Azure Information Protection Plan 1 to the following plans: Exchange Online Plan 1 or 2, Office 365 F3, Microsoft 365 Business Basic or Standard, or Office 365 Enterprise E1 To receive Microsoft Purview Message Encryption.

<sup>4</sup> For eDiscovery, you need a separate query for on-premises vs. cloud.

<sup>5</sup> Transport rules are made up of flexible criteria, which allow you to define conditions and exceptions, and actions to take based on the criteria. For a list of available criteria and actions, see the corresponding criteria and actions topics for each product.

<sup>6</sup> Windows Server AD RMS is an on-premises server that must be purchased and managed separately to enable the supported IRM features.

<sup>7</sup> Microsoft 365 Groups are available with reduced functionality.

## Additional services

### Scheduler for Microsoft 365

Scheduler for Microsoft 365 is an add-on to Exchange Online that enables users to delegate their scheduling needs to a digital personal assistant. The assistant can schedule and reschedule appointments and meetings with people inside and outside of the organization. The assistant mailbox is set up and controlled by the tenant. To enable Scheduler, administrators need to set up the assistant's mailbox via a PowerShell cmdlet and purchase licenses for meeting organizers. To learn more about Scheduler and how it works, see [Welcome to Scheduler for Microsoft 365](#). For Scheduler pricing and licensing, see [Scheduler for Microsoft 365 licensing](#).

## Learn more

For more information about Exchange Online, check out the following resources:

- **Exchange Server:** For more information regarding Exchange Server, go to the [Exchange Server feature availability table](#).
- [Email](#) for help creating and sending email.
- [Manage email and calendars](#)
- [About the Microsoft Support and Recovery Assistant](#)
- [Email non-delivery reports in Exchange Online](#)
- [Exchange Online Help](#)
- For more information regarding features across plans, see [Powerful tools to support your enterprise](#).
- You can export, save, and print pages in the Microsoft service descriptions. Learn how to [Export Content Search results](#).
- **What's new in Exchange admin center:** For information about new features in Exchange admin center, see [What's new in Exchange admin center](#).
- **System requirements for Exchange Online:** For system requirements, the monthly subscription-based service available for business, education, and government organizations, see [Microsoft 365 and Office Resources](#).
- Storage and recipient limits for Exchange Online: For information about the storage and recipient limits available in the Exchange Online subscription plans, see [Exchange Online limits](#).
- **Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).
- Licensing terms: For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).
- **Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Exchange Online limits

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Find the Exchange Online limits for a variety of service areas, including address book limits, mailbox storage limits, and reporting and message trace limits, to name just a few.

## Note

If you need assistance with a task or if you are troubleshooting a problem, you might find the following articles helpful:

- [Email ↗ \(for help creating and sending email\)](#)
- [Email in Microsoft 365 for business - Admin Help](#)
- [Fix Outlook and Microsoft 365 problems with Microsoft Support and Recovery Assistant ↗](#)
- [Email non-delivery reports](#)
- [Exchange Online Help](#)

The limits in Microsoft Exchange Online fit into one of the following categories:

- [Address book limits](#)
- [Capacity alerts](#)
- [Distribution group limits](#)
- [Exchange ActiveSync limits](#)
- [Hold limits](#)
- [Journal, transport, and inbox rule limits](#)
- [Mailbox folder limits](#)
- [Mailbox storage limits](#)
- [Message limits](#)
- [Moderation limits](#)
- [Receiving and sending limits](#)
- [Reporting and message trace limits](#)

- [Retention limits](#)

### ⓘ Important

- The limits applied to a Microsoft 365 organization may differ depending on how long the organization has been enrolled in the service.
- When a limit is changed in the Microsoft data centers, it can take some time to apply the change to all existing customers.
- You can't modify most of these limits, but you and your users should be aware of them.
- These limits apply to both internal and external recipients.
- By default, Exchange Online Protection (EOP) protects Exchange Online mailboxes. For limits that apply to EOP features in Exchange Online, see [Exchange Online Protection limits](#).
- For information about Office 365 group limits, see "How do I manage my groups?" in [Learn about Microsoft 365 groups](#).

## Address book limits

- **Address list limit:** The maximum number of address lists that can be created in an Exchange Online or Exchange Server organization. This number includes the default address lists in Exchange Online, such as All Contacts and All Groups.

### ⓘ Note

A maximum of 20 address lists can be assigned to a single offline address book (OAB). The maximum size of a single offline address book is 1GB.

- **Offline address book limit:** The maximum number of offline address books (OAB) that can be created in an Exchange Online or Exchange Server organization.
- **Address book policies limit:** The maximum number of address book policies (ABP) that can be created in an Exchange Online or Exchange Server organization.
- **Global address lists:** The maximum number of global address lists (GAL) that can be created in an Exchange Online or Exchange Server organization.

## Address book limits

<b>Feature</b>	<b>Microsoft 365 Business Basic and Standard</b>	<b>Microsoft 365 Business Premium</b>	<b>Microsoft 365 E3/E5</b>	<b>Office 365 Enterprise E1</b>	<b>Office 365 Enterprise E3/E5</b>	<b>Office 365 Enterprise F3</b>
Address list limit	1000	1000	1000	1000	1000	1000
Offline address book (OAB) limit	250	250	250	250	250	250
Address book policies (ABP) limit	250	250	250	250	250	250
Global address lists limit	250	250	250	250	250	250

## Address book limits across standalone plans

<b>Feature</b>	<b>Exchange Server</b>	<b>Exchange Online Plan 1</b>	<b>Exchange Online Plan 2</b>	<b>Exchange Online Kiosk</b>
Address list limit	unlimited	1000	1000	1000
Offline address book (OAB) limit	250	250	250	250
Address book policies (ABP) limit	250	250	250	250
Global address lists limit	250	250	250	250

## Capacity alerts

Exchange Online provides three kinds of notifications when a user's mailbox is nearing, or at, capacity:

- **Warning:** The user receives an email warning that the mailbox is approaching the maximum size limit. This warning is intended to encourage users to delete unwanted mail.

- **Prohibit Send:** The user receives a prohibit-send notification email when the mailbox size limit is reached. The user can't send new messages until enough email is deleted to bring the mailbox below the size limit.
- **Prohibit Send/Receive:** Exchange Online rejects any incoming mail when the mailbox size limit is reached, and sends a non-delivery report (NDR) to the sender. The sender has the option to try resending the mail later. To receive messages again, the user must delete email until the mailbox is below the size limit.

## Capacity alerts

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
Warning	49 GB	49 GB	98 GB	49 GB	98 GB	1.96 GB
Prohibit Send	49.5 GB	49.5 GB	99 GB	49.5 GB	99 GB	1.98 GB
Prohibit Send/Receive	50 GB	50 GB	100 GB	50 GB	100 GB	2 GB

## Capacity alerts across standalone plans

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Warning	1.9 GB <sup>1</sup>	49 GB	98 GB	1.96 GB
Prohibit Send	2 GB <sup>1</sup>	49.5 GB	99 GB	1.98 GB
Prohibit Send/Receive	2.3 GB <sup>1</sup>	50 GB	100 GB	2 GB

<sup>1</sup> This is the default value for Exchange Server organizations. Administrators can change this value for their organization.

## Distribution group limits

These limits apply to distribution groups in your organization's shared address book.

- **Maximum number of distribution group members:** The total recipient count is determined after distribution group expansion.

- Limit sending messages to large distribution groups:** Distribution groups that contain the number of members specified by this limit must have delivery management or message approval options configured. Delivery management specifies a list of senders who are allowed to send messages to the distribution group. Message approval specifies one or more moderators who must approve all messages sent to the distribution group.
- Maximum message size for large distribution groups:** If a message is sent to 5,000 or more recipients, the message size can't exceed this limit. If the message size exceeds the limit, the message isn't delivered, and the sender receives a non-delivery report (NDR).

## Distribution group limits

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
Maximum number of distribution group members <sup>1</sup>	100,000 members	100,000 members	100,000 members	100,000 members	100,000 members	100,000 members
Limit sending messages to large distribution group	5,000 or more members	5,000 or more members	5,000 or more members	5,000 or more members	5,000 or more members	5,000 or more members
Maximum message size for distribution groups with 5,000 to 99,999 members	25 MB	25 MB	25 MB	25 MB	25 MB	25 MB
Maximum message size for distribution groups* with 100,000 members	5 MB	5 MB	5 MB	5 MB	5 MB	5 MB

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 F3
Maximum number of distribution group owners	10	10	10	10	10	10
Maximum number of groups a user can create	300,000 <sup>2</sup>	300,000 <sup>2</sup>	300,000 <sup>2</sup>	300,000 <sup>2</sup>	300,000 <sup>2</sup>	300,000 <sup>2</sup>

\* Includes dynamic distribution groups.

<sup>1</sup> If you are using Azure Active Directory DirSync, the maximum number of distribution group members that you can synchronize from your on-premises Active Directory to Azure Active Directory is 15,000. If you are using [Azure AD Connect](#), that number is 250,000, but the supported limit of distribution group members is still 100,000.

<sup>2</sup> This limit also applies to admins.

## Distribution group limits across standalone options

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Maximum number of distribution group members	100,000 members <sup>1</sup>	100,000 members	100,000 members	100,000 members
Limit sending messages to large distribution group	5,000 or more members <sup>1</sup>	5,000 or more members	5,000 or more members	5,000 or more members
Maximum number of distribution group owners	10	10	10	10
Maximum number of groups a user can create	250 <sup>2</sup>	250 <sup>2</sup>	250 <sup>2</sup>	250 <sup>2</sup>

<sup>1</sup> This is the default limit for Exchange Server organizations. Administrators can change this value for their organization.

<sup>2</sup> This limit also applies to admins.

## Exchange ActiveSync limits

The following limits apply to Microsoft Exchange ActiveSync, a client protocol that synchronizes mailbox data between mobile devices and Exchange.

- **Exchange ActiveSync device limit:** The maximum number of Exchange ActiveSync devices per mailbox.
- **Exchange ActiveSync device deletion limit:** The maximum number of Exchange ActiveSync devices that an Exchange administrator can delete in a single month.

## Exchange ActiveSync limits

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 E1	Office 365 Enterprise E3/E5	Office 365 F3
Exchange ActiveSync device limit	100	100	100	100	100	100
Exchange ActiveSync device deletion limit	20	20	20	20	20	20

## Exchange ActiveSync limits across standalone options

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Exchange ActiveSync device limit	100	100	100	100
Exchange ActiveSync device deletion limit	20	20	20	20

## Hold limits

Holds include Microsoft 365 retention policies and retention label policies, Microsoft Purview eDiscovery case holds, and In-Place Holds. These count towards the 10,000 per tenant maximum for compliancy policies that also include policies for Microsoft Purview Data Loss Prevention, Microsoft Purview Information Barriers, and sensitivity labels.

### Note

Exchange retention policies from messaging records management (MRM) are excluded from this 10,000 maximum.

Maximum number of Microsoft 365 retention policies per tenant: 1,800

Maximum number of holds per mailbox: 25 is the recommended maximum before performance might be impacted; 50 is the supported limit.

## Journal, transport, and inbox rule limits

The following list includes limits that apply to journal rules, transport rules (also known as organization-wide rules), and limits that apply to inbox rules. Inbox rules are set up by individual users and applied to messages sent and received by the individual user's mailbox.

- **Maximum number of journal rules:** The maximum number of journal rules that can exist in the organization.
- **Maximum number of transport rules:** The maximum number of rules that can exist in the organization.
- **Maximum size of an individual transport rule:** The maximum number of characters that can be used in a single transport rule. The characters are used in the conditions, exceptions, and actions.
- **Character limit for all regular expressions used in all transport rules:** The total number of characters used including all the regular expressions in all the transport rule conditions and exceptions in the organization. You can have a few rules that use long and complex regular expressions, or you can have many rules that use simple regular expressions.
- **Scanning limits for attachment content:** The transport rule conditions let you examine the content of message attachments, but only the first 1 MB of the text extracted from an attachment is inspected. This 1 MB limit refers to the text extracted from the attachment, not to the file size of the attachment. For example, a 2 MB file may contain less than 1 MB of text, so all of the text would be inspected.
- **Maximum number of recipients added to a message by all transport rules:** When a message is acted on by different transport rules, only a finite number of recipients can be added to the message. After the limit is reached, any remaining

recipients aren't added to the message. Also, distribution groups can't be added to a message by a transport rule.

- **Forwardee limit:** The maximum number of recipients that can be configured for an inbox or transport rule with a redirecting action. If a rule is configured to redirect a message to more than this number of recipients, the rule won't be applied and any message that satisfies the rule condition won't be redirected to any of the recipients listed in the rule.
  - **Number of times a message is redirected:** The number of times a message will be redirected, forwarded, or replied to automatically based on Inbox rules. For example, User A has an Inbox rule that redirects messages to User B, based on the sender. User B has an Inbox rule that forwards messages to User C based on keywords in the subject line. If a message satisfies both of these conditions, the message is only sent to User B; it's not forwarded to User C because only one redirection is allowed. In this case, the message is dropped without sending a non-delivery report (NDR) to User B indicating that the message wasn't delivered to User C. We make use of the X-MS-Exchange-Inbox-Rules-Loop header to determine the number of times that a message was redirected. This header remains also across Exchange organizational boundaries.
  - **Number of times a message is redirected by transport rules:** The number of times a message will be redirected based on transport rules. For example, Exchange organization Tailspin Toys have a transport rule to redirect every message that was sent to User A to User B, which is located in Exchange organization Contoso. Within Exchange organization Contoso, there's a transport rule in place to redirect every message that was sent to User B to User C, which is located in Exchange organization A. Datum Corporation. In this case, the message is dropped and a non-delivery report (NDR) with status code and reject message *550 5.7.128 TRANSPORT.RULES.RejectMessage; Transport rules loop count exceeded and message rejected* is sent to User A. We make use of the X-MS-Exchange-Transport-Rules-Loop header to determine the number of times that a message was redirected by transport rules. This header remains also across Exchange organizational boundaries.

## Journal, transport, and inbox rule limits

Feature	Microsoft 365 Business	Microsoft 365 Business	Microsoft 365 Enterprise	Office 365 Enterprise	Office 365 Enterprise	Office 365 F3
Basic and Standard	Premium	E3/E5	E1	E3/E5		



Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 F3
Inbox rule	256kb <sup>1</sup>	256kb <sup>1</sup>	256kb <sup>1</sup>	256kb <sup>1</sup>	256kb <sup>1</sup>	256kb <sup>1</sup>

<sup>1</sup> If a mailbox was migrated to Exchange Online, the inbox rule limit might be set to the value that is lower than the default EXO value. If that is the case, the inbox rule value can be increased. For instructions, see [Modify the space used by Inbox rules in Exchange Online](#).

## Journal, transport, and inbox rule limits across standalone options

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Maximum number of journal rules	No limit	50 rules	50 rules	50 rules
Maximum number of transport rules	No limit	300 rules	300 rules	300 rules
Maximum size of an individual transport rule	40 KB	8 KB	8 KB	8 KB
Character limit for all regular expressions used in all transport rules	No limit	20 KB	20 KB	20 KB
Maximum number of recipients added to a message by all transport rules	No limit	100 recipients	100 recipients	100 recipients
Forwarder limit	No limit	10 recipients	10 recipients	10 recipients
Number of times a message is redirected	3 redirections	1 redirection	1 redirection	1 redirection
Number of times a message is redirected by transport rules	No limit	1 redirection	1 redirection	1 redirection

## Mailbox folder limits

These limits are intended to limit mailboxes to known dimensions that can be supported in Exchange Online. The goal of these limits is to prevent an infinite number of mailbox

items per folder, an infinite number of folders per mailbox, or an infinite number of public folders per Exchange Online organization. For practical purposes, mailbox folder limits are in effect unlimited and sufficient to support most Exchange Online mailboxes and on-premises mailboxes that are migrated to Exchange Online.

- **Maximum number of messages per mailbox folder:** Specifies the maximum number of messages for a mailbox folder. New messages can't be delivered or saved in a folder when this limit is reached.
- **Warning for number of messages per mailbox folder:** Specifies the number of messages that a mailbox folder can hold before Exchange Online sends a warning message to the mailbox owner. When this quota is reached, warning messages are sent once a day.
- **Maximum number of messages per folder in the Recoverable Items folder:** Specifies the maximum number of messages that can be contained in each folder in the Recoverable Items folder. When a folder exceeds this limit, it can't store new messages. For example, if the Deletions folder in the Recoverable Items folder has exceeded the message count limit and the mailbox owner attempts to permanently delete items from their mailbox, the deletion will fail.
- **Warning for number of messages per folder in the Recoverable Items folder:** Specifies the number of messages that each folder in the Recoverable Items folder can hold before Exchange Online logs an event to the application event log.
- **Maximum number of subfolders per mailbox folder:** Specifies the maximum number of subfolders that can be created in a mailbox folder. The mailbox owner won't be able to create a new subfolder when this limit is reached.
- **Warning for number of subfolders per mailbox folder:** Specifies the number of subfolders that can be created in a mailbox folder before Exchange Online sends a warning message to the mailbox owner. When this quota is reached, warning messages are sent once a day.
- **Maximum folder hierarchy depth:** Specifies the maximum number of levels in the folder hierarchy of a mailbox. The mailbox owner won't be able to create another level in the folder hierarchy of the mailbox folder when this limit is reached.
- **Warning for folder hierarchy depth:** Specifies the number of levels in the folder hierarchy of a mailbox folder that can be created before Exchange Online sends a warning message to the mailbox owner. When this quota is reached, warning messages are sent once a day.

- **Maximum number of public folders:** Specifies the maximum number of public folders in the complete public folder hierarchy. When this limit is reached, existing public folders must be deleted before new public folders can be created.
- **Maximum number of subfolders per public folder:** Specifies the maximum number of subfolders that can be created in a public folder. New subfolders can't be created in a public folder when this limit is reached.
- **Warning for number of subfolders per public folder:** Specifies the number of subfolders that can be created in a public folder before Exchange Online sends a warning message to the folder owner. If no owner exists, warning messages are sent to users with Owner permissions. When this quota is reached, warning messages are sent once a day.

## Mailbox folder limits

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
Maximum number of messages per mailbox folder	1 million	1 million	1 million	1 million	1 million	1 million
Warning for number of messages per mailbox folder	900,000	900,000	900,000	900,000	900,000	900,000
Maximum number of messages per folder in the Recoverable Items folder	3 million	3 million	3 million	3 million	3 million	3 million
Storage quota for Recoverable Items folder in primary mailbox (not on hold)	30 GB	30 GB	30 GB	30 GB	30 GB	30 GB



Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
Maximum number of subfolders per public folder	10,000	10,000	10,000	10,000	10,000	Not available
Warning for number of subfolders per public folder	9000	9000	9000	9000	9000	Not available

<sup>1</sup> This is the storage quota for the Recoverable Items folder, not the quota for the entire archive mailbox. The storage quota for the archive mailbox is 1.5 TB for users with an Exchange Online Plan 2 license or for users who have both an Exchange Online Plan 1 and an Exchange Online Archiving license. For information about increasing the Recoverable Items quota, see [Increase the Recoverable Items quota for mailboxes on hold](#).

<sup>2</sup> The initial storage quota for the Recoverable Items folder in an archive mailbox is 100 GB. When auto-expanding archiving is turned on, additional storage is automatically added when the storage capacity for the Recoverable Items folder is reached. For more information, see [Overview of auto-expanding archiving](#). See the [Microsoft 365 Roadmap](#) for details about availability of auto-expanding archiving.

<sup>3</sup> This is a store limit; it is one of the mailbox shape constraints. There can be only 10,000 direct child folders for any given parent. This applies regardless of migration or other clients creating folders.

## Mailbox folder limits across standalone plans

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Maximum number of messages per mailbox folder	No limit <sup>1</sup>	1 million	1 million	1 million
Warning for number of messages per mailbox folder	No limit	900,000	900,000	900,000
Maximum number of messages per folder in the Recoverable Items folder	No limit	3 million	3 million	3 million

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Storage quota for Recoverable Items folder in primary mailbox (not on hold)	30 GB	30 GB	30 GB	30 GB
Storage quota for Recoverable Items folder in primary mailbox (on hold)	100 GB	100 GB	100 GB	100 GB
Storage quota for Recoverable Items folder in archive mailbox (not on hold)	30 GB	30 GB	30 GB	30 GB
Storage quota for Recoverable Items folder in archive mailbox (on hold)	100 GB <sup>2</sup>	100 GB <sup>2</sup>	1.5 TB <sup>3</sup>	1.5 TB <sup>3</sup>
Warning for number of messages per folder in the Recoverable Items folder	No limit	2.75 million	2.75 million	2.75 million
Maximum number of subfolders per mailbox folder	No limit	1000	1000	1000
Warning for number of subfolders per mailbox folder	No limit	900	900	900
Maximum folder hierarchy depth	No limit	300	300	300
Warning for folder hierarchy depth	No limit	250	250	250
Maximum number of public folders	1,000,000	100,000	100,000	Not available
Maximum number of subfolders per public folder	N/A	1,000	1,000	Not available
Warning for number of subfolders per public folder	N/A	900	900	Not available

<sup>1</sup> Microsoft recommends no more than 1,000,000 messages per mailbox folder.

<sup>2</sup> If the auto-expanding archive is not enabled, this is the storage quota for the Recoverable Items folder, not the quota for the entire archive mailbox. For information about increasing the Recoverable Items quota, see [Increase the Recoverable Items quota for mailboxes on hold](#). If the auto-expanding archiving feature is enabled, the storage quota for the user's archive mailbox, including the Recoverable Items folder, is 1.5 TB. This applies to users with an Exchange Online Plan 2 license or for users who have both an Exchange Online Plan 1 and an Exchange Online Archiving license.

<sup>3</sup> The initial storage quota for the Recoverable Items folder in an archive mailbox is 100 GB. When auto-expanding archiving is turned on, additional storage is automatically added when the storage capacity for the Recoverable Items folder is reached. For more

information, see [Overview of auto-expanding archiving](#). See the [Microsoft 365 Roadmap](#) for details about availability of auto-expanding archiving.

## Mailbox storage limits

The amount of mailbox storage available is determined by the mailbox type and the user's subscription license. Administrators can reduce maximum mailbox sizes per user or globally.

### ⓘ Note

Using journaling, transport rules, or auto-forwarding rules to copy messages to an Exchange Online mailbox for the purposes of archiving is not permitted. A user's archive mailbox is intended for just that user. Microsoft reserves the right to deny additional archive storage space in instances where a user's archive mailbox is used to store archive data for other users or in other cases of inappropriate use.

## Storage limits

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
User mailboxes	50 GB	50 GB	100 GB	50 GB	100 GB	2 GB
Archive mailboxes <sup>7,8</sup>	50 GB	1.5 TB <sup>1</sup>	1.5 TB <sup>1</sup>	50 GB	1.5 TB <sup>1</sup>	Not available <sup>4</sup>
Shared mailboxes <sup>10</sup>	50 GB <sup>2</sup>	50 GB <sup>2</sup>	50/100 GB <sup>2,9</sup>	50 GB <sup>2</sup>	50/100 GB <sup>2,9</sup>	50 GB <sup>2</sup>
Resource mailboxes	50 GB <sup>3</sup>	50 GB <sup>3</sup>	50 GB <sup>3,9</sup>	50 GB <sup>3</sup>	50 GB <sup>3,9</sup>	50 GB <sup>3</sup>
Public folder mailboxes <sup>5</sup>	100 GB <sup>6</sup>	100 GB <sup>6</sup>	100 GB <sup>6</sup>	100 GB <sup>6</sup>	100 GB <sup>6</sup>	100 GB <sup>6</sup>
Group mailboxes	50 GB	50 GB	50 GB	50 GB	50 GB	50 GB

<sup>1</sup> Each user initially receives 100 GB of storage in the archive mailbox. When auto-expanding archiving is turned on, additional storage is automatically added when the 100 GB storage capacity is reached. Additional storage space is added incrementally until the archive storage capacity reaches 1.5 TB. For more information, see [Overview of auto-expanding archiving](#).

<sup>2</sup> To access a shared mailbox, a user must have an Exchange Online license, but the shared mailbox doesn't require a separate license. Without a license, shared mailboxes are limited to 50 GB. To increase the size limit to 100 GB, the shared mailbox must be assigned an Exchange Online Plan 2 license. If Exchange Online Plan 1 license with an Exchange Online Archiving add-on license is assigned, this will let you enable auto-expanding archiving for additional archive storage capacity. Similarly, if you want to place a shared mailbox on litigation hold, the shared mailbox must have an Exchange Online Plan 2 license or an Exchange Online Plan 1 license with an Exchange Online Archiving add-on license. If you want to apply advanced features such as Microsoft Defender for Office 365, Microsoft Purview eDiscovery (Premium), or retention policies, the shared mailbox must be licensed for those feature(s).

<sup>3</sup> Resource mailboxes don't require a license. However, without a license, resource mailboxes are limited to 50 GB. To increase the mailbox size, an E3 or E5 license must be assigned. This will increase the mailbox to 100 GB.

<sup>4</sup> Archive mailboxes aren't included in Exchange Online Kiosk. However, they can be purchased as an add-on through Exchange Online Archiving. For more information, see the [Exchange Online Archiving service description](#).

<sup>5</sup> The default individual public folder size limit is 2GB. You can change the size limit individually on each folder or change the default size limit defined in the organization's configuration to make the change effective for all folders in the organization. Note: Maximum recommended size of individual public folder is 25 GB. If an individual public folder grows above 25 GB, it will have issues during [auto-split process](#).

<sup>6</sup> You are limited to 1,000 public folder mailboxes, and the maximum total size of all public folder mailboxes is 100 TB. Hierarchy Serving mailboxes are limited to 100 public folder mailboxes.

<sup>7</sup> Archive mailboxes can only be used to archive mail for a single user or entity (such as a shared mailbox) for which a license has been applied. Using archive mailboxes as a means of storing mail from multiple users or entities is prohibited. For example, an IT administrator can't create a shared mailbox and have users copy it (through the Cc or Bcc field, or through a transport rule) for the explicit purpose of archiving. Note that a shared mailbox that multiple people use does not actually store email for those individual users. Multiple users have access, and they send email as the shared mailbox. Therefore, the only emails stored in the shared mailbox are those sent to or from it, as the shared mailbox.

<sup>8</sup> If you have created a retention policy in Exchange Online, messages will be automatically moved to a user's archive mailbox only if the user's primary mailbox is

larger than 10 MB. The retention policy will not run automatically for mailboxes that are smaller than 10 MB.

<sup>9</sup> Shared and resource mailboxes don't require a license. However, without a license, these mailboxes are limited to 50 GB. To increase the mailbox size, an E3 or E5 license must be assigned. This will increase the mailbox to 100 GB.

<sup>10</sup> By default, shared mailboxes have an associated active user account with a system-generated (unknown) password. To block sign-in for the associated shared mailbox account, see [Block sign-in for the shared mailbox account](#).

## Storage limits across standalone plans

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
User mailboxes	2 GB <sup>1</sup>	50 GB	100 GB	2 GB
Archive mailboxes <sup>8,9</sup>	100 GB <sup>1</sup>	50 GB	1.5 TB <sup>2</sup>	Not available <sup>5</sup>
Shared mailboxes <sup>11</sup>	2 GB <sup>1</sup>	50 GB <sup>3</sup>	50 GB <sup>3,10</sup>	50 GB <sup>3</sup>
Resource mailboxes	2 GB <sup>1</sup>	50 GB <sup>4</sup>	50 GB <sup>4,10</sup>	50 GB <sup>4</sup>
Public folder mailboxes	2 GB <sup>6</sup>	50 GB <sup>7</sup>	100 GB <sup>7</sup>	Not available
Group mailboxes	50 GB	50 GB	50 GB	50 GB

<sup>1</sup> This is the default mailbox size for Exchange Server organizations. Administrators can change this value for their organization. There isn't a maximum storage limit for on-premises mailboxes.

<sup>2</sup> Each user initially receives 100 GB of storage in the archive mailbox. When auto-expanding archiving is turned on, additional storage is automatically added when the 100 GB storage capacity is reached. Additional storage space is added incrementally until the archive storage capacity reaches 1.5 TB. For more information, see [Overview of auto-expanding archiving](#). See the [Microsoft 365 Roadmap](#) for details about availability for auto-expanding archiving.

<sup>3</sup> To access a shared mailbox, a user must have an Exchange Online license, but the shared mailbox doesn't require a separate license. Without a license, shared mailboxes are limited to 50 GB. To increase the size limit to 100 GB, the shared mailbox must be assigned an Exchange Online Plan 2 license. The Exchange Online Plan 1 license with an Exchange Online Archiving add-on license will increase the size of the Archive mailbox.

This will also let you enable auto-expanding archiving for up to 1.5 TB of archive storage capacity. Similarly, if you want to place a shared mailbox on litigation hold, the shared mailbox must have an Exchange Online Plan 2 license or an Exchange Online Plan 1 license with an Exchange Online Archiving add-on license. If you want to apply advanced features such as Microsoft Defender for Office 365, eDiscovery (Premium), or automatic retention policies, the shared mailbox must be licensed for those feature(s).

<sup>4</sup> Resource mailboxes don't require a license. However, without a license, resource mailboxes are limited to 50 GB. To increase the mailbox size, an Exchange Online Plan 2 license must be assigned. This will increase the mailbox to 100 GB.

<sup>5</sup> Archive mailboxes aren't included in Exchange Online Kiosk. However, they can be purchased as an add-on through Exchange Online Archiving. For more information, please see the [Exchange Online Archiving service description](#).

<sup>6</sup> This is the default mailbox size for Microsoft Exchange Server organizations. Administrators can change this value for their organization. In Exchange Server, you are limited to 100 public folder mailboxes, and the maximum total size of all public folder mailboxes is 50 TB.

<sup>7</sup> In Exchange Online, you are limited to 1,000 public folder mailboxes, and the maximum total size of all public folder mailboxes is 50 TB.

<sup>8</sup> Archive mailboxes can only be used to archive mail for a single user or entity for which a license has been applied. Using an archive mailbox as a means to store mail from multiple users or entities is prohibited. For example, IT administrators can't create shared mailboxes and have users copy (through the Cc or Bcc field, or through a transport rule) a shared mailbox for the explicit purpose of archiving.

<sup>9</sup> If you have created a retention policy in Exchange Online, messages will be automatically moved to a user's archive mailbox only if the user's primary mailbox is larger than 10 MB. The retention policy will not run automatically for mailboxes that are smaller than 10 MB.

<sup>10</sup> Shared and resource mailboxes don't require a license. However, without a license, these mailboxes are limited to 50 GB. To increase the mailbox size, an Exchange Online Plan 2 license must be assigned. This will increase the mailbox to 100 GB.

<sup>11</sup> By default, shared mailboxes have an associated active user account with a system-generated (unknown) password. To block sign-in for the associated shared mailbox account, see [Block sign-in for the shared mailbox account](#).

## Message limits

The following limits are applied to every email message.

- **Message size limit:** Message size limits are necessary to prevent large messages from blocking delivery of other messages and affecting service performance for all users. These limits include attachments, and apply organization-wide to all

messages (inbound, outbound, and internal). Messages larger than this limit won't be delivered, and the sender will receive a non-delivery report (NDR). While message size limits can be configured up, down, or on a per-user basis, administrators can also create transport rules to limit the maximum size of any individual attachment. To learn more, see [Microsoft supports larger email messages](#).

 **Note**

Some email clients may have lower message size limits or may limit the size of an individual file attachment to a value that is less than the Exchange Online message size limit.

- **Message header size limit:** Specifies the maximum size of all message header fields in a message. The current limit is 256 KB. If the total size of all message headers exceeds 256 KB, Exchange Online will reject the message with error "552 5.3.4 Header size exceeds fixed maximum size." The size of the message body or attachments isn't considered. Because the header fields are plain text, the size of the header is determined by the number of characters in each header field and by the total number of header fields. Each text character consumes 1 byte.
- **Subject length limit:** The maximum number of text characters allowed in the subject line of an email message.
- **File attachments limit:** The maximum number of file attachments allowed in an email message. Even if the total size of all the file attachments doesn't violate the message size limit, there's still a limit on how many attachments are allowed in the message. This limit is controlled by the multipart message limit.
- **File attachment size limit:** The maximum file size of a single attachment.

 **Note**

This is the maximum file size of a single attachment. Individual client programs, including Outlook on the web, may limit the size of attachments below this maximum. Exchange ActiveSync does not implement attachment size limits on an individual attachment basis. The total size of all attachments to an Exchange ActiveSync message must be less than the message size limit.

- **Multipart message limit:** The maximum number of message body parts that are allowed in a MIME multipart message. This limit also controls the maximum

number of file attachments that are allowed in a message.

- **Embedded message depth limit:** The maximum number of forwarded email messages that are allowed in an email message.

## Message limits

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
Message size limit - Outlook	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>
Message size limit - OWA	112 MB <sup>1,3</sup>	112 MB <sup>1,3</sup>	112 MB <sup>1,3</sup>	112 MB <sup>1,3</sup>	112 MB <sup>1,3</sup>	112 MB <sup>1,3</sup>
Message size limit - Outlook for Mac	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>
Message size limit - migration	150 MB <sup>1,4</sup>	150 MB <sup>1,4</sup>	150 MB <sup>1,4</sup>	150 MB <sup>1,4</sup>	150 MB <sup>1,4</sup>	150 MB <sup>1,4</sup>
Message size limit - Outlook for iOS and Android	33 MB	33 MB	33 MB	33 MB	33 MB	33 MB
Size limit for encrypted messages (for subscribers using Microsoft Purview Message Encryption with new capabilities) <sup>5</sup>	25 MB	25 MB	25 MB	25 MB	25 MB	25 MB

<b>Feature</b>	<b>Microsoft 365 Business Basic and Standard</b>	<b>Microsoft 365 Business Premium</b>	<b>Microsoft 365 Enterprise E3/E5</b>	<b>Office 365 Enterprise E1</b>	<b>Office 365 Enterprise E3/E5</b>	<b>Office 365 Enterprise F3</b>
Size limit for encrypted messages (for subscribers using Message Encryption legacy version) <sup>5</sup>	25 MB	25 MB	25 MB	25 MB	25 MB	25 MB
Subject length limit	255 characters	255 characters	255 characters	255 characters	255 characters	255 characters
File attachments limit	250 attachments	250 attachments	250 attachments	250 attachments	250 attachments	250 attachments
File attachment size limit - Outlook	150 MB	150 MB	150 MB	150 MB	150 MB	150 MB
File attachment size limit - OWA	112 MB <sup>3,6</sup>	112 MB <sup>3,6</sup>	112 MB <sup>3,6</sup>	112 MB <sup>3,6</sup>	112 MB <sup>3,6</sup>	112 MB <sup>3,6</sup>
File attachment size limit - Outlook for Mac	150 MB	150 MB	150 MB	150 MB	150 MB	150 MB
File attachment size limit - New Outlook for Mac	33 MB	33 MB	33 MB	33 MB	33 MB	33 MB

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
File attachment size limit - Outlook for iOS and Android	33 MB	33 MB	33 MB	33 MB	33 MB	33 MB
Multipart message limit	250 parts	250 parts	250 parts	250 parts	250 parts	250 parts
Embedded message depth limit	30 embedded messages	30 embedded messages	30 embedded messages	30 embedded messages	30 embedded messages	30 embedded messages

<sup>1</sup> The default maximum message size for Microsoft mailboxes is 35 MB for sending and 36 MB for receiving. Microsoft administrators can specify a custom limit between 1 MB and 150 MB. However, the size of message you can send or receive also depends on what your email client or solution supports. For more information about customizing the maximum allowed message size for your organization, see [Microsoft supports larger email messages](#) <sup>2</sup>.

<sup>2</sup> You can send and receive up to 150 MB messages between users (where the message never leaves the Microsoft datacenters). Messages that are routed outside of the Microsoft datacenters are subject to an additional 33% translation encoding increase, in which case the maximum message size is 112 MB.

<sup>3</sup> OWA accounts for the possibility that your message may be subject to the 33% encoding increase and restricts the size of message you can send to 25% less than the configured setting. For example, if you customize your settings for a 100 MB maximum message size, you can send messages no larger than 75 MB.

<sup>4</sup> The sizes of messages to be moved into Exchange Online are computed by Exchange Online. Versions of Exchange prior to Exchange Server may report a smaller item size. This limit applies to move-based migrations using any supported Exchange Mailbox Replication Service. Other migration methods (Cutover, Staged, IMAP, PST) and other third-party tools are limited by the general message size limit.

<sup>5</sup> For information about OME with new capabilities, see [Set up new Message Encryption capabilities built on top of Azure Information Protection](#) <sup>2</sup>.

<sup>6</sup> Classic file attachments have a limit of 112 MB, but OneDrive file attachments can be up to 2 GB.

## Message limits across standalone options

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Message size limit - Outlook	10 MB <sup>4</sup>	150 MB <sup>1,2</sup>	150 MB <sup>1,2</sup>	150 MB <sup>2</sup>
Message size limit - OWA	10 MB <sup>4</sup>	112 MB <sup>1,3</sup>	112 MB <sup>1,3</sup>	150 MB <sup>1,2</sup>
Message size limit - Outlook for Mac	10 MB <sup>4</sup>	150 MB	150 MB	
Message size limit - migration	Not applicable	150 MB <sup>5</sup>	150 MB <sup>5</sup>	150 MB <sup>5</sup>
Message size limit - Outlook for iOS and Android	25 MB	33 MB	33 MB	33 MB
Size limit for encrypted messages (for subscribers using Message Encryption with new capabilities) <sup>6</sup>	25 MB	25 MB	25 MB	25 MB
Size limit for encrypted messages (for subscribers using Message Encryption legacy version) <sup>6</sup>	25 MB	25 MB	25 MB	25 MB
Subject length limit	255 characters	255 characters	255 characters	255 characters
File attachments limit	1024 attachments <sup>4</sup>	250 attachments	250 attachments	250 attachments
File attachment size limit - Outlook	35 MB <sup>4</sup>	150 MB	150 MB	150 MB
File attachment size limit - OWA	35 MB <sup>4</sup>	112 MB <sup>3</sup>	112 MB <sup>3</sup>	112 MB <sup>3</sup>
File attachment size limit - Outlook for Mac	35 MB <sup>4</sup>	150 MB	150 MB	35 MB
File attachment size limit - Outlook for iOS and Android	25 MB	33 MB	33 MB	33 MB
Multipart message limit	250 parts	250 parts	250 parts	250 parts
Embedded message depth limit	30 embedded messages	30 embedded messages	30 embedded messages	30 embedded messages

<sup>1</sup> Microsoft administrators can specify a custom limit between 1 MB and 150 MB. However, the size of message you can send or receive also depends on what your email client or solution supports. For more information about customizing the maximum

allowed message size for your organization, see [Microsoft supports larger email messages<sup>2</sup>](#).

<sup>2</sup> You can send and receive up to 150 MB messages between users (where the message never leaves the Microsoft datacenters). Messages that are routed outside of the Microsoft datacenters are subject to an additional 33% translation encoding increase, in which case the maximum message size is 112 MB.

<sup>3</sup> OWA accounts for the possibility that your message may be subject to the 33% encoding increase and restricts the size of message you can send to 25% less than the configured setting. For example, if you customize your settings for a 100 MB maximum message size, you can send messages no larger than 75 MB.

<sup>4</sup> This is the default limit for Exchange Server organizations. Administrators can change this value for their organization.

<sup>5</sup> The size of messages to be moved into Exchange Online is computed by Exchange Online. Versions of Exchange prior to Exchange Server may report a smaller item size.

<sup>6</sup> For information about OME with new capabilities, see [Set up new Message Encryption capabilities built on top of Azure Information Protection<sup>2</sup>](#).

## Moderation limits

These limits control the moderation settings that are used for message approval applied to distribution groups and transport rules.

- **Maximum size of the arbitration mailbox:** If the arbitration mailbox exceeds this limit, messages that require moderation are returned to the sender in a non-delivery report (NDR).
- **Maximum number of moderators:** The maximum number of moderators that you can assign to a single moderated distribution group or that can be added to a message using a single transport rule. Note that you can't specify a distribution group as a moderator.
- **Expiration for messages waiting for moderation:** By default, a message waiting for moderation expires after two days, and admins can't extend this interval. However, the processing of expired moderated messages runs every seven days. This means that a moderated message can expire at any time between two and nine days.
- **Maximum rate for expired moderation notification messages:** This limit sets the maximum number of notification messages for expired moderated messages in a one-hour period. This limit is placed on each mailbox database in the datacenter.

During periods of heavy usage, some senders may not receive notification messages for moderated messages that have expired. However, these notifications are still

discoverable using delivery reports.

## Moderation limits

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
Maximum size of the arbitration mailbox	10 GB	10 GB	10 GB	10 GB	10 GB	10 GB
Maximum number of moderators	10 moderators	10 moderators	10 moderators	10 moderators	10 moderators	10 moderators
Expiration for messages waiting for moderation	2 days	2 days	2 days	2 days	2 days	2 days
Maximum rate for expired moderation notification messages	300 expiration notifications per hour	300 expiration notifications per hour	300 expiration notifications per hour	300 expiration notifications per hour	300 expiration notifications per hour	300 expiration notifications per hour

## Moderation limits across standalone options

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Maximum size of the arbitration mailbox	No limit <sup>1</sup>	10 GB	10 GB	10 GB
Maximum number of moderators	No limit	10 moderators	10 moderators	10 moderators
Expiration for messages waiting for moderation	5 days <sup>1</sup>	2 days	2 days	2 days

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Maximum rate for expired moderation notification messages	300 expiration notifications per hour			

<sup>1</sup> This is the default limit for Exchange Server organizations. Administrators can change this value for their organization.

# Receiving and sending limits

Receiving and sending limits are applied to combat spam and mass-mailing worms or viruses. These limits help to protect the health of our systems and keep our users safe.

## Receiving limits

Receiving limits apply to the number of messages that an Exchange Online user, group, or public folder can receive.

- **Receiving limit:** This limit counts the number of messages per hour *from any and all sources*. This includes messages from internal senders, messages from the internet, and messages from on-premises servers. When the receiving limit has been exceeded on a mailbox, messages sent to the mailbox from the internet or on-premises senders will be returned to the sender in a non-delivery report (also known as an NDR or bounce message) stating that the mailbox has exceeded the maximum delivery threshold. Messages from internal senders will count against the limit, but won't be blocked if the receiving limit has been exceeded. After an hour, the limit will refresh and the mailbox will be able to receive messages.
  - **Sender-recipient pair limit:** This limit applies to the number of messages per hour from *a single sender*. This is set to a ratio of the overall receiving limit to protect against single-sender mail storms.

Feature	Microsoft 365 Business Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 F3
Receiving limit	3,600 messages per hour	3,600 messages per hour	3,600 messages per hour	3,600 messages per hour	3600 messages per hour	3600 messages per hour

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 F3
Messages received from single sender	33% of receiving limit	33% of receiving limit	33% of receiving limit	33% of receiving limit	33% of receiving limit	33% of receiving limit

## Sending limits

Sending limits apply to the number of recipients, number of messages, and number of recipients per message that a user can send from their Exchange Online account.

For distribution groups stored in an organization's address book, the group is counted as one recipient. For distribution groups stored in the Contacts folder of a mailbox, the members of the group are counted individually.

Sending from another mailbox via permissions is counted for the delegate with rights and not the mailbox that is being sent from.

- **Recipient rate limit:** To discourage the delivery of unsolicited bulk messages, Exchange Online has recipient limits that prevent users and applications from sending large volumes of email. These limits are applied per-user to all outbound and internal messages.

 Note

Exchange Online customers who need to send legitimate bulk commercial email (for example, customer newsletters) should use third-party providers that specialize in these services.

- **Recipient limit:** This is the maximum number of recipients allowed in the To:, Cc:, and Bcc: fields for a single email message.

 Note

For the purposes of the recipient rate limit and the recipient limit, a distribution group that is stored in the organization's shared address book counts as one recipient. In a personal distribution list, each recipient is counted separately.

- **Recipient proxy address limit:** The recipient proxy address limit is the maximum number of aliases (email addresses) that a recipient mailbox can have.
- **Message rate limit:** Message rate limits determine how many messages a user can send from their Exchange Online account within a specified period of time. This limit helps prevent over consumption of system resources by a single sender. If a user submits messages at a rate that exceeds the limit via SMTP client submission, the messages will be rejected and the client will need to retry.

## Sending limits

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 Enterprise F3
Recipient rate limit <sup>1</sup>	10,000 recipients per day	10,000 recipients per day	10,000 recipients per day	10,000 recipients per day	10,000 recipients per day	10,000 recipients per day
Recipient limit <sup>2</sup>	Customizable up to 1000 recipients	Customizable up to 1000 recipients	Customizable up to 1000 recipients	Customizable up to 1000 recipients	Customizable up to 1000 recipients	Customizable up to 1000 recipients
Recipient proxy address limit <sup>3</sup>	300	300	300	300	300	300
Message rate limit <sup>4</sup>	30 messages per minute	30 messages per minute	30 messages per minute	30 messages per minute	30 messages per minute	30 messages per minute

<sup>1</sup> After the recipient rate limit is reached, messages can't be sent from the mailbox until the number of recipients that were sent messages in the past 24 hours drops below the limit. For example, a user sends an email message to 5000 recipients at 09:00 AM, then sends another message to 2500 recipients at 10:00 AM, and then sends another message to 2500 recipients at 11:00 AM, hitting the limit of 10,000 messages. The user won't be able to send messages again until 09:00 AM the next day.

<sup>2</sup> You can customize recipient limits between 1 and 1000 for existing mailboxes and for new mailboxes that will be created in the future. Edit the recipient limit on existing mailboxes individually or in bulk using the Exchange admin center and customize the default setting for new mailboxes via Remote PowerShell. For more information, see [Customizable recipient limits in Office 365](#).

<sup>3</sup> These numbers can vary slightly since the limit is based on number of characters so the

number of email addresses will vary depending on how long they are. As a rule of thumb, it is safer to assume that the limit of smtp addresses in ProxyAddresses is approximately 300 addresses to leave room for future growth of the object and its populated attributes.

<sup>4</sup> When outbound message volumes surpass the message rate limit, any excess in message submission will be throttled and successively carried over to the following minutes. This will typically not block the sender's account, but Exchange Online isn't suited to accommodate bulk-mailing scenarios. For this use case, options 2 and 3 [here](#) are recommended instead.

## Sending limits across standalone options

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Recipient rate limit	No limit <sup>1</sup>	10,000 recipients per day <sup>2</sup>	10,000 recipients per day <sup>2</sup>	10,000 recipients per day <sup>2</sup>
Recipient limit	1000 recipients <sup>1</sup>	1000 recipients	1000 recipients	1000 recipients
Recipient proxy address limit	400	400	400	400
Message rate limit	No limit	30 messages per minute	30 messages per minute	30 messages per minute

<sup>1</sup> This is the default limit for Exchange Server organizations. Administrators can change this value for their organization.

<sup>2</sup> After the recipient rate limit is reached, messages can't be sent from the mailbox until the number of recipients that were sent messages in the past 24 hours drops below the limit. For example, a user sends an email message to 5000 recipients at 09:00 AM, then sends another message to 2500 recipients at 10:00 AM, and then sends another message to 2500 recipients at 11:00 AM, hitting the limit of 10,000 messages. The user won't be able to send messages again until 09:00 AM the next day.

## Sending and receiving meeting invite limits

Recipient limits in Microsoft 365 when sending meeting invitations or updates is 2,500 recipients (maximum number of recipients on any outgoing meeting message - whether a new invitation, a meeting update, or a meeting cancellation). This maximum applies only to meeting messages. This ensures that you'll always be able to update or cancel

the meeting and still see the list of attendees and responses. For more information, go to [Scheduling meetings with hundreds of attendees \(microsoft.com\)](#).

## Reporting and message trace limits

For reporting and message trace limits, see the "Reporting and message trace data availability and latency" section in [Reporting and message trace in Exchange Online Protection](#).

# Retention limits

These limits control the length of time that items in specific folders in the Inbox can be accessed.

- **Deleted Items folder retention period:** The maximum number of days that items can remain in the Deleted Items folder before they're automatically removed.
  - **Retention period for items removed from the Deleted Items folder:** The maximum numbers of days that items removed from the Deleted Items folder are retained before they're permanently deleted.
  - **Junk Email folder retention period:** The maximum number of days that items can remain in the Junk Email folder before they're automatically removed.

### ! Note

A soft-deleted user mailbox—a mailbox deleted using the Microsoft 365 admin center or the Remove-Mailbox cmdlet in Exchange Online PowerShell and that is still in the Azure Active Directory recycle bin—is recoverable within 30 days.

## Retention limits

Feature	Microsoft 365 Business Basic and Standard	Microsoft 365 Business Premium	Microsoft 365 Enterprise E3/E5	Office 365 Enterprise E1	Office 365 Enterprise E3/E5	Office 365 F3
Retention period for items removed from the Deleted Items folder	14 days <sup>1</sup>	14 days <sup>1</sup>	14 days <sup>1</sup>	14 days <sup>1</sup>	14 days <sup>1</sup>	14 days <sup>1</sup>
Junk Email folder retention period	30 days	30 days	30 days	30 days	30 days	30 days

<sup>1</sup> This is the default value for Microsoft 365 organizations. Administrators can change this value to a maximum of 30 days for mailboxes in their organization.

## Retention limits across standalone options

Feature	Exchange Server	Exchange Online Plan 1	Exchange Online Plan 2	Exchange Online Kiosk
Deleted Items folder retention period	No limit <sup>1</sup>	No limit <sup>1</sup>	No limit <sup>1</sup>	No limit <sup>1</sup>
Retention period for items removed from the Deleted Items folder	14 days <sup>1</sup>	14 days <sup>2</sup>	14 days <sup>2</sup>	14 days <sup>2</sup>
Junk Email folder retention period	2 years <sup>1</sup>	30 days	30 days	30 days

<sup>1</sup> This is the default limit. Administrators can change this value for their organization.

<sup>2</sup> This is the default value for Exchange Online organizations. Administrators can change this value to a maximum of 30 days for mailboxes in their organization.

# Reporting features and troubleshooting tools

Article • 01/26/2023 • 3 minutes to read

Microsoft Exchange Online offers a variety of reporting features both in and out of the Exchange admin center (EAC).

## Reporting features

Exchange Online customers can access reports in the Microsoft 365 admin center, by downloading an Excel reporting workbook, or by using web services.

### Reporting in the Microsoft 365 admin center

There are reports on the Reports page in the Microsoft 365 admin center that provide summary information about mailboxes and groups. For example, one report lists the number of groups created and deleted by day, week, month, or year. There are also summary reports for new and deleted mailboxes, and active and inactive mailboxes.

Additionally, the Reports page in the Microsoft 365 admin center contains messaging data reports, which provide information about message traffic, spam and malware detections, and messages affected by Exchange Transport Rules or Microsoft Purview Data Loss Prevention. The enhanced reports for protection, rules, and DLP offer an interactive reporting experience for Exchange Online admins. These reports provide summary data and the ability to drill down into details about individual messages.

For more information about which reports are available with each subscription, see [Reports](#). For more detailed information about the Reports page in the Microsoft 365 admin center, see [View and download reports about service usage in Office 365](#) and [Use mail protection reports to view data about malware, spam, and rule detections](#).

### Reporting using the Excel reporting workbook

You can also use the Excel 2013 reporting workbook to view summary reports with drill-down capabilities. However, we recommend using the enhanced Microsoft 365 admin center reports instead. The Excel 2013 reporting workbook is planned to be deprecated in the future. For more overview information and links to download and install the workbook, see the following [download page](#). For information about how to use the workbook, see [Mail Protection Reports Using the Excel Reporting Workbook](#).

## Reporting using web services

Access to both summary and detailed reports about mailboxes, groups, and messaging data is available by using the REST/OData Tenant Reporting web service, which is a programmatic interface that lets you create custom reports. For more information, see [Office 365 Reporting web services](#).

## Reporting features and troubleshooting tools in the EAC

The following reporting features and troubleshooting tools are available in the Exchange admin center.

### Trace an email message

The message trace feature lets you, as an administrator, follow email messages as they pass through your Exchange Online service. It helps you determine whether a targeted email message was received, rejected, deferred, or delivered by the service. This lets you efficiently answer your users' questions and troubleshoot mail flow issues, and alleviates the need to contact technical support for assistance.

 **Important**

For troubleshooting general issues and trends, use the reporting tools to obtain such data. For single point specifics where details are needed about a message, use the message trace tool.

For more information about the message trace feature, see [Trace an Email Message](#).

### Auditing reports

You can use audit logging to troubleshoot configuration issues by tracking specific changes made by administrators and to help you meet regulatory, compliance, and litigation requirements. Exchange Online provides two types of audit logging:

- Administrator audit logging records any action performed by an administrator. This can help you troubleshoot configuration issues or identify the cause of security-related or compliance-related problems.

- Mailbox audit logging records whenever a mailbox is accessed by someone other than the person who owns the mailbox. This can help you determine who has accessed a mailbox and what they've done.

For more information about audit logging, see [Auditing Reports](#).

## Unified Messaging reports

You can use these reports to monitor and troubleshoot Unified Messaging (UM) in your Exchange Online organization. For more information, see [Run Reports for Voice Mail Calls](#).

## Feature availability

To view feature availability across plans, standalone options, and on-premises solutions, see [Exchange Online service description](#).

# Microsoft Forms service description

Article • 01/26/2023 • 3 minutes to read

Microsoft Forms allows you to quickly and easily create custom knowledge checks, surveys, polls, questionnaires, registrations, and more. When you create a knowledge check or form, you can invite others to respond to it using any web browser or mobile device. As results are submitted, you can use built-in analytics to evaluate responses. Forms data, such as knowledge check results, can be easily exported to Excel for additional analysis or grading. To learn more, go to [Introduction to Microsoft Forms](#).

Microsoft Forms can be used in many institutions, businesses, and government offices to fulfill their requirement for data collection and generate a real-time report.

## Available plans

[Microsoft Forms](#) is available in the following plans: Microsoft 365 business basic, standard, and premium; Microsoft 365 A3/A5 and E3/E5; Office 365 A1/A3/A5 and E1/E3/E5; and Microsoft 365/Office 365 F3. For more information, check the [Microsoft 365 business plan comparison](#), [Microsoft 365 Enterprise plan comparison](#) and [Microsoft 365 Education plan comparison](#) sheets.

Microsoft Forms is also generally available to [Office 365 Education](#) customers, Microsoft 365 Apps for business customers, and users with a Microsoft account (Hotmail, Live, or Outlook.com). To learn more, go to [Frequently asked questions about Microsoft Forms](#). For detailed plan information on subscriptions that enable users for Microsoft Forms, see the [Microsoft solutions comparison table](#).

## Feature availability

The following table lists the major Microsoft Forms features available across plans (certain caveats apply - see the footnotes for further information).

### Note

This table may change without notice. For the most up-to-date, complete list of Microsoft Forms features across plans, go to [Microsoft Forms help & learning](#).

## Core app functionality

<b>Feature</b>	<b>Small Business plans</b>	<b>Enterprise plans</b>	<b>Education plans</b>	<b>Government plans</b>
Complete a form and submit responses	Yes	Yes	Yes	Yes <sup>2</sup>
Sign up for a Microsoft Forms using your educational or work account	Yes	Yes	Yes	Yes
Create knowledge checks, surveys, and questionnaires	Yes	Yes	Yes	Yes
Forms can be shared anonymously	Yes	Yes	Yes	Yes <sup>2</sup>
Forms can be sent externally (outside of an organization)	Yes	Yes	Yes	Yes <sup>2</sup>
Forms can be restricted to an organization or specific users/groups within the organization	Yes	Yes	Yes	Yes <sup>2</sup>
Access form results	Yes	Yes	Yes	Yes <sup>2</sup>
Generate response summary and real-time analytics	Yes	Yes	Yes	Yes
Co-author or collaborate on a form	Yes	Yes	Yes	Yes <sup>2</sup>

## Additional functionality

<b>Feature</b>	<b>Small Business plans</b>	<b>Enterprise plans</b>	<b>Education plans</b>	<b>Government plans</b>
Add customization and branding <sup>1</sup>	Yes	Yes	Yes	Yes
Add logic to questions using branching	Yes	Yes	Yes	Yes
Analyze responses with <a href="#">word clouds</a> ↗	Yes	Yes	Yes	No
Apply a theme for your form	Yes	Yes	Yes	Yes
Copy existing form to create duplicate forms	Yes	Yes	Yes	Yes
Create Forms in OneDrive, Excel, and OneNote	Yes	Yes	Yes	No
Create an automated workflow for Forms in Power Automate	Yes	Yes	Yes	Yes <sup>3</sup>

Feature	Small Business plans	Enterprise plans	Education plans	Government plans
Create and edit a knowledge check directly from a Microsoft Teams assignment	No	No	Yes	No
Creating a poll in Teams	Yes	Yes	Yes	Yes <sup>3</sup>
Duplicate and share a form as a template	Yes	Yes	Yes	Yes <sup>2</sup>
Email notifications	Yes	Yes	Yes	No
Embed Forms on other portals (including SharePoint, OneNote, Sway, PowerPoint, Teams Tab)	Yes	Yes	Yes	No
Integration with Microsoft Power Automate	Yes	Yes	Yes	No
Insert a picture and Bing image search	Yes	Yes	Yes	No
Insert a video function	Yes	Yes	Yes	No
Launch Multiple Choice Polls and knowledge checks in Microsoft Teams meetings	Yes	Yes	Yes	Yes <sup>3</sup>
Create multilingual forms	Yes	Yes	Yes	Yes
Use knowledge check features (auto grading & commenting, manual grading & commenting)	Yes	Yes	Yes	Yes
Use math feature in knowledge checks	Yes	Yes	Yes	No

<sup>1</sup> Customization for branding is limited. The user can only change the image.

<sup>2</sup> External sharing is not available for GCC High and DoD environments.

<sup>3</sup> Not available for GCC High and DoD environments.

## Learn more

For more information about Microsoft Forms, check out the following resources:

- To create surveys, knowledge checks, and polls, see [Get Started with Forms](#).
- To learn more about limits, go to [Form, question, response, and character limits in Microsoft Forms](#).

- For information on business plans, go to [Microsoft 365 User Subscriptions for Small and Medium-sized business](#).

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

Microsoft Forms is [GDPR compliant](#) as of May 2018 and meets [FERPA](#) and [BAA](#) protection standards.

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Office 365 Education

Article • 02/22/2023 • 55 minutes to read

Microsoft Office 365 is available in a variety of plans to best meet the needs of your organization. If you're looking for the differences between the Office 365 education plans, this article will show you which features are included in each of them. Office 365 combines the familiar Microsoft Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services—including Microsoft Exchange Online, Microsoft SharePoint Online, Office for the web, and Microsoft Skype for Business Online—to help users be productive from virtually anywhere through the internet.

This article lists the features for Office 365 education plans (A1, A3, and A5). To compare features across business and enterprise plans, see [Compare Office 365 for Business plans](#) or, for a more detailed list of features, see the relevant service description under [Microsoft 365 and Office 365 service descriptions](#).

To search for support articles and information, see [Office Help & Training](#).

## Service availability for each plan

Each Office 365 education plan includes a number of individual services, such as Exchange Online and SharePoint Online. The following table shows the services that are available in each Office 365 plan.

Service	Office 365 A1	Office 365 A3	Office 365 A5 <sup>3</sup>
Office 365 platform	Yes	Yes	Yes
Exchange Online	Yes <sup>5</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>
SharePoint Online	Yes	Yes	Yes
OneDrive for Business	Yes	Yes	Yes
Skype for Business Online (retired)	Yes <sup>7</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Office for the web	Yes	Yes	Yes
Office applications	No	Yes	Yes
Project	No <sup>1</sup>	No <sup>1</sup>	No <sup>1</sup>

Service	Office 365 A1	Office 365 A3	Office 365 A5 <sup>3</sup>
Power BI	No	No	Yes
Yammer Academic	Yes	Yes	Yes
Azure Information Protection <sup>2</sup>	Yes	Yes	Yes

### Note

<sup>1</sup> Microsoft Project is not included in Office 365 but can be acquired separately.

Project Online Essentials is free. If you are a student or an educational institution, you may be eligible to purchase Project Plan 3 and Plan 5 at educational prices.

<sup>2</sup> To learn more about which Azure Information Protection features are included with Office 365 plans, see [Azure Information Protection](#).

<sup>3</sup> Office 365 A5 contains Phone System, Audio Conferencing, and Calling Plan capabilities. To implement Calling Plan requires an additional plan purchase (either Domestic Calling Plan or International Calling Plan).

<sup>4</sup> Includes Exchange Online Plan 2.

<sup>5</sup> Includes Exchange Online Plan 1 plus supplemental features.

<sup>6</sup> Includes Skype for Business Online Plan 2.

<sup>7</sup> Includes Skype for Business Online Plan 1 plus supplemental features.

## System requirements

For system requirements for Office 365, please see [Office 365 system requirements](#).

## Service Level Agreement

For information about Service Level Agreements, see [Service Level Agreement](#). For information about recent uptimes for Office 365, see [Recent worldwide uptimes](#).

## Platform features

The following table lists all platform features that are available across Office 365 education plans. For specific information about pricing and features in the plan, see [Office 365 Education plans](#).

Feature	Office 365 A1	Office 365 A3	Office 365 A5

Feature	Office 365 A1	Office 365 A3	Office 365 A5
<b>Office 365 administration</b>			
Administer Office 365 by using the Microsoft 365 admin center or Windows PowerShell	Yes	Yes	Yes
Protect content by using Azure Information Protection	Yes	Yes	Yes
<b>Office 365 suite features</b>			
Microsoft Bookings	No	Yes	Yes
Microsoft Power Automate	Yes <sup>10</sup>	Yes <sup>10</sup>	Yes <sup>10</sup>
Microsoft Forms	Yes	Yes	Yes
Microsoft Graph API	Yes	Yes	Yes
Viva Insights – Personal insights	No	Yes	Yes
Microsoft Planner	Yes	Yes	Yes
Microsoft PowerApps	Yes <sup>10</sup>	Yes <sup>10</sup>	Yes <sup>10</sup>
Microsoft StaffHub ( <i>retired</i> )	No	No	No
Microsoft Stream <sup>8</sup>	Yes	Yes	Yes
Microsoft Sway	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Microsoft Teams	Yes	Yes	Yes
Office Delve	Yes	Yes	Yes
Office 365 Groups	Yes	Yes	Yes
Office 365 Video ( <i>retired</i> )	Yes	Yes	Yes
OneNote Class Notebook	Yes	Yes	Yes
<b>User account management</b>			
Cloud identity, Federated identity, or Multi-factor authentication	Yes	Yes	Yes
Office 365 desktop setup	Yes	Yes	Yes
Bulk upload Using .csv files	Yes	Yes	Yes
Directory Sync tool	Yes	Yes	Yes

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Exchange simple (cutover) migration	Yes	Yes	Yes
Delete accounts and reset user passwords from Office 365 or by using Windows PowerShell <sup>2</sup>	Yes	Yes	Yes
Users can change their own password <sup>3</sup>	Yes	Yes	Yes
Manage licenses <sup>4</sup>	Yes	Yes	Yes
Manage security groups from Office 365	Yes	Yes	Yes
Multiple administrator roles available	Yes	Yes	Yes
Allow a partner to administer Office 365 for you	Yes	Yes	Yes
Azure Active Directory services	Yes	Yes	Yes
<b>Domains</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Add custom 2nd-level domains, like fourthcoffee.com	Yes	Yes	Yes
Add custom 3rd-level domains, like marketing.fourthcoffee.com	Yes	Yes	Yes
Add up to 900 custom domains	Yes	Yes	Yes
DNS records managed by Office 365 (full redelegation)	Yes	Yes	Yes
DNS records managed at your DNS hosting provider (partial redelegation)	Yes	Yes	Yes
Use <b>name.onmicrosoft.com</b> domain or a custom domain name for email addresses and Skype for Business Online	Yes	Yes	Yes
Use <b>name.sharepoint.com</b> for your team site	Yes	Yes	Yes
Use a custom domain name for your team site	No	No	No
Host a public website with a different provider	Yes	Yes	Yes
Use a different provider for email and IM	Yes	Yes	Yes
Domain ownership verification required for custom domains	Yes	Yes	Yes
Automated domain purchase and domain verification available for domains purchased through Go Daddy	Yes	Yes	Yes
<b>Service health and continuity</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Status information available on the <b>Service health or Service status page</b>	Yes	Yes	Yes
Status of individual alerts available on the Microsoft 365 admin center dashboard	Yes	Yes	Yes
Service health RSS feed	Yes	Yes	Yes
<b>Reports</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Active and inactive mailboxes	Yes	Yes	Yes
New and deleted mailboxes	Yes	Yes	Yes
New and deleted groups	Yes	Yes	Yes
Mailbox usage	Yes	Yes	Yes
Types of mailbox connections	Yes	Yes	Yes
Sent and received mail	Yes	Yes	Yes
Top senders and recipients	Yes	Yes	Yes
Spam detections	Yes	Yes	Yes
Malware detections	Yes	Yes	Yes
Top malware for mail	Yes	Yes	Yes
Rule matches for mail	Yes	Yes	Yes
Top rule matches for mail	Yes	Yes	Yes
Top Microsoft Purview Data Loss Prevention policy matches for mail	Yes	Yes	Yes
Data loss prevention or DLP policy matches by severity for mail	Yes	Yes	Yes
DLP policy matches, overrides, and false positives for mail	Yes	Yes	Yes
Top DLP rule matches for mail	Yes	Yes	Yes
IM and audio sessions	Yes	Yes	Yes
Application sharing, web, and dial-in conferences	Yes	Yes	Yes
Video, application sharing, and file transfer sessions	Yes	Yes	Yes

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
IM and audio/video conferences	Yes	Yes	Yes
Downloadable mail protection reports	Yes	Yes	Yes
Browser used	Yes	Yes	Yes
Operating system used	Yes	Yes	Yes
Create your own reports using Microsoft 365 reporting web services	Yes	Yes	Yes
<b>Service updates</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Regular updates provided to all customers	Yes	Yes	Yes
Notifications sent to Message Center when action is required	Yes	Yes	Yes
Roadmap.office.com for some service updates	Yes	Yes	Yes
Option to turn on Targeted release	Yes	Yes	Yes
<b>Help and training</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Online help	Yes	Yes	Yes
Community	Yes	Yes	Yes
Other self-help resources	Yes	Yes	Yes
Self-paced training	Yes	Yes	Yes
<b>Networking</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
IPv4 and IPv6 protocols	Yes	Yes	Yes
Trust	Office 365 A1	Office 365 A3	Office 365 A5
<b>Privacy, security, and transparency</b>	Yes	Yes	Yes
Advanced Security Management	No	Yes	Yes
Microsoft Defender for Office 365	No	No	Yes
Microsoft Purview Customer Lockbox	No	No	Yes
Microsoft Purview eDiscovery (Premium) <sup>7</sup>	No	No	Yes

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Secure Score <sup>5</sup>	Yes	Yes	Yes
Threat Intelligence	No	No	Yes
<b>Compliance</b>			
SAS 70 / SSAE16 Assessments	Yes	Yes	Yes
ISO 27001 certified	Yes	Yes	Yes
EU Model Clauses	Yes	Yes	Yes
EU Safe Harbor	Yes	Yes	Yes
HIPAA-Business Associate Agreement	Yes	Yes	Yes
FISMA Authority to Operate	Yes	Yes	Yes
Microsoft Data Processing Agreement	Yes	Yes	Yes
PCI-governed PAN data	No	No	No
<b>Service continuity</b>			
<b>BlackBerry</b>	Office 365 A1	Office 365 A3	Office 365 A5
Use BlackBerry Internet Service (BIS)	Yes	Yes	Yes
<b>Partners</b>			
Create trial invitations and purchase orders for a customer who is using the specified plan	Yes	Yes	Yes
Provide delegated administration	Yes	Yes	Yes
<b>Service Level Agreement</b>	Yes	Yes	Yes
<b>Product use rights</b>	Yes	Yes	Yes

### ① Note

<sup>1</sup> Office 365 does not provide support for any operating system that is not supported by its manufacturer.

<sup>2</sup> If using directory synchronization with a local Active Directory, you must delete accounts or change passwords by using the local Active Directory, rather than the Office 365 portal or by using the Azure Active Directory module for Windows.

PowerShell.

<sup>3</sup> To learn how to set self-service password management policies for users, see [Manage Passwords in Azure AD](#).

<sup>4</sup> Reducing seats that were purchased with a term discount may be subject to an early termination fee. This is not applicable for subscriptions paid on a monthly basis.

<sup>5</sup> Available at <https://securescore.office.com> (link requires admin permissions). For more information, see [Introducing the Office 365 Secure Score](#).

<sup>6</sup> Microsoft Sway is not currently available for customers in certain geographies. Some legacy Office 365 plans that are no longer in market as of August 2015 may also not have access to Microsoft Sway.

<sup>7</sup> eDiscovery (Premium) is supported in the United States and in the Western Europe (Netherlands) region. (Customer data from Canada and Asia Pacific is exported to the United States. Customer data from Europe, the Middle East, and Africa is exported to Western Europe [Netherlands].)

<sup>8</sup> For information about Microsoft Stream features included in each plan, see the [Stream licensing overview](#).

<sup>9</sup> For more information, see [MyAnalytics plans and environments](#).

<sup>10</sup> Refer to the [licensing FAQs and Licensing Guide](#) at for details including functionality limits.

## Microsoft Purview compliance portal features

The [Microsoft Purview compliance portal](#) is designed to help you manage compliance features across Office 365 for your organization. Links to existing SharePoint and Exchange compliance features bring together compliance capabilities across Office 365.

### Note

Currently, many of the compliance features are still accessible through service-specific management interfaces, such as the Exchange admin center (EAC). However, this will change in the future as more service-independent compliance features are added to the Microsoft Purview compliance portal.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
<a href="#">Access to the Microsoft Purview compliance portal</a>	Yes	Yes	Yes
<a href="#">Advanced Security Management</a>	No	Yes	Yes

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Threat management, such as mail filtering and anti-malware	Yes	Yes	Yes
Advanced threat management, such as threat explorer for phishing campaigns <sup>5</sup>	No	No	Yes
Customer Lockbox	No	No	Yes
Mobile device management	Yes	Yes	Yes
Microsoft Purview Data Loss Prevention for email and files	Yes	Yes	Yes
DLP for Teams chat	No	No	Yes
Data governance <sup>1</sup>	Yes	Yes	Yes
Advanced data governance <sup>2</sup>	No	No	Yes
Content search	Yes	Yes	Yes
Microsoft Purview eDiscovery (Standard)	No	Yes	Yes
eDiscovery export	No	Yes	Yes
eDiscovery holds (including query-based eDiscovery holds)	No	Yes	Yes
eDiscovery (Premium) <sup>4</sup>	No	No	Yes
Archiving <sup>3</sup>	No	Yes	Yes
Manual retention/deletion policies	Yes	Yes	Yes
Unified auditing <sup>6</sup>	Yes	Yes	Yes

### ① Note

<sup>1</sup> Data governance lets users create, publish, and manually apply labels to documents; import data using drive shipping or over the network; and create and apply retention/deletion policies across workloads, users, and groups. Retention policies applied to mailboxes require Office 365 Enterprise E3 or E5.

<sup>2</sup> Advanced data governance allows you to retain important information and delete unimportant information by classifying information based on a retention or deletion policy or both. It includes intelligent/automated actions such as recommending policies; automatically applying labels to data; applying labels based on sensitive data types or queries; and use of smart import filters. It also includes the Supervision feature for reviewing employee communications for

security and compliance purposes.

<sup>3</sup> Up to 1.5 TB of archive storage space.

<sup>4</sup> eDiscovery (Premium) is supported in the United States and in the Western Europe (Netherlands) region. (Customer data from Canada and Asia Pacific is exported to the United States. Customer data from Europe, the Middle East, and Africa is exported to Western Europe [Netherlands].)

<sup>5</sup> Microsoft Defender for Office 365 is available in Office 365 A5 and as a standalone service for Office 365 A1 and Office 365 A3.

<sup>6</sup> You can also use the [Office 365 Management Activity API](#) to retrieve events from the unified audit log.

## Office application features

Use the following table to compare feature availability across Office 365 education plans.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Microsoft Word	No <sup>3, 4</sup>	Yes	Yes
Microsoft Excel	No <sup>3, 4</sup>	Yes	Yes
Microsoft PowerPoint	No <sup>3, 4</sup>	Yes	Yes
Microsoft OneNote	Yes	Yes	Yes
Microsoft Outlook	No <sup>3</sup>	Yes	Yes
Microsoft Publisher	No <sup>3</sup>	Yes	Yes
Microsoft Access	No <sup>3</sup>	Yes	Yes
Skype for Business (retired)	Yes <sup>2</sup>	Yes	Yes
Microsoft InfoPath (retired)	No <sup>3</sup>	Yes	Yes
Windows 11 Apps	No <sup>3</sup>	Yes	Yes
Office for Mac for Office 365 ↗	No <sup>3</sup>	Yes	Yes
Office Mobile for iPad/iPhone	Yes <sup>3</sup>	Yes	Yes
Office Mobile for Android	Yes <sup>3</sup>	Yes	Yes
Office Mobile for Windows Phone	Yes <sup>3</sup>	Yes	Yes

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Office Mobile for Windows Phone	Yes <sup>3</sup>	Yes	Yes
Outlook for Android	Yes <sup>3</sup>	Yes	Yes
<b>Enterprise value</b>	Office 365 A1	Office 365 A3	Office 365 A5
5 installs per user on PC or Mac	No <sup>3</sup>	Yes	Yes
Automated user account provisioning	Yes	Yes	Yes
Multilingual user interface	No	Yes	Yes
Client push deployment	No	Yes	Yes
Client support for on-premises Exchange	No	Yes	Yes
Client support for on-premises SharePoint	No	Yes	Yes
Control of software updates	No	Yes	Yes
Database Compare	No	Yes	Yes
Desktop virtualization	No	Yes	Yes
Excel Spreadsheet Compare	No	Yes	Yes
Excel Spreadsheet Inquire	No	Yes	Yes
Exchange Online and SharePoint Online Archiving and Compliance	Yes	Yes	Yes
Group Policy support	No	Yes	Yes
Information Rights Management using Azure Information Protection	Yes	Yes	Yes
Information Rights Management using Windows Server AD RMS	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>
Office Add-in, ActiveX, and BHO support	No	Yes	Yes
OneNote client access to notebooks on SharePoint Server, SharePoint Online, OneDrive for Business, and Office 365	No	Yes	Yes
Office Telemetry	No	Yes	Yes
Offline support for client applications	No	Yes	Yes
<a href="#">3D Maps</a> (Power Map for Excel)	No	Yes	Yes
Power Pivot for Excel	No	Yes	Yes

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Power Query for Excel	No	Yes	Yes
Roaming settings	No	Yes	Yes
Shared computer activation	No	Yes	Yes
Support for blocking cloud-based file storage	No	Yes	Yes
Tap to find and reuse content	No	Yes	Yes
Version upgrades	No	Yes	Yes
Volume activation (KMS/MAK)	No	No	No

 **Note**

<sup>1</sup> Windows Server AD RMS is an on-premises server that must be purchased and managed separately in order to enable the supported IRM features.

<sup>2</sup> Skype for Business Basic is available for all customers. The Skype for Business desktop client is a locally installed application that provides presence, instant messaging, and conferencing features for Office 365 plans that include Skype for Business Online. Microsoft 365 Apps for enterprise, and Office 365 Enterprise E3 include the full Skype application, which includes additional features including advanced telephony support, archiving, and compliance features. A Skype for Business Online license must be assigned for each user. For more information on Lync Basic features, see [Desktop client comparison tables](#).

<sup>3</sup> Some schools are eligible for Education Plus, which includes Microsoft 365 Apps for enterprise, and allows students, faculty and staff to install the latest version of Office on up to five PC or Mac computers and on other mobile devices, including Windows tablets and the iPad. Schools qualify for Office 365 Education Plus when they license Office institution-wide for faculty and staff through Enrollment for Education Solutions, Open Value Subscription Education Solutions, or a school contract. Note that Access and Publisher are available on PCs only. OneNote for Mac is available as a separate download from the Mac App Store.

<sup>4</sup> Office for the web versions are included. For more information, see [Office for the web features](#)

## Office for the web features

The following table provides links to comparisons of Office for the web feature capabilities available in Office 365 education plans to feature-rich Microsoft Office desktop apps. Use the comparisons to discover what features are available in Office for the web and then select the feature name to read a brief description about how that feature works. You may discover that some people in your organization may need the advanced charting capability of the Excel desktop app while others may only need to view and lightly edit Word documents and PowerPoint presentations with Office for the web.

 **Note**

- A limited selection of Office features has been chosen to represent the advanced capabilities of the Office desktop suite.
- The tables are not a comprehensive list of Microsoft Office features.
- Microsoft Microsoft 365 Apps for enterprise is a monthly subscription offer of the latest Office desktop suite.
- Microsoft Office Online Server on-premises customers get an Office for the web editing license if they have purchased an Office desktop suite license (such as an Office Professional Plus, Office Standard, or Microsoft 365 Apps for enterprise license).

<b>Application</b>	<b>Office for the web</b>	<b>Link to detailed feature comparison</b>
Word	Word for the web	<a href="#">Word</a>
Excel	Excel for the web	<a href="#">Excel</a>
OneNote	OneNote for the web	<a href="#">OneNote</a>
PowerPoint	PowerPoint for the web	<a href="#">PowerPoint</a>
Visio	Visio for the web	<a href="#">Visio</a>

## Exchange Online features

The following table lists the Exchange Online features that are available across Office 365 education plans.

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
<b>Planning and deployment</b>			
Hybrid deployment supported	Yes	Yes	Yes
IMAP migration supported	Yes	Yes	Yes
Cutover migration supported	Yes	Yes	Yes
Staged migration supported	Yes	Yes	Yes
<b>Permissions</b>			
Role-based permissions	Office 365 A1	Office 365 A3	Office 365 A5
Role groups	Yes	Yes	Yes
Role assignment policies	Yes	Yes	Yes
<b>Message policy and compliance</b>			
Archiving Exchange Online-based mailboxes	Office 365 A1	Office 365 A3	Office 365 A5
Cloud-based archiving of on-premises mailboxes	Yes	Yes	Yes
Messaging records management (MRM) retention tags and retention policies	Yes	Yes	Yes
Encryption of data at rest (BitLocker)	Yes	Yes	Yes
IRM using Azure Information Protection	Yes	Yes	Yes
IRM using Windows Server AD RMS	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>
Microsoft Purview Message Encryption (Basic)	Yes	Yes	Yes
Microsoft Purview Advanced Message Encryption	No	No	Yes
S/MIME	Yes	Yes	Yes
In-Place Hold and Litigation Hold	No	Yes	Yes
In-Place eDiscovery	No	Yes <sup>8</sup>	Yes <sup>8</sup>
Transport rules	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes <sup>2</sup>
DLP	Yes	Yes	Yes
Journaling	Yes	Yes	Yes

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
<b>Anti-spam and anti-malware protection</b>	Office 365 A1	Office 365 A3	Office 365 A5
Built-in anti-spam protection	Yes	Yes	Yes
Customize anti-spam policies	Yes	Yes	Yes
Built-in anti-malware protection	Yes <sup>3</sup>	Yes <sup>3</sup>	Yes <sup>3</sup>
Customize anti-malware policies	Yes	Yes	Yes
Quarantine - administrator management	Yes	Yes	Yes
Quarantine - end-user self-management	Yes	Yes	Yes
Microsoft Defender for Office 365	No	No	Yes
<b>Mail flow</b>	Office 365 A1	Office 365 A3	Office 365 A5
Custom routing of outbound mail	Yes	Yes	Yes
Secure messaging with a trusted partner	Yes	Yes	Yes
Conditional mail routing	Yes	Yes	Yes
Adding a partner to an inbound safe list	Yes	Yes	Yes
Hybrid email routing	Yes	Yes	Yes
<b>Recipients</b>	Office 365 A1	Office 365 A3	Office 365 A5
Capacity alerts	Yes	Yes	Yes
Clutter	Yes	Yes	Yes
MailTips	Yes	Yes	Yes
Delegate access	Yes	Yes	Yes
Inbox rules	Yes	Yes	Yes
Connected accounts	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>
Inactive mailboxes	Yes	Yes	Yes
Offline address book	Yes	Yes	Yes
Address book policies	Yes	Yes	Yes

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Hierarchical address book	Yes	Yes	Yes
Address lists and Global Address List	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Office 365 Groups	Yes	Yes	Yes
Distribution groups	Yes	Yes	Yes
External contacts (global)	Yes	Yes	Yes
Universal contact card	Yes	Yes	Yes
Contact linking with social networks	Yes	Yes	Yes
Resource mailboxes	Yes	Yes	Yes
Conference room management	Yes	Yes	Yes
Out-of-office replies	Yes	Yes	Yes
Calendar sharing	Yes	Yes	Yes
<b>Reporting features and troubleshooting tools</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Microsoft 365 admin center reports	Yes	Yes	Yes
Excel reporting workbook	Yes	Yes	Yes
Web services reports	Yes	Yes	Yes
Message trace	Yes	Yes	Yes
Auditing reports	Yes	Yes	Yes
Unified Messaging reports	No	Yes	Yes
<b>Sharing and collaboration</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Federated sharing (Including Calendar Publishing)	Yes	Yes	Yes
Site mailboxes	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>
Public folders	Yes	Yes	Yes
<b>Clients and mobile devices</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Outlook for Windows <sup>9</sup>	Yes	Yes	Yes

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Outlook on the web <sup>9</sup>	Yes	Yes	Yes
Outlook for Mac <sup>9</sup>	Yes	Yes	Yes
Outlook for iOS and Android <sup>9</sup>	Yes	Yes	Yes
Exchange ActiveSync	Yes	Yes	Yes
Mobile Device Management for Office 365	Yes	Yes	Yes
POP and IMAP	Yes	Yes	Yes
SMTP	Yes	Yes	Yes
EWS Application support	Yes	Yes	Yes
<b>Voice message services</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Voice mail	No	Yes	Yes
Integration between voice mail and third-party FAX	No	Yes	Yes
Third-party voice mail interoperability	Yes	Yes	Yes
Skype for Business integration	Yes	Yes	Yes
<b>High availability and business continuity</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Mailbox replication at data centers	Yes	Yes	Yes
Deleted mailbox recovery	Yes	Yes	Yes
Deleted item recovery	Yes	Yes	Yes
Single item recovery	Yes	Yes	Yes
<b>Interoperability, connectivity, and compatibility</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Skype for Business presence in OWA and Outlook	Yes	Yes	Yes
SharePoint interoperability	Yes	Yes	Yes
EWS connectivity support	Yes	Yes	Yes
SMTP relay support	Yes	Yes	Yes

Feature	Office 365 A1	Office 365 A3	Office 365 A5
<b>Exchange Online setup and administration</b>	Office 365 A1	Office 365 A3	Office 365 A5
Microsoft Office 365 portal access	Yes	Yes	Yes
Microsoft 365 admin center access	Yes	Yes	Yes
Exchange admin center access	Yes	Yes	Yes
Remote Windows PowerShell access	Yes	Yes	Yes
ActiveSync policies for mobile devices	Yes	Yes	Yes
Usage reporting	Yes	Yes	Yes
<b>Extending the service - customization, add-ins, and resources</b>	Office 365 A1	Office 365 A3	Office 365 A5
Outlook add-ins and Outlook MAPI	Yes <sup>7</sup>	Yes <sup>7</sup>	Yes <sup>7</sup>

## ① Note

<sup>1</sup> Windows Server AD RMS is an on-premises server that must be purchased and managed separately in order to enable the supported IRM features.

<sup>2</sup> Transport rules are made up of flexible criteria, which allow you to define conditions and exceptions, and actions to take based on the criteria. The available criteria and actions differ between Exchange Online, and Microsoft Exchange Server 2013. For a list of available criteria and actions, see the corresponding criteria and actions topics for each product.

<sup>3</sup> Exchange Server 2013 uses only the Microsoft anti-malware engine. Exchange Online uses multiple anti-malware engines to scan inbound, outbound, and internal messages for malware.

<sup>4</sup> SharePoint Online must be included in the subscription plan.

<sup>5</sup> Connected accounts are supported for POP and IMAP accounts, but disabled for Outlook.com (Hotmail).

<sup>6</sup> Using a cmdlet to work with the Address List and Global Address List is not supported.

<sup>7</sup> Some third-party web parts and add-ins may not be available.

<sup>8</sup> For eDiscovery, you need a separate query for on-premises vs. cloud.

<sup>9</sup> Table indicates whether the client works with the associated plans. It does not mean the clients are necessarily included in the purchase of these plans.

# Exchange Online limits

Find the Exchange Online limits for a variety of service areas, including address book limits, mailbox storage limits, and reporting and message trace limits, to name just a few.

## ⓘ Note

If you need assistance with a task or if you are troubleshooting a problem, you might find the following articles helpful:

- [Email](#) for help creating and sending email.
- [Email in Office 365 for business - Admin Help](#)
- [Message size limits](#)
- [Fix Outlook and Office 365 problems with Microsoft Support and Recovery Assistant for Office 365](#)
- [Email non-delivery reports in Office 365](#)
- [Exchange Online Help](#)

The limits in Microsoft Exchange Online fall into one of the following categories:

- [Address book limits](#)
- [Mailbox storage limits](#)
- [Capacity alerts](#)
- [Mailbox folder limits](#)
- [Message limits](#)
- [Receiving and sending limits](#)
- [Reporting and message trace limits](#)
- [Retention limits](#)
- [Distribution group limits](#)
- [Journal, transport, and inbox rule limits](#)
- [Moderation limits](#)
- [Exchange ActiveSync limits](#)

## **ⓘ Important**

- The limits applied to a Microsoft 365 organization may differ depending on how long the organization has been enrolled in the service. When a limit is changed in the Microsoft data centers, it can take some time to apply the change to all existing customers.
- You can't modify most of these limits, but you and your users should be aware of them.
- These limits apply to both internal and external recipients.
- By default, Exchange Online Protection (EOP) protects Exchange Online mailboxes. For limits that apply to EOP features in Exchange Online, see [Exchange Online Protection limits](#).
- For information about Office 365 group limits, see "How do I manage my groups?" in [Learn about Office 365 groups](#).

## Address book limits

- **Address list limit** - The maximum number of address lists that can be created in an Exchange Online or Exchange Server 2013 organization. This number includes the default address lists in Exchange Online, such as All Contacts and All Groups.
- **Offline address book limit** - The maximum number of offline address books (OAB) that can be created in an Exchange Online or Exchange Server 2013 organization.
- **Address book policies limit** - The maximum number of address book policies (ABP) that can be created in an Exchange Online or Exchange Server 2013 organization.
- **Global address lists** - The maximum number of global address lists (GAL) that can be created in an Exchange Online or Exchange Server 2013 organization.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Address list limit	1000	1000	1000
Offline address book (OAB) limit	250	250	250
Address book policies (ABP) limit	250	250	250
Global address lists limit	250	250	250

## Mailbox storage limits

The amount of mailbox storage available is determined by the mailbox type and the user's subscription license. Administrators can reduce maximum mailbox sizes per user or globally.

**ⓘ Note**

Using journaling, transport rules, or auto-forwarding rules to copy messages to an Exchange Online mailbox for the purposes of archiving is not permitted. A user's archive mailbox is intended for just that user. Microsoft reserves the right to deny additional archive storage space in instances where a user's archive mailbox is used to store archive data for other users or in other cases of inappropriate use.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
User mailboxes	50 GB	100 GB	100 GB
Archive mailboxes <sup>6, 7</sup>	1.5 TB <sup>1</sup>	1.5 TB <sup>1</sup>	1.5 TB <sup>1</sup>
Shared mailboxes	50 GB <sup>2</sup>	50 GB <sup>2</sup>	50 GB <sup>2</sup>
Resource mailboxes	50 GB <sup>3</sup>	50 GB <sup>3</sup>	50 GB <sup>3</sup>
Site mailboxes <sup>4</sup>	50 GB	50 GB	50 GB
Public folder mailboxes	50 GB <sup>5</sup>	100 GB <sup>5</sup>	100 GB <sup>5</sup>
Group mailboxes	50 GB	50 GB	50 GB

**ⓘ Note**

<sup>1</sup> Each user initially receives 100 GB of storage in the archive mailbox. When auto-expanding archiving is turned on, additional storage is automatically added when the 100 GB storage capacity is reached. Additional storage space is added incrementally until the archive storage capacity reaches 1.5 TB. For more information, see [Overview of auto-expanding archiving](#). See the Office 365 Roadmap for details about availability.

<sup>2</sup> To access a shared mailbox, a user must have an Exchange Online license. Shared mailboxes don't require a separate license. However, if you want to enable In-Place Archive or put an In-Place Hold or a Litigation Hold on a shared mailbox, then an Exchange Online Plan 2 license or an Exchange Online Plan 1 with Exchange Online Archiving license is required. If you enable In-Place Archive and auto-expanding archiving for a shared mailbox, additional storage is automatically added when the 100 GB storage capacity for the archive mailbox is reached.

<sup>3</sup> Resource mailboxes don't require a license.

<sup>4</sup> Site mailboxes are created and managed in SharePoint Online. For more information, see [Prepare for using site mailboxes in Office 365](#).

<sup>5</sup> You are limited to 1000 public folder mailboxes, and the maximum total size of all public folder mailboxes is 50 TB.

<sup>6</sup> In-Place Archive can only be used to archive mail for a single user or entity (such as a shared mailbox) for which a license has been applied. Using an In-Place Archive as a means of storing mail from multiple users or entities is prohibited. For example, an IT administrator can't create a shared mailbox and have users copy it (through the Cc or Bcc field, or through a transport rule) for the explicit purpose of archiving. Note that a shared mailbox that multiple people use does not actually store email for those individual users. Multiple users have access, and they send email as the shared mailbox. Therefore, the only emails stored in the shared mailbox are those sent to or from it, as the shared mailbox.

<sup>7</sup> If you have created a retention policy in Exchange Online, messages will be automatically moved to a user's archive mailbox only if the user's primary mailbox is larger than 10 MB. The retention policy will not run automatically for mailboxes that are smaller than 10 MB.

## Capacity alerts

Exchange Online provides three kinds of notifications when a user's mailbox is nearing, or at, capacity:

- **Warning** - The user receives an email warning that the mailbox is approaching the maximum size limit. This warning is intended to encourage users to delete unwanted mail.
- **Prohibit Send** - The user receives a prohibit-send notification email when the mailbox size limit is reached. The user cannot send new messages until enough email is deleted to bring the mailbox below the size limit.
- **Prohibit Send/Receive** - Exchange Online rejects any incoming mail when the mailbox size limit is reached, and sends a non-delivery report (NDR) to the sender. The sender has the option to try resending the mail later. To receive messages again, the user must delete email until the mailbox is below the size limit.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Warning	49 GB	98 GB	98 GB
Prohibit Send	49.5 GB	99 GB	99 GB

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Prohibit Send/Receive	50 GB	100 GB	100 GB

## Mailbox folder limits

These limits are intended to limit mailboxes to known dimensions that can be supported in Exchange Online. The goal of these limits is to prevent an infinite number of mailbox items per folder, an infinite number of folders per mailbox, or an infinite number of public folders per Exchange Online organization. For practical purposes, mailbox folder limits are in effect unlimited and sufficient to support most Exchange Online mailboxes and on-premises mailboxes that are migrated to Exchange Online.

- **Maximum number of messages per mailbox folder** - Specifies the maximum number of messages for a mailbox folder. New messages can't be delivered or saved in a folder when this limit is reached.
- **Warning for number of messages per mailbox folder** - Specifies the number of messages that a mailbox folder can hold before Exchange Online sends a warning message to the mailbox owner. When this quota is reached, warning messages are sent once a day.
- **Maximum number of messages per folder in the Recoverable Items folder** - Specifies the maximum number of messages that can be contained in each folder in the Recoverable Items folder. When a folder exceeds this limit, it can't store new messages. For example, if the Deletions folder in the Recoverable Items folder has exceeded the message count limit and the mailbox owner attempts to permanently delete items from their mailbox, the deletion will fail.
- **Warning for number of messages per folder in the Recoverable Items folder** - Specifies the number of messages that each folder in the Recoverable Items folder can hold before Exchange Online logs an event to the application event log.
- **Maximum number of subfolders per mailbox folder** - Specifies the maximum number of subfolders that can be created in a mailbox folder. The mailbox owner won't be able to create a new subfolder when this limit is reached.
- **Warning for number of subfolders per mailbox folder** - Specifies the number of subfolders that can be created in a mailbox folder before Exchange Online sends a warning message to the mailbox owner. When this quota is reached, warning messages are sent once a day.

- **Maximum folder hierarchy depth** - Specifies the maximum number of levels in the folder hierarchy of a mailbox. The mailbox owner won't be able to create another level in the folder hierarchy of the mailbox folder when this limit is reached.
- **Warning for folder hierarchy depth** - Specifies the number of levels in the folder hierarchy of a mailbox folder that can be created before Exchange Online sends a warning message to the mailbox owner. When this quota is reached, warning messages are sent once a day.
- **Maximum number of public folders** - Specifies the maximum number of public folders in the complete public folder hierarchy. When this limit is reached, existing public folders must be deleted before new public folders can be created.
- **Maximum number of subfolders per public folder** - Specifies the maximum number of subfolders that can be created in a public folder. New subfolders can't be created in a public folder when this limit is reached.
- **Warning for number of subfolders per public folder** - Specifies the number of subfolders that can be created in a public folder before Exchange Online sends a warning message to the folder owner. If no owner exists, warning messages are sent to users with Owner permissions. When this quota is reached, warning messages are sent once a day.

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Maximum number of messages per mailbox folder	1 million	1 million	1 million
Warning for number of messages per mailbox folder	900,000	900,000	900,000
Maximum number of messages per folder in the Recoverable Items folder	3 million	3 million	3 million
Storage quota for Recoverable Items folder in primary mailbox (not on hold)	30 GB	30 GB	30 GB
Storage quota for Recoverable Items folder in primary mailbox (on hold)	100 GB	100 GB	100 GB
Storage quota for Recoverable Items folder in archive mailbox (not on hold)	1.5 TB <sup>1</sup>	1.5 TB <sup>1</sup>	1.5 TB <sup>1</sup>
Storage quota for Recoverable Items folder in archive mailbox (on hold)	1.5 TB <sup>1</sup>	1.5 TB <sup>1</sup>	1.5 TB <sup>1</sup>
Warning for number of messages per folder in the Recoverable Items folder	2.75 million	2.75 million	2.75 million

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Maximum number of subfolders per mailbox folder	10,000	10,000	10,000
Warning for number of subfolders per mailbox folder	9000	9000	9000
Maximum folder hierarchy depth	300	300	300
Warning for folder hierarchy depth	250	250	250
Maximum number of public folders	250,000	250,000	250,000
Maximum number of subfolders per public folder	10,000	10,000	10,000
Warning for number of subfolders per public folder	9000	9000	9000

 **Note**

<sup>1</sup> You can send and receive up to 150 MB messages between users (where the message never leaves the Microsoft datacenters). Messages that are routed outside of the Microsoft datacenters are subject to an additional 33% translation encoding increase, in which case the maximum message size is 112 MB.

## Message limits

- **Message size limit** - Message size limits are necessary to prevent large messages from blocking delivery of other messages and affecting service performance for all users. These limits include attachments, and apply organization-wide to all messages (inbound, outbound, and internal). Messages larger than this limit will not be delivered, and the sender will receive a non-delivery report (NDR). While message size limits can be configured up, down, or on a per-user basis, administrators can also create transport rules to limit the maximum size of any individual attachment. To learn more, see [Microsoft supports larger email messages](#).

 **Note**

Some email clients may have lower message size limits or may limit the size of an individual file attachment to a value that is less than the Exchange Online message size limit.

- **Subject length limit** - The maximum number of text characters allowed in the subject line of an email message.
- **File attachments limit** - The maximum number of file attachments allowed in an email message. Even if the total size of all the file attachments doesn't violate the message size limit, there is still a limit on how many attachments are allowed in the message. This limit is controlled by the multipart message limit.
- **File attachment size limit** - The maximum file size of a single attachment.

 **Note**

This is the maximum file size of a single attachment. Individual client programs, including Outlook on the web, may limit the size of attachments below this maximum. Exchange ActiveSync does not implement attachment size limits on an individual attachment basis. The total size of all attachments to an Exchange ActiveSync message must be less than the message size limit.

- **Multipart message limit** - The maximum number of message body parts that are allowed in a MIME multipart message. This limit also controls the maximum number of file attachments that are allowed in a message.
- **Embedded message depth limit** - The maximum number of forwarded email messages that are allowed in an email message.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Message size limit - Outlook	150 MB <sup>1, 2</sup>	150 MB <sup>1, 2</sup>	150 MB <sup>1, 2</sup>
Message size limit - OWA	112 MB <sup>1, 3</sup>	112 MB <sup>1, 3</sup>	112 MB <sup>1, 3</sup>
Message size limit - Outlook for Mac	150 MB <sup>1, 2</sup>	150 MB <sup>1, 2</sup>	150 MB <sup>1, 2</sup>
Message size limit - migration	150 MB <sup>4</sup>	150 MB <sup>4</sup>	150 MB <sup>4</sup>
Size limit for encrypted messages (for subscribers using Microsoft Purview Message Encryption with new capabilities)	150 MB <sup>5</sup>	150 MB <sup>5</sup>	150 MB <sup>5</sup>
Size limit for encrypted messages (for subscribers using Microsoft Purview Message Encryption legacy version)	25 MB <sup>5</sup>	25 MB <sup>5</sup>	25 MB <sup>5</sup>
Subject length limit	255 characters	255 characters	255 characters

Feature	Office 365	Office 365	Office 365
	A1	A3	A5
File attachments limit	250 attachments	250 attachments	250 attachments
File attachment size limit - Outlook	150 MB	150 MB	150 MB
File attachment size limit - OWA	35 MB	35 MB	35 MB
File attachment size limit - Outlook for Mac	150 MB	150 MB	150 MB
Multipart message limit	250 parts	250 parts	250 parts
Embedded message depth limit	30 embedded messages	30 embedded messages	30 embedded messages

### ① Note

<sup>1</sup> Microsoft administrators can specify a custom limit between 1 MB and 150 MB. However, the size of message you can send or receive also depends on what your email client or solution supports. For more information about customizing the maximum allowed message size for your organization, see [Microsoft supports larger email messages](#).

<sup>2</sup> You can send and receive up to 150 MB messages between users (where the message never leaves the Microsoft datacenters). Messages that are routed outside of the Microsoft datacenters are subject to an additional 33% translation encoding increase, in which case the maximum message size is 112 MB.

<sup>3</sup> OWA accounts for the possibility that your message may be subject to the 33% encoding increase and restricts the size of message you can send to 25% less than the configured setting. For example, if you customize your settings for a 100 MB maximum message size, you can send messages no larger than 75 MB.

<sup>4</sup> The size of messages to be moved into Exchange Online are computed by Exchange Online. Versions of Exchange prior to Exchange Server 2013 may report a smaller item size. This limit applies to move based migrations using any supported Exchange Mailbox Replication Service. Other migration methods (Cutover, Staged, IMAP, PST) and other third-party tools are limited by the general message size limit.

<sup>5</sup> For information about OME with new capabilities, see [Set up Microsoft Purview Message Encryption built on top of Azure Information Protection](#).

## Receiving and sending limits

Receiving and sending limits are applied to combat spam and mass-mailing worms or viruses. These limits help to protect the health of our systems and keep our users safe.

## Receiving limits

Receiving limits apply to the number of messages that a user, group, or public folder can receive per hour. This applies for both messages received from the Internet and from on-premises servers. When the receiving limit has been exceeded, any emails sent to that mailbox will receive a non-delivery report stating that the mailbox has exceeded the maximum delivery threshold. After one hour, the limit will refresh and the mailbox will once again be able to receive messages.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Messages received	3600 messages per hour	3600 messages per hour	3600 messages per hour

## Sending limits

Sending limits apply to the number of recipients, number of messages, and number of recipients per message that a user can send from their Exchange Online account.

### ⓘ Note

For distribution groups stored in an organization's address book, the group is counted as one recipient. For distribution groups stored in the Contacts folder of a mailbox, the members of the group are counted individually.

- **Recipient rate limit** - To discourage the delivery of unsolicited bulk messages, Exchange Online has recipient limits that prevent users and applications from sending large volumes of email. These limits are applied per-user to all outbound and internal messages.

### ⓘ Note

Exchange Online customers who need to send legitimate bulk commercial email (for example, customer newsletters) should use third-party providers that specialize in these services.

- **Recipient limit** - This is the maximum number of recipients allowed in the To;, Cc;, and Bcc: fields for a single email message.

**ⓘ Note**

For the purposes of the recipient rate limit and the recipient limit, a distribution group that is stored in the organization's shared address book counts as one recipient. In a personal distribution list, each recipient is counted separately.

- **Message rate limit** - Message rate limits determine how many messages a user can send from their Exchange Online account within a specified period of time. This limit helps prevent overconsumption of system resources by a single sender. If a user submits messages at a rate that exceeds the limit via SMTP client submission, the messages will be rejected and the client will need to retry.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Recipient rate limit	10,000 recipients per day	10,000 recipients per day	10,000 recipients per day
Recipient limit	500 recipients	500 recipients	500 recipients
Recipient proxy address limit	400	400	400
Message rate limit (SMTP client submission only)	30 messages per minute	30 messages per minute	30 messages per minute

## Reporting and message trace limits

For reporting and message trace limits, see the "Reporting and message trace data availability and latency" section in [Reporting and message trace in Exchange Online Protection](#).

## Retention limits

These limits control the length of time that items in specific folders in the Inbox can be accessed.

- **Deleted Items folder retention period** - The maximum number of days that items can remain in the Deleted Items folder before they're automatically removed.

- Retention period for items removed from the Deleted Items folder** - The maximum numbers of days that items removed from the Deleted Items folder are retained before they're permanently deleted.
- Junk Email folder retention period** - The maximum number of days that items can remain in the Junk Email folder before they're automatically removed.

Feature	Office 365	Office 365	Office 365
	A1	A3	A5
Deleted Items folder retention period	No limit <sup>1</sup>	No limit <sup>1</sup>	No limit <sup>1</sup>
Retention period for items removed from the Deleted Items folder	14 days <sup>1</sup>	14 days <sup>1</sup>	14 days <sup>1</sup>
Junk Email folder retention period	30 days	30 days	30 days

 **Note**

<sup>1</sup> This is the default limit. Administrators can change this value for their organization.

## Distribution group limits

These limits apply to distribution groups in your organization's shared address book.

- Maximum number of distribution group members** - The total recipient count is determined after distribution group expansion.
- Limit sending messages to large distribution groups** - Distribution groups that contain the number of members specified by this limit must have delivery management or message approval options configured. Delivery management specifies a list of senders who are allowed to send messages to the distribution group. Message approval specifies one or more moderators who must approve all messages sent to the distribution group.
- Maximum message size for large distribution groups** - If a message is sent to 5,000 or more recipients, the message size can't exceed this limit. If the message size exceeds the limit, the message isn't delivered, and the sender receives a non-delivery report (NDR). The total recipient count is determined after distribution group expansion.

Feature	Office 365 A1	Office 365 A3	Office 365 A5

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Maximum number of distribution group members <sup>1</sup>	100,000 members	100,000 members	100,000 members
Limit sending messages to large distribution group	5,000 or more members	5,000 or more members	5,000 or more members
Maximum message size for large distribution groups	2 MB	2 MB	2 MB
Maximum number of distribution group owners	10	10	10
Maximum number of groups a user can create	300,000 <sup>2</sup>	300,000 <sup>2</sup>	300,000 <sup>2</sup>

 **Note**

<sup>1</sup> If you are using Azure Active Directory DirSync, the maximum number of distribution group members that you can synchronize from your on-premises Active Directory to Azure Active Directory is 15,000. If you are using Azure AD Connect, that number is 50,000.

<sup>2</sup> This limit also applies to admins.

## Journal, transport, and inbox rule limits

The following list includes limits that apply to journal rules, transport rules (also known as organization-wide rules), and limits that apply to Inbox rules. Inbox rules are set up by individual users and applied to messages sent and received by the individual user's mailbox.

- **Maximum number of journal rules** - The maximum number of journal rules that can exist in the organization.
- **Maximum number of transport rules** - The maximum number of rules that can exist in the organization.
- **Maximum size of an individual transport rule** - The maximum number of characters that can be used in a single transport rule. The characters are used in the conditions, exceptions, and actions.
- **Character limit for all regular expressions used in all transport rules** - The total number of characters used by all the regular expressions in all the transport rule

conditions and exceptions in the organization. You can have a few rules that use long and complex regular expressions, or you can have many rules that use simple regular expressions.

- **Scanning limits for attachment content** - The transport rule conditions let you examine the content of message attachments, but only the first 1 MB of the text extracted from an attachment is inspected. This 1 MB limit refers to the text extracted from the attachment, not to the file size of the attachment. For example, a 2 MB file may contain less than 1 MB of text, so all of the text would be inspected
- **Maximum number of recipients added to a message by all transport rules** - When a message is acted on by different transport rules, only a finite number of recipients can be added to the message. After the limit is reached, any remaining recipients aren't added to the message. Also, distribution groups can't be added to a message by a transport rule.
- **Forwarder limit** - The maximum number of recipients that can be configured for an inbox or transport rule with a redirecting action. If a rule is configured to redirect a message to more than this number of recipients, the rule won't be applied and any message that satisfies the rule condition won't be redirected to any of the recipients listed in the rule.
- **Number of times a message is redirected** - The number of times a message will be redirected, forwarded, or replied to automatically based on Inbox rules. For example, User A has an Inbox rule that redirects messages to User B, based on the sender. User B has an Inbox rule that forwards messages to User C based on keywords in the subject line. If a message satisfies both of these conditions, the message is only sent to User B; it's not forwarded to User C because only one redirection is allowed. In this case, the message is dropped without sending a non-delivery report (NDR) to User B indicating that the message wasn't delivered to User C.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Maximum number of journal rules	50 rules	50 rules	50 rules
Maximum number of transport rules	300 rules	300 rules	300 rules
Maximum size of an individual transport rule	8 KB	8 KB	8 KB
Character limit for all regular expressions used in all transport rules	20 KB	20 KB	20 KB
Scanning limits for content of attachments	1 MB	1 MB	1 MB

Feature	Office 365	Office 365	Office 365
	A1	A3	A5
Maximum number of recipients added to a message by all transport rules	100 recipients	100 recipients	100 recipients
Forwardee limit	10 recipients	10 recipients	10 recipients
Number of times a message is redirected	1 redirection	1 redirection	1 redirection

## Moderation limits

These limits control the moderation settings that are used for message approval applied to distribution groups and transport rules.

- **Maximum size of the arbitration mailbox** - If the arbitration mailbox exceeds this limit, messages that require moderation are returned to the sender in a non-delivery report (NDR).
- **Maximum number of moderators** - The maximum number of moderators that you can assign to a single moderated distribution group or that can be added to a message using a single transport rule. Note that you can't specify a distribution group as a moderator.
- **Expiration for messages waiting for moderation** - By default, a message waiting for moderation expires after two days. However, the processing of expired moderated messages runs every seven days. This means that a moderated message can expire at any time between two and nine days.
- **Maximum rate for expired moderation notification messages** - This limit sets the maximum number of notification messages for expired moderated messages in a one-hour period. This limit is placed on each mailbox database in the datacenter.

During periods of heavy usage, some senders may not receive notification messages for moderated messages that have expired. However, these notifications are still discoverable using delivery reports.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Maximum size of the arbitration mailbox	10 GB	10 GB	10 GB

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Maximum number of moderators	10 moderators	10 moderators	10 moderators
Expiration for messages waiting for moderation	2 days	2 days	2 days
Maximum rate for expired moderation notification messages	300 expiration notifications per hour	300 expiration notifications per hour	300 expiration notifications per hour

## Exchange ActiveSync limits

The following limits apply to Microsoft Exchange ActiveSync, a client protocol that synchronizes mailbox data between mobile devices and Exchange.

- **Exchange ActiveSync device limit** - The maximum number of Exchange ActiveSync devices per mailbox.
- **Exchange ActiveSync device deletion limit** - The maximum number of Exchange ActiveSync devices that an Exchange administrator can delete in a single month.
- **Exchange ActiveSync file attachment limit** - The maximum size of a message file attachment that can be sent or received by an Exchange ActiveSync device.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Exchange ActiveSync device limit	100	100	100
Exchange ActiveSync device deletion limit	20	20	20
Exchange ActiveSync file attachment limit	25 MB	25 MB	25 MB

## OneDrive for Business features

OneDrive for Business (formerly SkyDrive Pro) is personal online storage space in the cloud. Use it to store your work files across multiple devices with ease and security. Share your files with colleagues as needed, and edit Office documents together in real time with Office for the web. Sync files to your local computer using the OneDrive for Business sync app.

OneDrive for Business is included in SharePoint Online and can also be purchased as a standalone plan. The OneDrive for Business standalone option includes Office for the web. To learn more, see [What is OneDrive for Business?](#).

# System Requirements

The OneDrive for Business sync client has different system requirements than the OneDrive client. To learn more, see [How to install the OneDrive for Business sync client](#).

## OneDrive for Business limits

OneDrive for Business Plan 1 provides 1 TB of storage space per user.

The following qualifying plans provide unlimited OneDrive storage per user for subscriptions with at least five users. Microsoft will provide an initial 5 TB of storage space per user. Customers who want additional OneDrive storage can request it as needed by contacting Microsoft Support. Subscriptions with fewer than five users receive 1 TB of storage per user.

- Office 365 A1
- Office 365 A3
- Office 365 A5

You cannot allocate more storage to a specific OneDrive user. However, you can lower the amount of storage that a user sees. If an Office 365 Enterprise F3 user needs more storage, then you'll need to upgrade to Office 365 Enterprise E1.

For information about file types that you can't add to OneDrive for Business, see [Types of files that cannot be added to a list or library](#).

OneDrive for Business is included in SharePoint Online. To learn about additional limitations in SharePoint Online, such as site collection quotas, file upload limits, and storage limits, see [SharePoint Online software boundaries and limits](#).

## Subscription plans

OneDrive for Business Plan 2 is available for Office 365 A1, A3, and A5. To view the features available in the plan, see the [OneDrive for Business service description](#).

## SharePoint Online features

For information about SharePoint Online features, see the [SharePoint Online service description](#).

## SharePoint Online limits

The following table shows the SharePoint limits for each Office 365 education plan.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Storage <sup>1, 2</sup>	1 TB per organization plus 10 GB per license purchased <sup>3</sup>	1 TB per organization plus 10 GB per license purchased <sup>3</sup>	1 TB per organization plus 10 GB per license purchased <sup>3</sup>
Terms in store	200,000	200,000	200,000
Storage for site collections	Up to 25 TB per site collection or group <sup>4</sup>	Up to 25 TB per site collection or group <sup>4</sup>	Up to 25 TB per site collection or group <sup>4</sup>
Site collections per tenant	500,000 per organization <sup>5</sup>	500,000 per organization <sup>5</sup>	500,000 per organization <sup>5</sup>
File upload limit	15 GB	15 GB	15 GB
Number of users	1- 500,000 <sup>6</sup>	1- 500,000 <sup>6</sup>	1- 500,000 <sup>6</sup>

### ⓘ Note

<sup>1</sup> You can purchase an unlimited amount of additional SharePoint Online storage.

See [Add storage space for your subscription](#).

<sup>2</sup> We recommend monitoring the Recycle Bin and emptying it regularly. The storage space it uses is part of the organization's total file storage limit.

<sup>3</sup> When you have a subscription and a SharePoint Online standalone plan, the storage amounts are added.

<sup>4</sup> SharePoint Online administrators can set storage use limits for site collections and sites.

<sup>5</sup> Not including the OneDrive for Business site collections created for each licensed user.

<sup>6</sup> If you have more than 500,000 users, please contact a Microsoft representative.

## Skype for Business Online features

The following table lists Skype for Business Online features that are available for each Office 365 education plan.

**① Note**

This table indicates client and service availability across Office 365 education options. If you want to compare individual features among the various Skype for Business desktop clients, web clients, and mobile clients, see [Skype for Business Online client comparison tables](#) and [Mobile Client comparison tables](#).

Feature	Office 365 A1	Office 365 A3	Office 365 A5
<b>Clients for Skype for Business Online</b>			
Skype for Business Full	No	Yes	Yes
Skype for Business Basic	Yes <sup>1</sup>	No	No
Lync 2013 Basic	Yes <sup>1</sup>	No	No
Skype for Business Windows Store app	Yes	Yes	Yes
Lync for Mac 2011	Yes	Yes	Yes
Skype for Business mobile clients	Yes	Yes	Yes
Skype for Business Web App	Yes	Yes	Yes
<b>Instant messaging, presence, and contacts</b>			
	Office 365 A1	Office 365 A3	Office 365 A5
PC-to-PC IM and presence	Yes	Yes	Yes
Multiparty IM and presence	Yes	Yes	Yes
Contact card configuration	Yes	Yes	Yes
My Picture configuration	Yes	Yes	Yes
My Picture: URL photo experience	No	No	No
Contact list configuration	Yes	Yes	Yes
Unified contact store	Yes	Yes	Yes
Address book search	Yes	Yes	Yes
Distribution list expansion	Yes	Yes	Yes

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Persistent chat	No	No	No
Photos of sender/receiver	Yes	Yes	Yes
<b>Skype-to-Skype audio, video, and media</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Desktop sharing over video-based screen sharing (VbSS)	Yes	Yes	Yes
Desktop and application sharing over Remote Desktop Protocol (RDP)	Yes	Yes	Yes
File transfers	Yes	Yes	Yes
Video	Yes	Yes	Yes
Network Quality of Service (QoS) - Differentiated Services Code Point (DSCP)	No	No	No
<b>Federation and public IM connectivity</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Office Communications Server 2007 R2 and Lync Server 2010 (IM, Presence, Audio, Video, Conferencing)	Yes	Yes	Yes
XMPP (used by Google Talk, for example) and Sametime federation	No	No	No
Skype federation	Yes	Yes	Yes
AOL and Yahoo! federation	No	No	No
<b>Skype for Business Online meetings</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Ad hoc and schedule audio conferencing	Yes	Yes	Yes
Ad hoc and schedule video conferencing	Yes	Yes	Yes
Active speaker video	Yes	Yes	Yes
H.264 encoding and decoding	Yes	Yes	Yes
Multiparty video	Yes	Yes	Yes
High definition video or pictures of all attendees	Yes	Yes	Yes
Presenter controls	Yes	Yes	Yes
Participant selected view	Yes	Yes	Yes

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
OneNote sharing	Yes	Yes	Yes
Ad hoc and schedule web conferencing	Yes	Yes	Yes
Skype for Business meeting dial-in via audio conferencing (first party)	No	No	Yes
Skype for Business meeting dial-in via certified audio conferencing provider (ACP)	Yes	Yes	Yes
PowerPoint sharing	Yes	Yes	Yes
File transfer	Yes	Yes	Yes
Whiteboard and annotations	Yes	Yes	Yes
PowerPoint upload	Yes	Yes	Yes
Polling	Yes	Yes	Yes
Client-side recording and playback	Yes	Yes	Yes
Server-side recording and playback	No	No	No
Meeting lobby	Yes	Yes	Yes
Skype Meeting Broadcast	No	Yes	Yes
Guest access to Skype meetings with Skype for Business Web App	Yes	Yes	Yes
Schedule Skype for Business meetings in Outlook	Yes	Yes	Yes
Schedule Skype for Business meetings in Outlook on behalf of others (Delegation)	Yes	Yes	Yes
Schedule Skype for Business meetings with Web Scheduler	Yes	Yes	Yes
Schedule online meetings in Outlook on the web	Yes	Yes	Yes
Outlook delegation for scheduling meetings	Yes	Yes	Yes
Create public meetings with static meeting IDs from Outlook	No	No	No
<b>Voice calling</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Auto attendants	No	No	Yes
Busy options	No	No	No

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Branch office survivability	No	No	No
Call admission control	No	No	No
Call answer/initiate	Yes	Yes	Yes
Call delegation	No	No	Yes
Call forwarding and simultaneous ring	Yes	Yes	Yes
Call history	Yes	Yes	Yes
Call hold/retrieve	Yes	Yes	Yes
Call park	No	No	No
Call transfer (blind, consult, and mobile)	Yes	Yes	Yes
Caller ID	Yes	Yes	Yes
Call waiting	Yes	Yes	Yes
Camp-on	Yes	Yes	Yes
Clients for PC, Mac, and mobile	Yes	Yes	Yes
Device switching	Yes	Yes	Yes
Distinctive ringing	No	No	Yes
Do-not-disturb routing	Yes	Yes	Yes
Emergency calling - static location	No	No	Yes
Emergency calling - dynamic location	No	No	No
Enterprise calendar call routing	Yes	Yes	Yes
Extension dialing	No	No	No
Group call pickup	No	No	No
Hunt groups/call queues and treatment	No	No	Yes
Integrated dial-pad	No	No	Yes
Location-based routing	No	No	No
Music on hold	Yes	Yes	Yes
Outbound DID manipulation	No	No	No

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Private line	No	No	No
Qualified IP desk phones	No	No	Yes
Shared line appearance	No	No	No
Skype and federated calling	Yes	Yes	Yes
Team calling	No	No	Yes
Video call monitor	Yes	Yes	Yes
Voicemail	No	No	Yes
<a href="#">Calling Plans</a> (Domestic Calling Plan, with required add-on purchase)	No <sup>2</sup>	No <sup>2</sup>	Yes
<a href="#">Calling Plans</a> (International Calling Plan, with required add-on purchase)	No <sup>2</sup>	No <sup>2</sup>	Yes
<a href="#">Communications Credits</a>	No	No	Yes
Skype for Business Voice	Yes	Yes	Yes
<b>Security and archiving</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
IM and media encryption	Yes	Yes	Yes
IM and file filtering	No	No	No
Client version control	Yes	Yes	Yes
IM content archiving	Yes	Yes	Yes
Conference content archiving	Yes	Yes	Yes
Application sharing, and desktop sharing archiving	Yes	No	No
User level archiving configuration	Yes	Yes	Yes
Login trace files	Yes	Yes	Yes
<b>Exchange and SharePoint interoperability</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Presence interoperability with Exchange Server	Yes	Yes	Yes
Presence interoperability with Exchange Online	Yes	Yes	Yes

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Unified Messaging interoperability with Exchange Server	No	No	No
Unified Messaging interoperability with Exchange Online	No	No	No
Outlook on the web interoperability	Yes	Yes	Yes
Archiving interoperability with Exchange Server	No	No	No
Archiving interoperability with Exchange Online	Yes	Yes	Yes
Skill Search with SharePoint Server	No	No	No
Skill Search with SharePoint Online	No	No	No
<b>Skype for Business Online administration and management</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
Microsoft Office 365 portal	Yes	Yes	Yes
Microsoft 365 admin center	Yes	Yes	Yes
Skype for Business admin center	Yes	Yes	Yes
Windows PowerShell	Yes	Yes	Yes
Skype for Business Online reporting in Microsoft 365 admin center	Yes	Yes	Yes

### Note

<sup>1</sup> The Skype for Business (Lync) client is supported for use with these subscription options, but it is not included. Lync 2013 Basic is available for all customers. The Lync Basic desktop client is a locally installed application that provides presence, instant messaging, and conferencing features for plans that include Skype for Business Online. Microsoft 365 Apps for enterprise, and Office 365 A3 include the full Skype for Business (Lync) application, which includes additional features such as advanced telephony support, archiving, and compliance features. A Skype for Business Online license must be assigned for each user. For more information on Lync Basic features, see [Desktop client comparison tables](#)

<sup>2</sup> You must assign an Exchange Online (Plan 2) plan to users who you want to have voice mail. An Exchange Online (Plan 1) plan can't be used for voice mail.

## Skype for Business Online limits

The limits in Skype for Business Online fall into the following categories:

- Peer-to-peer limits
- Meeting limits
- Meeting retention limits
- Minute limits

 **Note**

The limits applied to a Microsoft 365 organization can differ depending on how long the organization has been enrolled in the service. When a limit is changed in the Microsoft data centers, it can take some time to apply the change to all existing customers.

## Peer-to-peer limits

- **File transfer limit** - The maximum size of a file that can be transferred in a Skype for Business Online IM conversation. To learn which file types are blocked for file transfer, see the Microsoft Support article about [sending and receiving files or attachments in Skype for Business Online](#).
- **Open tabbed conversations limit** - The maximum number of conversation tabs that a Skype for Business user can have open at one time.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
File transfer limit	No limit	No limit	No limit
Open tabbed conversations limit	50	50	No limit

## Meeting limits

- **File upload limit** - The maximum size of files that can be uploaded to a Skype for Business meeting, including handouts and PowerPoint presentations.
- **Participants in a Skype for Business meeting** - The maximum number of participants (including the presenter) who can join a single Skype for Business meeting.

- **Presenters in a Skype for Business meeting** - The maximum number of presenters in a single Skype for Business meeting.
- **Skype for Business web app meeting participants** - The maximum number of Skype for Business web app meeting participants who can join a meeting.
- **Skype for Business web app anonymous participants** - The maximum number of Skype for Business web app meeting participants who can anonymously join a meeting.
- **Guests joining by phone** - The maximum number of guests who can call in to a meeting.

<b>Feature</b>	<b>Office 365 A1</b>	<b>Office 365 A3</b>	<b>Office 365 A5</b>
File upload limit	500 MB	500 MB	500 MB
Participants in a Skype for Business meeting <sup>1</sup>	250	250	250
Presenters in a Skype for Business meeting	250	250	250
Skype for Business web app meeting participants	250	250	250
Skype for Business web app anonymous participants	250	250	250
Guests joining by phone	250	250	250
Individuals in a team-call group	25	25	25

### Note

<sup>1</sup> If the number of participants in a Skype for Business meeting exceeds 75 participants, then the participant list (presenters and attendees) in the meeting roster will be truncated so that an individual attendee sees only the presenters and the individual attendee's own name. The full participant list remains visible to the presenters in the meeting. Also, Gallery View and IM errors are hidden from the attendees.

## Meeting retention limits

- **Meeting content retention period** - The amount of time after the last person leaves a meeting that any uploaded meeting content is retained in Skype for Business before it is permanently deleted.

- **Meeting expiration period** - The amount of time after a meeting has ended that users can access the meeting.

**① Note**

Each person can have a maximum of 1000 conferences in the database at any time.

Feature	Office 365 A1	Office 365 A3	Office 365 A5
Meeting content retention: One-time meeting	15 days	15 days	15 days
Meeting content retention: Recurring meeting	15 days	15 days	15 days
Meeting content retention: Meet Now meeting	8 hours	8 hours	8 hours
Meeting expiration: One-time meeting	14 days	14 days	14 days
Meeting expiration: Recurring meeting	14 days	14 days	14 days
Meeting expiration: Meet Now meeting	8 hours	8 hours	8 hours

## Minute limits

For information about minute limitations in Skype for Business Online Domestic and International Calling Plans, see [Skype for Business Online PSTN services use terms](#).

# Office 365 operated by 21Vianet

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Office 365 operated by 21Vianet is designed to meet the needs for secure, reliable, and scalable cloud services in China. This service is powered by technology that Microsoft has licensed to 21Vianet.

## ⓘ Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Microsoft does not operate the service itself. 21Vianet operates, provides, and manages delivery of the service. 21Vianet is the largest carrier-neutral internet data center services provider in China, providing hosting, managed network services, and cloud computing infrastructure services. By licensing Microsoft technologies, 21Vianet operates local Office 365 data centers to provide the ability to use Office 365 services while keeping data within China. 21Vianet also provides [subscription and billing services, as well as support](#).

## ⓘ Note

These services are subject to Chinese laws.

Due to the unique nature of the China services-operated by a partner from data centers inside China-there are some features that have not yet been enabled. Customers will see the services come closer to full feature parity over time. See the service description footnotes for differences.

## Service availability within each plan

Each Office 365 plan operated by 21Vianet includes a number of individual services, such as Exchange Online and SharePoint Online. The following table shows the services that are available in each Office 365 plan.

## ⓘ Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Service	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Enterprise F3 operated by 21Vianet
Office 365 platform <sup>1</sup> , OneDrive for Business, Microsoft 365 for the web, Project Online <sup>2</sup> , Visio for the web <sup>3</sup>	Yes	Yes	Yes	Yes	Yes	Yes
Exchange Online, SharePoint Online, Skype for Business Online	Yes	No	Yes	Yes	Yes	Yes
Office 365 ProPlus	No	No	No	No	Yes	No
Power BI	No	No	No	No	No	No
Yammer Enterprise	No	No	No	No	No	No

Service	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Enterprise F3 operated by 21Vianet
Azure Information Protection (AIP)	No	No	No	No	Yes <sup>4</sup>	No

<sup>1</sup> Includes features such as Office 365 administration, Office 365 suite apps, user account management, domains, service health and continuity, reporting, service updates, help and training, networking, and so on. For more information, see the [Platform features](#) table.

<sup>2</sup> Project Online is not included, but can be purchased as a separate add-on service or added for free to the Office 365 A1 plan.

<sup>3</sup> Visio for the web consumption (view capability) is available for free. Visio for the web create and edit capabilities require a license. For more information about Visio for the web, see the [Visio for the web service description](#).

<sup>4</sup> AIP is partially supported in Office 365 operated by 21Vianet. For more information, see [Parity between Azure Information Protection for Office 365 operated by 21Vianet and commercial offerings](#).

## Feature availability

The following table lists the major Office 365 operated by 21Vianet features available across plans (certain caveats apply, see the footnotes for further information -- this table may change without notice). For a higher-level overview of differences, see [Learn about Office 365 operated by 21Vianet](#).

Due to the unique nature of the China services-operated by a partner from data centers inside China--there are some features that have not yet been enabled. Customers will see the services come closer to full feature parity over time. See the service description footnotes for differences.

## Microsoft Purview Compliance Portal availability in Office 365 operated by 21Vianet

Microsoft Purview Compliance Portal provides easy access to the tools you need to manage your organization's compliance needs. The following solutions are available in Compliance Portal for plans operated by 21Vianet:

Features	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Enterprise F3 operated by 21Vianet
Microsoft Purview Audit (Standard) <sup>2</sup>	Yes	N/A	Yes	Yes	Yes	Yes
Microsoft Purview Data Lifecycle Management	Yes	N/A	Yes	Yes	Yes	No
Archiving	Yes	N/A	Yes	Yes	Yes	No
Content Search, eDiscovery cases	No	N/A	No	Yes	Yes	Yes
Microsoft Purview Data Loss Prevention (DLP) for Exchange Online, SharePoint Online, and OneDrive for Business	No	N/A	Yes	No	Yes	No

Features	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Enterprise F3 operated by 21Vianet
eDiscovery export, eDiscovery holds (including query-based eDiscovery holds), Microsoft Purview Message Encryption (Basic)	No	N/A	No	No	Yes	No
Manual sensitivity labels	No	N/A	No	Yes	Yes	No
Alert policies	No	N/A	No	No <sup>1</sup>	No <sup>1</sup>	No <sup>1</sup>

<sup>1</sup> Availability forthcoming.

<sup>2</sup> Auditing with data from Azure Active Directory, Exchange, data loss prevention (DLP), SharePoint, Power Apps, EOPCmdlet audit for eDiscovery, Sensitivity label, and Power BI.

#### ⚠ Note

- Sensitivity labels to protect content in SharePoint sites, Microsoft 365 groups, and Microsoft Teams are not supported at this time.
- Sensitivity labels to classify and protect documents and emails with Office on the web are not supported at this time.

## Platform features

The following table lists all platform features for Office 365 operated by 21Vianet.

#### ⚠ Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Feature	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Enterprise F3 operated by 21Vianet
<b>Office 365 administration</b>						
Administer Office 365 by using the Microsoft 365 admin center or Windows PowerShell, Manual translation of Message Center posts via machine translation	Yes	Yes	Yes	Yes	Yes	Yes
<b>Office 365 suite features</b>						
Microsoft Power Automate, Microsoft PowerApps	Yes	Yes	Yes	Yes	Yes	Yes

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 F3 operated by 21Vianet
Microsoft Bookings	No	No	Yes	No	No	No
Office 365 Groups	Yes	No	Yes	Yes	Yes	Yes
Office 365 Video ( <i>retired</i> )	No	No	No	Yes	Yes	Yes <sup>2</sup>
Microsoft Forms, Microsoft MyAnalytics, Microsoft Planner, Microsoft StaffHub ( <i>retired</i> ), Microsoft Stream, Microsoft Sway, Microsoft Teams, Office Delve, OneNote Class Notebook	No	No	No	No	No	No
<b>User account management</b>						
Cloud identity, Federated identity, Multi-factor authentication <sup>14</sup> , Bulk upload using .csv files, Directory Sync tool, Exchange simple (cutover) migration, Delete accounts and reset user passwords from Office 365 or by using Windows PowerShell <sup>3</sup> , Manage security groups from Office 365, Multiple administrator roles available, Azure Active Directory services	Yes	Yes	Yes	Yes	Yes	Yes
Manage licenses	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6, 7</sup>	Yes <sup>6, 7</sup>	Yes <sup>6, 7</sup>
Users can change their own passwords, Allow a partner to administer Office 365 for you, Office 365 desktop setup	No	No	No	No	No	No
<b>Domains</b>						
Add custom 2nd-level domains, like fourthcoffee.com	Yes	Yes	Yes	Yes	Yes	Yes
Add custom 3rd-level domains, like marketing.fourthcoffee.com	Yes	Yes	Yes	Yes	Yes	Yes
Add up to 900 custom domains	Yes	Yes	Yes	Yes	Yes	Yes
DNS records managed by Office 365 (full redelegation)	Yes	Yes	Yes	No	Yes	Yes
DNS records managed at your DNS hosting provider (partial redelegation)	Yes	Yes	Yes	Yes	Yes	Yes
Use name.partner.onmschina.cn domain or a custom domain name for email addresses and Skype for Business Online	Yes	Yes	Yes	Yes	Yes	Yes
Use name-public.sharepoint.cn or a custom domain name for your SharePoint Online Public Website <sup>5, 11</sup>	Yes	Yes	Yes	Yes	Yes	Yes
Use name.sharepoint.cn for your team site	Yes	Yes	Yes	Yes	Yes	Yes
Use a custom domain name for your team site	No	No	No	No	No	No
Host a public website with a different provider	Yes	Yes	Yes	Yes	Yes	Yes

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 F3 operated by 21Vianet
Use a different provider for email and IM	Yes	Yes	Yes	Yes	Yes	Yes
Host multiple SharePoint Online Public Websites with custom domain names <sup>5</sup>	No	No	No	No	No	No
Domain ownership verification required for custom domains	Yes	Yes	Yes	Yes	Yes	Yes
Automated domain purchase and domain verification available for domains purchased through Go Daddy	No	No	No	No	No	No
<b>Service health and continuity</b>						
Status information available on the <b>Service health</b> or <b>Service status</b> page, Status of individual alerts available on the Microsoft 365 admin center dashboard, <b>Service health</b> RSS feed	Yes	Yes	Yes	Yes	Yes	Yes
<b>Reports</b>						
Active and inactive mailboxes, New and deleted mailboxes, New and deleted groups, Mailbox usage, Types of mailbox connections, Sent and received mail	Yes	Yes	Yes	Yes	Yes	Yes
Top senders and recipients, Spam detections, Malware detections, Top malware for mail, Rule matches for mail, Top rule matches for mail, Top data loss prevention (DLP) policy matches for mail, Data loss prevention (DLP) policy matches by severity for mail, Data loss prevention (DLP) policy matches, overrides, and false positives for mail, Top data loss prevention (DLP) rule matches for mail	No	No	No	No	No	No
IM and audio sessions, Application sharing, web, and dial-in conferences, Video, application sharing, and file transfer sessions, IM and audio/video conferences, Downloadable mail protection reports	Yes	Yes	Yes	Yes	Yes	Yes
Browser used	Yes	Yes	Yes	Yes	Yes	Yes
Operating system used	Yes	Yes	Yes	Yes	Yes	Yes
Create your own reports using Microsoft 365 reporting web services	Yes	Yes	Yes	Yes	Yes	Yes
<b>Service updates</b>						
Regular updates provided to all customers	Yes	Yes	Yes	Yes	Yes	Yes
Notifications sent to Message Center when action is required, an issue is resolved, features are deployed, or your service changes	Yes	Yes	Yes	Yes	Yes	Yes

Feature	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office E1 operated by 21Vianet	Office E3 operated by 21Vianet	Office F3 operated by 21Vianet
Roadmap.office.com <a href="#">↗</a> for some service updates	No	No	No	No	No	No
Option to turn on Targeted release	No	--	No	No	No	No
<b>Help and training</b>						
Online help	Yes	Yes	Yes	Yes	Yes	Yes
Community	No	No	No	No	No	No
Other self-help resources <sup>12</sup>	Yes	Yes	Yes	Yes	Yes	Yes
Self-paced training	Yes	Yes	Yes	Yes	Yes	Yes
<b>Networking</b>						
IPv4 protocol	Yes	Yes	Yes	Yes	Yes	Yes
IPv6 protocol	No	No	No	No	No	No
<b>Trust</b>						
<b>Privacy, security, and transparency</b>	Yes	Yes	Yes	Yes	Yes	Yes
Advanced Data Governance	No	No	No	No	No	No
Advanced Security Management	No	No	No	No	No	No
Advanced Threat Protection	No	No	No	No	No	No
Microsoft Purview Customer Lockbox	No	No	No	No	No	No
Microsoft Purview eDiscovery (Premium)	No	No	No	No	No	No
Microsoft Purview Audit (Standard) <sup>17</sup>	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Purview Audit (Premium) <sup>17</sup>	No	No	No	No	No	No
Secure Score <sup>4</sup>	No	No	No	No	No	No
Threat Intelligence	No	No	No	No	No	No
Data lifecycle management – Retention Policies	Yes <sup>16</sup>	Yes <sup>16</sup>	Yes <sup>16</sup>	Yes <sup>16</sup>	Yes <sup>16</sup>	Yes
Data lifecycle management (excluding Retention Policies)	No	No	No	No	No	No
<b>Compliance</b>						
SAS 70 / SSAE16 Assessments	No	No	No	No	No	No
ISO 27001 certified	Yes	Yes	Yes	Yes	Yes	Yes
EU Model Clauses	No	No	No	No	No	No
EU Safe Harbor	No	No	No	No	No	No
HIPAA-Business Associate Agreement	No	No	No	No	No	No
FISMA Authority to Operate	No	No	No	No	No	No

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft Standard operated by 21Vianet	Office Enterprise E1 operated by 21Vianet	Office Enterprise E3 operated by 21Vianet	Office F3 operated by 21Vianet
Microsoft Data Processing Agreement	No	No	No	No	No	No
PCI-governed PAN data	No	No	No	No	No	No
<b>Service continuity</b>						
<b>BlackBerry</b>						
Use BlackBerry Internet Service (BIS)	Yes	Yes	Yes	Yes	Yes	Yes
<b>Partners</b>						
Create trial invitations and purchase orders for a customer who is using the specified plan	Yes	Yes	Yes	Yes	Yes	Yes
Provide delegated administration	No	No	No	No	No	No
<b>Service Level Agreement<sup>9</sup></b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Product use rights<sup>10</sup></b>	Yes	Yes	Yes	Yes	Yes	Yes

<sup>1</sup> Office 365 and Office 365 operated by 21Vianet do not provide support for any operating system that is not supported by its manufacturer.

<sup>2</sup> In Office 365 Enterprise F3 operated by 21Vianet, Office 365 Video ([retired](#)) is limited to viewing only (no publishing or sharing).

<sup>3</sup> If you are using directory synchronization with a local Active Directory, you must delete accounts or change passwords by using the local Active Directory, rather than the Office 365 portal or by using the Azure Active Directory module for Windows PowerShell.

<sup>4</sup> Not yet available in Office 365 operated by 21Vianet, but coming soon.

<sup>5</sup> You can have only one public website with Office 365 unless you've upgraded from an earlier version of Office 365. In that case, you have two public websites, but only one of them can be hosted with a custom domain name. For more information about working with the two websites for business subscriptions, see [Work with your two Office 365 public websites](#). If you have a different subscription, learn more about public websites at [public website help for Office 365](#).

<sup>6</sup> Reducing seats that were purchased with a term discount may be subject to an early termination fee. This is not applicable for subscriptions paid on a monthly basis.

<sup>7</sup> Office 365 Education plans do not support license seat changes from the Microsoft 365 admin center.

<sup>8</sup> Microsoft Sway is not currently available for customers in certain geographies. Some legacy Office 365 plans that are no longer in market as of August 2015 may also not have access to Microsoft Sway.

<sup>9</sup> For Office 365 operated by 21Vianet, see the Service Level Agreement [here](#).

<sup>10</sup> For Office 365 operated by 21Vianet, see 21Vianet's [Online Services Standard Agreement for Office 365](#).

<sup>11</sup> China Internet compliance policy requires that you get an Internet Content Provider (ICP) number for a public website. For more information, see the corresponding ICP topic.

<sup>12</sup> Some content may not apply to Office 365 operated by 21Vianet.

<sup>13</sup> Diminished experience. If your organization needs to access older web apps and services, you may want to consider using Microsoft Edge with IE mode. Microsoft Edge provides built-in compatibility for legacy IE-based sites and apps, giving your organization legacy and modern web compatibility in one browser.

<sup>14</sup> Multi-factor authentication is not currently supported in Outlook mobile (iOS and Android).

<sup>15</sup> OneNote Class Notebook is available via 21Vianet, but the OneNote Class Notebook toolbar is not available for Windows 10 apps, iPad, or OneNote for the web.

<sup>16</sup> Office 365 operated by 21Vianet only supports Retention policies. Retention labels or Retention policies for Yammer and Teams locations are not supported. For more information, see [Get started with retention policies](#).

<sup>17</sup> Audit in Microsoft 365 provides organizations with visibility into many types of audited activities across different services in Microsoft 365. Use the [Microsoft 365 guidance for security & compliance audit log search](#) to view user and administrator activity in your organization. You can also use the [Office 365 Management Activity API](#) to retrieve events from the unified audit log. When an audited activity is performed by a user or admin, an audit record is generated and stored in the audit log for the customer organization. The length of time that an audit record is retained (and searchable in the audit log) depends on the customer's Office 365 or Microsoft 365 Enterprise subscription and the type of the license assigned to specific users.

## Office 365 application features

The following table shows the Office 365 application features that are available in the Office 365 operated by 21Vianet plans.

### ! Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Feature	Office Professional Plus 2013 operated by 21Vianet	Office Professional Plus 2016 operated by 21Vianet	Office 365 ProPlus operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Microsoft 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Enterprise F3 operated by 21Vianet	Office 365 Enterprise operated by 21Vianet
Office applications										
Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft OneNote, Microsoft Outlook, Microsoft Publisher, Microsoft Access	Yes	Yes	Yes	Yes	No	Yes	No	Yes	No	No
Microsoft Visio Pro <sup>10</sup> , Skype for Business	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft InfoPath	No	No	No	No	No	No	No	No	No	No
Windows 10 Apps	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Office for Mac for Office 365 <sup>12</sup>	No	Yes	No	No	No	Yes	No	Yes	Yes	No

Feature	Office Professional Plus 2013 operated by 21Vianet	Office Professional Plus 2016 operated by 21Vianet	Office 365 ProPlus operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Microsoft 365 E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Enterprise F3 operated by 21Vianet
Microsoft Office app for Android, Microsoft Office app for iOS, <a href="#">Office Mobile</a> for iPad/iPhone, Microsoft Outlook, <a href="#">Office Mobile</a> for Android <sup>15</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Office Mobile for Windows Phone, <a href="#">Office Mobile</a> for Windows Phone	No	Yes	No	No	No	Yes	No	Yes	No
Outlook for Android	No	Yes	Yes	Yes	No	Yes	No	Yes	No
<b>Enterprise value</b>									
5 installs per user on PC or Mac	No	Yes	Yes <sup>6</sup>	Yes <sup>6</sup>	No	Yes	No	Yes	No
Automated user account provisioning	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Multilingual user interface	Yes	Yes	Yes	No	No	Yes	No	Yes	No
Client push deployment	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Client support for on-premises Exchange, Client support for on-premises SharePoint, Control of software updates	Yes	Yes	Yes	Yes	No	Yes	No	Yes	No

Feature	Office Professional Plus 2013 operated by 21Vianet	Office Professional Plus 2016 operated by 21Vianet	Office 365 operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Microsoft 365 Enterprise E1 operated by 21Vianet	Office 365 E3 operated by 21Vianet	Office 365 F3 operated by 21Vianet
Database Compare, Desktop virtualization, Excel Spreadsheet Compare, Excel Spreadsheet Inquire, Exchange Online and SharePoint Online Archiving and Compliance, Group Policy support	Yes	Yes	Yes	No	No	No	No	Yes	No
Information Rights Management (IRM) using AIP <sup>11</sup>	No	No	No	No	No	No	No	Yes	No
Information Rights Management (IRM) using Windows Server AD RMS <sup>2</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Office add-in, ActiveX, and BHO support	Yes	Yes	Yes	No	No	Yes	No	Yes	No
OneNote client access to notebooks on SharePoint Server, SharePoint Online, OneDrive for Business, and Office 365	No	Yes	No	No	No	Yes	No	Yes	No
Office Lens	No	No	No	No	No	No	No	No	No
Office Telemetry	Yes	Yes	Yes	No	No	No	No	Yes	No

Feature	Office Professional Plus 2013 operated by 21Vianet	Office Professional Plus 2016 operated by 21Vianet	Office 365 ProPlus operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Microsoft 365 E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Education F3 operated by 21Vianet	Office 365 Enterprise
Offline support for client applications	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	
Optimized side-by-side client installation	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	
3D Maps <sup>2</sup> (Power Map for Excel)	No	No	No	No	No	No	No	No	No	
Power Pivot for Excel, Power Query for Excel	No	No	No	No	No	No	No	Yes	No	
Roaming settings	Yes	Yes	No	No	No	No	No	No	No	
Shared computer activation	No	No	No	No	No	No	No	Yes	No	
Support for blocking cloud-based file storage	Yes	Yes	Yes	No	No	No	No	Yes	No	
Version upgrades	No	Yes	Yes	Yes	No	Yes	No	Yes	No	
Volume activation (KMS/MAK)	Yes	Yes	No <sup>8</sup>	No	No	No	No	No	No	

<sup>1</sup> Archiving and compliance features are supported with this version of Office, but the Exchange Online and SharePoint Online plans are not included and must be purchased separately or used with supported on-premises server equivalents.

<sup>2</sup> Windows Server AD RMS is an on-premises server that must be purchased and managed separately in order to enable the supported IRM features.

<sup>4</sup> Skype for Business Basic is available for all customers. The Skype for Business desktop client is a locally installed application that provides presence, instant messaging, and conferencing features for Office 365 plans that include Skype for Business Online. Office 365 ProPlus, and Office 365 Enterprise E3 include the full Skype application, which includes additional features including advanced telephony support, archiving, and compliance features. A Skype for Business Online license must be assigned for each user. For more information on Lync Basic features, see [Desktop client comparison tables](#).

<sup>5</sup> Some schools are eligible for Education Plus, which includes Office 365 ProPlus, and allows students, faculty, and staff to install the latest version of Office on up to five PC or Mac computers and on other mobile devices, including Windows tablets and the iPad. Schools qualify for Office 365 Education Plus when they license Office institution-wide for faculty and staff through Enrollment for Education Solutions, Open Value Subscription Education Solutions,

or a school contract. Note that Access and Publisher are available on PCs only. OneNote for Mac is available as a separate download from the Mac App Store.

<sup>6</sup> Office 2011 for Mac can be installed, but not activated.

<sup>7</sup> Office 365 ProPlus is supported on user-dedicated virtual desktop infrastructure (VDI). Office 365 ProPlus only supports Remote Desktop Services (RDS) when purchased through a Volume Licensing Program.

<sup>8</sup> Volume activation for Office 365 Enterprise E3 and Office 365 ProPlus are limited to installations on Windows Server 2008 R2 and newer with the RDS role enabled or Windows To Go installations. In either case, users accessing these installations need to be licensed users of Office 365 Enterprise E3 or Office 365 ProPlus.

<sup>9</sup> Access is currently available if you're on Current Channel or on Targeted release for Deferred Channel. If you're on Deferred Channel, Access will be available in June 2017. For more information, see [Access included as part of Office 365 Business and Business Premium](#).

<sup>10</sup> Visio for the web is currently in preview for Office 365 operated by 21Vianet. For more information about Visio for the web, see the [Visio for the web service description](#).

<sup>11</sup> Coming soon to Office 365 operated by 21Vianet.

<sup>15</sup> Google services (including Play Store) are not accessible inside China. There are several app stores maintained by major phone manufacturers or search engine companies that users can install mobile apps from.

## Microsoft 365 for the web features

### Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

The following table provides links to comparisons of Microsoft 365 for the web feature capabilities to feature-rich Microsoft Office desktop apps. Use the comparisons to discover what features are available in Microsoft 365 for the web, and then select the feature name to read a brief description about how that feature works.

### Note

- A limited selection of Office features has been chosen to represent the advanced capabilities of the Office desktop suite. The comparison tables are not a comprehensive list of Microsoft Office features.
- Microsoft Office 365 ProPlus is a monthly subscription offer of the latest Office desktop suite.
- Microsoft Office Web Apps Server 2013 on-premises customers get an Microsoft 365 for the web editing license if they have purchased an Office desktop suite license (such as Office Professional Plus, Office Standard, or an Office 365 ProPlus license).

Application	Microsoft 365 for the web operated by 21Vianet	Link to detailed feature comparison
Word	Word for the web operated by 21Vianet	<a href="#">Word</a>
Excel	Excel for the web operated by 21Vianet	<a href="#">Excel</a>
OneNote	OneNote for the web operated by 21Vianet	<a href="#">OneNote</a>
PowerPoint	PowerPoint for the web operated by 21Vianet	<a href="#">PowerPoint</a>

## Outlook features for iOS and Android

Office 365 operated by 21Vianet supports both Outlook for iOS and Outlook for Android.

The following mobile features are not supported:

- Box Storage, Dropbox Storage and Google Drive Storage
- Facebook Calendar, Calendar and People Search and Conference Room Search & Booking
- Add-Ins, Favorites, Helpshift
- Office Feed and OneDrive for Business (supported on Android only)
- "LinkedIn" & "Reports To" Data on People Card, Places Card, and Play my Emails
- Smart Reply, Time To Leave, Uservoice

## Project Online features operated by 21Vianet

The following table lists the Project Online features that are available across Office 365 operated by 21Vianet plans.

### ⓘ Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Feature	Project Online Essentials for Office 365 operated by 21Vianet	Project Online Professional for Office 365 operated by 21Vianet	Project Online Premium for Office 365 operated by 21Vianet	Project Professional 2016 for Office 365 operated by 21Vianet	Project Server 2016 for Office 365 operated by 21Vianet
<b>Core functionality (desktop client)</b>					
Add columns, Backstage, Click-to-run, Contextual right-click menus, Custom fields, Enhanced copy and paste across Microsoft Office applications, Gantt chart, calendar, and task sheet views, User interface, the ribbon, Multiple-level undo, Network diagram view, Online help, PDF and XPS output, Placeholder text in Project fields, Project templates, Start experience, Text wrap, Zoom controls, Timeline view	No	Yes	Yes	Yes	No
<b>Office Store</b>					
<b>Project planning (desktop client)</b>					
Baseline rollup, Budget planning, Compare project versions, Deadlines, Filtering, Formulas and graphical indicators, Group and sort Project data, Reports, Team Planner	No	Yes	Yes	Yes	No
<b>Task management (desktop client)</b>					
Active and inactive tasks, Auto-complete, Automatic scheduling, Calendar date extended to 2149, Cross-project critical path, Task inspector, Task path analysis, Top-down summary tasks, Update progress, User-controlled and manual scheduling	No	Yes	Yes	Yes	No
<b>Project resource management (desktop client)</b>					
Cost resources, Manage nonworking time, Resource leveling, Resource sheet and usage views, Resource substitution, Team resources, Work, generic, and material resources	No	Yes	Yes	Yes	No
<b>Project publishing (desktop client)</b>					

Feature	Project Online Essentials for Office 365 operated by 21Vianet	Project Online Professional for Office 365 operated by 21Vianet	Project Online Premium for Office 365 operated by 21Vianet	Project Professional 2016 for Office 365 operated by 21Vianet	Project Server 2016 for Office 365 operated by 21Vianet
Create a Project site, Master projects on SharePoint, Presence with Skype for Business, Publish projects on Project Server or Project Online, Save a Project MPP file on SharePoint, Task list sync to SharePoint	No	Yes	Yes	Yes	No
<b>Core services functionality</b>					
Active Directory integration	Yes <sup>1</sup>	Yes	Yes	No	Yes
Administration, deployment, and extensibility	No <sup>2</sup>	Yes	Yes	No	Yes
Getting started	Yes	Yes	Yes	No	Yes
Issues and risk management (for team members)	Yes	Yes	Yes	No	Yes
Office 365 Trust Center	No	No	No	N/A	N/A
PPM Partner ecosystem	Yes	Yes	Yes	No	Yes
Service reliability, Service updates	Yes	Yes	Yes	N/A	N/A
Team member collaboration, Time and task management (for team members)	Yes	Yes	Yes	No	Yes
<b>Project management</b>					
Issues and risk management, Manage project resources, Time and task management	No	Yes	Yes	No	Yes
Schedule management	No	Yes	Yes	Yes	Yes
<b>Portfolio management</b>					
Analyze projects and optimize portfolio, Financial management, Portfolio analytics and selection, Program management	No	No	Yes	No	Yes
Create and edit projects, Participate in workflow	No	Yes	Yes	No	Yes
<b>Reporting and business intelligence</b>					
OData feeds	No	Yes	Yes	No	Yes
Out-of-the box portfolio dashboards, Power BI content pack	No	No	Yes	No	No
Project desktop reporting	No	Yes	Yes	Yes	No
<b>Resource management</b>					
Approve/reject/modify incoming resource engagement requests, Manage resource pool, Plan resource capacity	No	No	Yes	No	Yes
Request resource agreements, View available resources and build teams	No	Yes	Yes	Yes	Yes

<sup>1</sup> Active Directory integration includes Project Online Essentials users. However, a Project Online subscription is required to manage Active Directory integration.

<sup>2</sup> Only extensibility for team member scenarios is supported.

## Skype for Business Online features Operate by 21Vianet

The following table lists Skype for Business Online features that are available across Office 365 operated by 21Vianet plans.

### ⓘ Note

- This table indicates client and service availability across Office 365 options. If you want to compare individual features among the various Skype for Business desktop clients, web clients, and mobile clients, see [Desktop client comparison tables](#) and [Mobile Client Comparison Tables](#).
- The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 F3 operated by 21Vianet
<strong>Clients for Skype for Business Online</strong>						
Skype for Business	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1, 4</sup>	Yes	No
Lync 2013 Basic, Skype for Business Windows Store app, Lync for Mac 2011, Skype for Business mobile clients, Skype for Business Web App	Yes	Yes	Yes	Yes	Yes	No
<strong>Instant messaging, presence, and contacts</strong>						
PC-to-PC IM and presence, Multiparty IM and presence, Contact card configuration, My Picture configuration, Contact list configuration, Address book search, Distribution list expansion, Photos of sender/receiver	Yes	Yes	Yes	Yes	Yes	No
My Picture: URL photo experience, Unified contact store, Persistent chat	No	No	No	No	No	No
<strong>Skype-to-Skype audio, video, and media</strong>						
Desktop sharing over video-based screen sharing (VbSS), Desktop and application sharing over Remote Desktop Protocol (RDP), File transfers, Video	Yes	Yes	Yes	Yes	Yes	No
Network Quality of Service (QoS) - Differentiated Services Code Point (DSCP)	No	No	No	No	No	No
<strong>Federation and public IM connectivity</strong>						
Office Communications Server 2007 R2 and Lync Server 2010 (IM, Presence, Audio, Video, Conferencing)	Yes	No	Yes	Yes	Yes	No

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office Enterprise E1 operated by 21Vianet	Office Enterprise E3 operated by 21Vianet	Office Enterprise F3 operated by 21Vianet
XMPP (used by Google Talk, for example) and Sametime federation, Skype federation, AOL and Yahoo! federation	No	No	No	No	No	No
<b>Skype for Business Online meetings</b>						
Ad hoc and schedule audio conferencing, Ad hoc and schedule video conferencing, Active speaker video, H.264 encoding and decoding, Multiparty video, High definition video or pictures of all attendees, Presenter controls, Participant selected view, OneNote sharing, Ad hoc and schedule web conferencing, Skype for Business meeting dial-in via certified Audio Conferencing Provider (ACP), PowerPoint sharing, File transfer, Whiteboard and annotations, PowerPoint upload, Polling, Client-side recording and playback, Meeting lobby, Guest access to Skype meetings with Skype for Business Web App, Schedule Skype for Business meetings in Outlook, Schedule Skype for Business meetings in Outlook on behalf of others (Delegation), Schedule Skype for Business meetings with web scheduler, Schedule Online meetings in Outlook on the web, Outlook delegation for scheduling meetings	Yes	Yes	Yes	Yes	Yes	No
Skype for Business meeting dial-in via audio conferencing (first party), Server-side recording and playback, Skype Meeting Broadcast, Create public meetings with static meeting IDs from Outlook						
<b>Voice calling</b>						
Busy options, Branch office survivability, Call admission control, Call answer/initiate, Call delegation, Call forwarding and simultaneous ring, Call history, Call hold/retrieve, Call park, Call transfer (blind, consult, and mobile), Caller ID, Call waiting, Camp-on, Clients for PC, Mac, and mobile, Device switching, Distinctive ringing, Do-not-disturb routing, Emergency calling - static location, Emergency calling - dynamic location, Enterprise calendar call routing, Extension dialing, Group call pickup, Hunt groups/call queues and treatment, Integrated dial-pad, Location-based routing, Music on hold, Outbound DID manipulation, Private line, Qualified IP desk phones, Shared line appearance, Skype and federated calling, Team calling, Video call monitor, Voicemail, <a href="#">Calling Plans</a> (Domestic Calling Plan, with required add-on purchase), <a href="#">Communication Credits</a> , <a href="#">Calling Plans</a> (International Calling Plan, with required add-on purchase), Skype for Business Voice	No	No	No	No	No	No

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 F3 operated by 21Vianet	Office 365 operated by 21Vianet
<b>Security and archiving</b>							
IM and media encryption, Client version control, Login trace files	Yes	Yes	Yes	Yes	Yes	Yes	No
IM and file filtering, Application sharing and desktop sharing archiving	No	No	No	No	No	No	No
IM content archiving, Conference content archiving, User-level archiving configuration	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>	No	No	No
<b>Exchange and SharePoint interoperability</b>							
Presence interoperability with Exchange Server, Presence interoperability with Exchange Online, Outlook on the web interoperability	Yes	Yes	Yes	Yes	Yes	Yes	No
Unified Messaging interoperability with Exchange Server, Unified Messaging interoperability with Exchange Online, Archiving interoperability with Exchange Server, Archiving interoperability with Exchange Online, Skill search with SharePoint Server, Skill search with SharePoint Online	No	No	No	No	No	No	No
<b>Skype for Business Online administration and management</b>							
Microsoft Office 365 portal, Microsoft 365 admin center, Windows PowerShell, Skype for Business Online reporting in Microsoft 365 admin center	Yes	Yes	Yes	Yes	Yes	Yes	No
Skype for Business admin center	Yes	Yes <sup>3</sup>	Yes	Yes	Yes	Yes	No

<sup>1</sup> The Skype for Business (Lync) client is supported for use with these subscription options, but it is not included. Lync 2013 Basic is available for all customers. The Lync Basic desktop client is a locally installed application that provides presence, instant messaging, and conferencing features for Office 365 plans that include Skype for Business Online. Office 365 ProPlus, and Office 365 Enterprise E3 include the full Skype for Business (Lync) application, which includes additional features such as advanced telephony support, archiving, and compliance features. A Skype for Business Online license must be assigned for each user. For more information about Lync Basic features, see [Desktop client comparison tables](#).

<sup>2</sup> Archiving for Skype for Business Online depends upon the Exchange In-Place Hold feature, which is not included in this plan.

<sup>3</sup> Only accessible through the Skype for Business admin center management interface.

<sup>4</sup> In Office 365 operated by 21Vianet, the Skype for Business client is supported for use with these subscription options, but it is not included. To access multiparty video (gallery view), OneNote meeting notes, recording, and calendar delegation features, users must have rights to the full Skype for Business client. You can obtain the full Skype for Business client by purchasing Office 2013 Professional Plus.

<sup>5</sup> In Office 365 operated by 21Vianet, tenants with a standalone Skype for Business plan can access reporting features if the tenant also has at least one active Exchange license, such as Exchange Online Plan 1 or Exchange Online Plan 2.

## Skype for Business Online features across Office 365 standalone plans

The following table lists Office 365 plans that include the SharePoint Online service, but not all plans support all SharePoint features. The following table shows whether a feature is available in a plan.

### ① Note

- The Office 365 operated by 21Vianet version of Office 365 is specific to China.
- Skype for Business Online Standalone Plan 2 licensed users will get the Skype for Business Basic client, not the full Skype for Business client. If you want users to have the Skype for Business client, you will need to upgrade them to a license that includes it, such as an Enterprise-based license. To deploy the Skype for Business client to your users, see [Deploy the Skype for Business client in Office 365](#).

Feature	Skype for Business Online Standalone Plan 1 for Office 365 operated by 21Vianet	Skype for Business Online Standalone Plan 2 for Office 365 operated by 21Vianet
<b>Clients for Skype for Business Online</b>		
Skype for Business	No <sup>1</sup>	No <sup>1</sup>
Lync 2013 Basic, Skype for Business Windows Store app, Skype for Business mobile clients, Skype for Business Web App	Yes	Yes
<b>Instant messaging, presence, and contacts</b>		
PC-to-PC IM and presence, Multiparty IM and presence, Contact card configuration, My Picture configuration, Contact list configuration, Address book search, Distribution list expansion, Photos of sender/receiver	Yes	Yes
My Picture: URL photo experience, Unified contact store, Persistent chat	No	No
<b>Skype-to-Skype audio, video, and media</b>		
Desktop sharing, Video-based screen sharing	No <sup>2</sup>	Yes
File transfers	No	Yes
Video	Yes	Yes
Voice, Media path optimization, Network Quality of Service (QoS) - Differentiated Services Code Point (DSCP)	No	No
<b>Federation and public IM connectivity</b>		
Office Communications Server 2007 R2 and Lync Server 2010 (IM, Presence, Audio, Video, Conferencing)	Yes	Yes
XMPP (used by Google Talk, for example) and Sametime federation, , Skype federation, AOL and Yahoo! federation	No	No
<b>Skype for Business Online meetings</b>		

Feature	Skype for Business Online Standalone Plan 1 for Office 365 operated by 21Vianet	Skype for Business Online Standalone Plan 2 for Office 365 operated by 21Vianet
Ad hoc and schedule audio conferencing, Ad hoc and schedule video conferencing, Active speaker video, H.264 encoding and decoding, Multiparty video, High-definition video or pictures of all attendees, Presenter controls, Participant selected view, OneNote sharing, Ad hoc and schedule web conferencing, PowerPoint sharing, Whiteboard and annotations, PowerPoint upload, Polling, Meeting lobby, Guest access to Skype for Business meetings with Skype for Business Web App, Schedule Skype for Business meetings in Outlook, Schedule Skype for Business meetings in Outlook on behalf of others (Delegation), Schedule Skype for Business meetings with web scheduler, Schedule online meetings in Outlook on the web, Outlook delegation for scheduling meetings	No	Yes
Client-side recording and playback	No	Yes <sup>1</sup>
Dial-in audio conferencing via certified Audio Conferencing Provider (ACP), Create public meetings with static meeting IDs from Outlook, Server-side recording and playback	No	No
Meeting lobby	No	Yes
<b>Security and archiving</b>		
IM and media encryption, Client version control, Login trace files	Yes	Yes
IM and file filtering, Application sharing and desktop sharing archiving	No	No
IM content archiving, Conference content archiving, User-level archiving configuration	No <sup>3</sup>	No <sup>3</sup>
<b>Exchange and SharePoint interoperability</b>		
Presence interoperability with Exchange Server	Yes	Yes
Presence interoperability with Exchange Online, Outlook on the web interoperability	Yes <sup>5</sup>	Yes
Unified Messaging interoperability with Exchange Server, Unified Messaging interoperability with Exchange Online, Archiving interoperability with Exchange Server, Archiving interoperability with Exchange Online, Skill search with SharePoint Server, Skill search with SharePoint Online	No	No
<b>Skype for Business Online administration and management</b>		
Microsoft Office 365 portal, Microsoft 365 admin center, Skype for Business admin center, Windows PowerShell	Yes	Yes
Skype for Business Online reporting in Microsoft 365 admin center	No <sup>4</sup>	No <sup>4</sup>

<sup>1</sup> The Skype for Business (Lync) client is supported for use with these subscription options, but it is not included. Lync 2013 Basic is available for all customers. The Lync Basic desktop client is a locally installed application that provides presence, instant messaging, and conferencing features for Office 365 plans that include Skype for Business Online. Office 365 ProPlus, and Office 365 Enterprise E3 include the full Skype for Business (Lync) application, which includes additional features including advanced telephony support, archiving & compliance features. A Skype for Business Online license must be assigned for each user. For more information on Lync Basic features, see [Desktop client comparison tables](#).

<sup>2</sup> A Skype for Business Online Plan 1 user may participate in a sharing session if they are invited by a Skype for Business Online Plan 2 user.

<sup>3</sup> Archiving for Skype for Business Online depends upon the Exchange In-Place Hold feature, which is not included in this plan.

<sup>4</sup> Tenants with a standalone Skype for Business Online plan can access reporting features if the tenant also has at

least one active Exchange license, such as Exchange Online Plan 1 or Exchange Online Plan 2.

<sup>5</sup> Not supported if Exchange Online was purchased as part of a kiosk plan.

## Learn more

For more information about Office 365 operated by 21Vianet, check out the following resources:

- **Azure Information Protection:** for support see [Azure Information Protection support for Office 365 operated by 21Vianet - Microsoft 365 admin | Microsoft Learn](#)
- **Intune:** for Intune operated by 21Vianet see [Intune operated by 21Vianet in China | Microsoft Learn](#)
- [Service availability within each plan](#)
- [System requirements](#)
- **Microsoft Purview:** for 21Vianet see [Microsoft Purview Compliance Portal availability in Office 365 operated by 21Vianet.](#)
- **System requirements:** For system requirements for Office 365, see [System requirements for Office](#) on the [office.com](#) products site.

## Licensing terms:

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging:

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility:

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Exchange Online Operated by 21Vianet

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Exchange Online operated by 21Vianet is designed to meet the needs for secure, reliable, and scalable cloud services in China. It's independently operated and transacted by 21Vianet. This service is powered by technology that Microsoft has licensed to 21Vianet.

Microsoft doesn't operate the service itself. 21Vianet operates, provides, and manages delivery of the service. 21Vianet is an Internet data center services provider in China. It provides hosting, managed network services, and cloud computing infrastructure services. By licensing Microsoft technologies, 21Vianet operates local datacenters to provide you the ability to use Intune service while keeping your data within China. 21Vianet also provides your subscription, billing, and support services.

The following table lists the Exchange Online services that are available in Office 365 operated by 21Vianet plans.

## ⓘ Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 F3 operated by 21Vianet
Planning and deployment						
Hybrid deployment supported	Yes <sup>9,10</sup>	Yes <sup>10</sup>	Yes <sup>9,10</sup>	Yes <sup>10</sup>	Yes <sup>10</sup>	Yes <sup>10</sup>
IMAP migration supported, Cutover migration supported, Staged migration supported	Yes	Yes	Yes	Yes	Yes	Yes



<b>Feature</b>	<b>Microsoft 365 Business operated by 21Vianet</b>	<b>Microsoft 365 Apps for business operated by 21Vianet</b>	<b>Microsoft 365 Standard operated by 21Vianet</b>	<b>Office E1 operated by 21Vianet</b>	<b>Office E3 operated by 21Vianet</b>	<b>Office F3 operated by 21Vianet</b>
Data loss prevention (DLP)	No	No	No	No	Yes	No
<a href="#">Anti-spam and anti-malware protection</a>						
Built-in anti-spam protection	Yes	Yes	Yes	Yes	Yes	Yes
Customize anti-spam policies, Customize anti-malware policies, Quarantine - administrator management, Quarantine - end-user self-management	Yes	Yes	Yes	Yes	Yes	Yes <sup>4</sup>
Built-in anti-malware protection	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>
Advanced Threat Protection	No	-	No	No	No	No
<a href="#">Mail flow</a>						
Custom routing of outbound mail, Secure messaging with a trusted partner, Conditional mail routing, Adding a partner to an inbound safe list	Yes	Yes	Yes	Yes	Yes	Yes
Hybrid email routing	Yes <sup>9</sup>	-	Yes <sup>9</sup>	Yes	Yes	Yes



Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office E1 operated by 21Vianet	Office E3 operated by 21Vianet	Office F3 operated by 21Vianet
<b>Reporting features and troubleshooting tools</b>						
Microsoft 365 admin center reports, Web services reports, Message trace	Yes	Yes	Yes	Yes	Yes	Yes
Excel reporting workbook	No	Yes	No	Yes	Yes	Yes
Auditing reports	Yes	Yes	Yes	Yes	Yes	Yes <sup>2</sup>
Unified Messaging reports	No	No	No	No	No	No
<b>Sharing and collaboration</b>						
Federated sharing (including calendar publishing)	Yes <sup>12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>
Public folders	Yes	Yes	Yes	Yes	Yes	No
<b>Clients and mobile devices</b>						
Microsoft Outlook	Yes	Yes	Yes	Yes	Yes	No <sup>6</sup>
Outlook on the web, Exchange ActiveSync, SMTP	Yes	Yes	Yes	Yes	Yes	Yes
POP and IMAP	Yes	Yes	Yes	Yes	Yes	Yes <sup>8</sup>
EWS application support, Outlook for Mac	Yes	Yes	Yes	Yes	Yes	No

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office E1 operated by 21Vianet	Office E3 operated by 21Vianet	Office F3 operated by 21Vianet
<b>Voice message services</b>						
Voice mail, Integration between voice mail and third-party FAX	No	No	No	No	No	No
Third-party voice mail interoperability	No	Yes	No	No	No	No
Skype for Business integration	Yes	Yes	Yes	Yes	Yes	Yes
<b>High availability and business continuity</b>						
Mailbox replication at data centers, Deleted mailbox recovery, Deleted item recovery	Yes	Yes	Yes	Yes	Yes	Yes
Single item recovery	Yes	Yes	Yes	Yes	Yes	No
<b>Interoperability, connectivity, and compatibility</b>						
Skype for Business presence in OWA and Outlook	Yes	Yes	Yes	Yes	Yes	No
SharePoint interoperability, EWS connectivity support, SMTP relay support	Yes	Yes	Yes	Yes	Yes	Yes

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office E1 operated by 21Vianet	Office E3 operated by 21Vianet	Office F3 operated by 21Vianet
<a href="#">Exchange Online setup and administration</a>						
Microsoft Office 365 portal access, Microsoft 365 admin center access, Exchange admin center access, Remote Windows PowerShell access, ActiveSync policies for mobile devices, Usage reporting	Yes	Yes	Yes	Yes	Yes	Yes
<a href="#">Extending the service - customization, add-ins, and resources</a>						
Outlook add-ins and Outlook MAPI	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>	No

<sup>1</sup> Some third-party web parts and add-ins may not be available.

<sup>2</sup> Windows Server AD RMS is an on-premises server that must be purchased and managed separately in order to enable the supported IRM features.

<sup>3</sup> Mail flow rules (also known as transport rules) are made up of flexible criteria, which allow you to define conditions, exceptions and actions to take based on the criteria. The available conditions, exceptions, and actions differ between Exchange Online and Microsoft Exchange Server. For more information, see the corresponding topics for each product.

<sup>4</sup> Only accessible via direct access to the Exchange admin center (EAC) management interface.

<sup>5</sup> Exchange Server 2013 uses only the Microsoft anti-malware engine. Exchange Online uses multiple anti-malware engines to scan inbound, outbound, and internal messages for malware.

<sup>6</sup> An EOA subscription can be purchased separately for each mailbox that requires the inactive mailbox feature.

<sup>7</sup> For eDiscovery, you need a separate query for on-premises vs. cloud.

<sup>8</sup> POP is supported, but IMAP isn't.

<sup>9</sup> Office 365 Business Essentials and Business Premium don't provide access rights for utilization with on-premises servers. To be compliant, customer must purchase or have previously purchased the appropriate CALs or upgrade to an Enterprise SKU, which provides these access rights.

<sup>10</sup> The Hybrid Configuration wizard is available for Exchange 2013 CU5 and greater on-premises deployments. However, some hybrid features have limitations - see the help topic. For details, see [Office 365 operated by 21Vianet](#).

<sup>11</sup> For Office 365 operated by 21Vianet, LinkedIn is available, but not Facebook.

<sup>12</sup> Hybrid deployment setup is available through the Hybrid Configuration wizard for Exchange 2013 CU5, or can be set up manually if you have Exchange 2013 SP1. See the help topic For details, see [Office 365 operated by 21Vianet](#).

<sup>13</sup> Connected accounts are supported for POP & IMAP accounts, but disabled for Outlook.com (Hotmail).

<sup>14</sup> Using a cmdlet to work with the Address List and Global Address List isn't supported.

<sup>15</sup> The current Microsoft Purview Message Encryption is an evolution of the current Information Rights Management (IRM) and previous OME solutions. For more information about OME, see [Microsoft Purview Message Encryption FAQ](#).

## Exchange Online limits

For information about Exchange Online limits, see the following:

- [Address book limits](#)
- [Capacity alerts](#)
- [Mailbox folder limits](#)
- [Message limits](#)
- [Receiving and sending limits](#)
- [Reporting and message trace limits](#)
- [Retention limits](#)
- [Distribution group limits](#)
- [Journal, Transport, and Inbox rule limits](#)
- [Moderation limits](#)
- [Exchange ActiveSync limits](#)



**Important**

- The limits applied to a Microsoft 365 organization may differ depending on how long the organization has been enrolled in the service. When a limit is changed in the Microsoft data centers, it can take some time to apply the change to all existing customers.
- You can't modify most of these limits, but you and your users should be aware of them.
- These limits apply to both internal and external recipients.
- By default, Exchange Online Protection (EOP) protects Exchange Online mailboxes. For limits that apply to EOP features in Exchange Online, see [Exchange Online Protection limits](#).

## Exchange Online Protection features

The following table lists Exchange Online Protection (EOP) features that are available in Office 365 operated by 21Vianet plans. For more detailed information about EOP features, select the links in the table.

### Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Feature	EOP standalone for Office 365 operated by 21Vianet	EOP features in Exchange Online for Office 365 operated by 21Vianet
<a href="#">Mail recipients</a>	Yes <sup>1</sup>	Yes <sup>1</sup>
<a href="#">Admin role group permissions</a>	Yes <sup>2</sup>	Yes
<a href="#">Domain management</a>	Yes <sup>3</sup>	Yes <sup>3</sup>
<a href="#">Directory Based Edge Blocking (DBEB)</a>	No	No
<a href="#">Mail flow rules</a>	Yes <sup>3,4,11</sup>	Yes <sup>3,4,11</sup>

Feature	EOP standalone for Office 365 operated by 21Vianet	EOP features in Exchange Online for Office 365 operated by 21Vianet
Audit logging	Yes <sup>5</sup>	Yes
Data loss prevention (DLP)	No	Yes
Microsoft Purview Message Encryption	Yes <sup>13</sup>	Yes <sup>13</sup>
Customize anti-spam policies	Yes <sup>6</sup>	Yes
Anti-malware protection (built-in)	Yes <sup>10</sup>	Yes
Quarantine: administrator management, Quarantine: end-user self-management	Yes	Yes
Junk email reporting in Outlook on the web		
Match subdomains, Anti-spam protection (built-in), Customize anti-malware policies, Report Message add-in for Outlook, Routing email between Microsoft and your own email servers, Secure messaging with a trusted partner, Safe listing a partner's IP address, Conditional mail routing, Access to the Microsoft 365 admin center, Access to the Exchange admin center (EAC)	No	No
Hybrid mail routing, Reporting using web services	No	Yes
Microsoft 365 admin center reports	No <sup>8</sup>	Yes <sup>8</sup>
Message trace	Yes <sup>12</sup>	Yes <sup>12</sup>
Remote Windows PowerShell access	Yes <sup>2</sup>	Yes

<sup>1</sup> Mail users are defined as "Mailboxes," and, along with external mail contacts, can be added, removed, and otherwise managed directly in the Exchange admin center (EAC).

<sup>2</sup> No RBAC customization. Admin roles only.

<sup>3</sup> Managed domains can be viewed and domain types can be edited in the EAC. All other domain management must be done in the Microsoft 365 admin center.

<sup>4</sup> Mail flow rules (also known as transport rules) in EOP are described in [Mail flow rules \(transport rules\) in Exchange Online Protection](#). The available mail flow rule conditions, exceptions, and actions differ slightly between EOP and Exchange Online. These

differences are noted in [Mail flow rule conditions and exceptions \(predicates\) in Exchange Online](#) and [Mail flow rule actions in Exchange Online](#).

<sup>5</sup> EOP auditing reports are a subset of Exchange Online auditing reports that exclude information about mailboxes.

<sup>6</sup> The default content filter action is to move spam messages to the recipients' Junk Email folder. For this to work with on-premises Exchange mailboxes, you also need to configure two transport rules in your on-premises Exchange organization to detect spam headers added by EOP. For more information, see [Ensure that spam is routed to each user's Junk Email folder](#).

<sup>7</sup> This feature is available to Exchange Server 2013 Service Pack 1 (SP1) customers whose mailboxes are being filtered by EOP.

<sup>8</sup> EOP reports are a subset of Exchange Online reports that exclude information about mailboxes.

<sup>9</sup> Includes data loss prevention (DLP) reports.

<sup>10</sup> Scans inbound and outbound messages, but doesn't scan internal messages sent from a sender in your organization to a recipient in your organization.

<sup>11</sup> The available predicates and actions differ between EOP and Exchange Online.

<sup>12</sup> Hybrid setup isn't available through Hybrid Wizard, but can be set up manually if you have Exchange SP1.

<sup>13</sup> The current Microsoft Purview Message Encryption is an evolution of the current Information Rights Management (IRM) and previous OME solutions. For more information about OME, see [Microsoft Purview Message Encryption FAQ](#).

## Exchange Online Archiving features

Exchange Online Archiving is available through the following plans.

 **Note**

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Plan	Description
Exchange Online	Cloud-based archive for users with primary mailboxes in Exchange
Archiving for Exchange Server 2013 or later.	
Server for Office 365 operated by 21Vianet	If you want to add a cloud-based archive to a primary mailbox that's located on an on-premises Exchange server, you need to configure a hybrid deployment. For more information about hybrid deployments, see <a href="#">Exchange Server Hybrid Deployments</a> .

<b>Plan</b>	<b>Description</b>
Exchange Online Archiving for Exchange Online for Office 365 operated by 21Vianet	The following plans already include archiving and don't require Exchange Online Archiving as an add-on: Office 365 Enterprise E3 operated by 21Vianet Exchange Online Plan 2 for Office 365 operated by 21Vianet For details on the archiving capabilities of Exchange Online mailboxes, see <a href="#">Archive mailboxes in Exchange Online</a> .

The following table shows the Exchange Online Archiving features available in Office 365 operated by 21Vianet.

<b>Feature</b>	<b>Description</b>	<b>Exchange Online Archiving for Exchange Server<sup>1</sup></b>	<b>Exchange Online Archiving for Exchange Online<sup>2</sup></b>
Archive features in Exchange Online Archiving	Archive mailbox, Move messages using Archive policy, Import data to the archive, Deleted item recovery, Deleted mailbox recovery, Mailbox backup	No	Yes
Client features in Exchange Online Archiving	Outlook <sup>3</sup> , Outlook on the web		
Compliance and security features in Exchange Online Archiving	Retention policies, In-Place Hold and Litigation Hold <sup>5</sup> , In-Place eDiscovery, Encryption between on-premises servers and Exchange Online Archiving, Encrypting between clients and Exchange Online Archiving,		
Encryption: S/MIME and PGP, Auditing		Yes	No
IRM using AIP		No	No
IRM using Windows Server AD RMS		Yes <sup>4</sup>	Yes <sup>4</sup>

<sup>1</sup> User mailboxes must reside on Exchange 2013 or later.

<sup>2</sup> In-Place Archive can only be used to archive mail for a single user or entity for which a license has been applied. Using an In-Place Archive as a means to store mail from multiple users or entities is prohibited. For example, IT administrators can't create shared mailboxes and have users copy (through the Cc or Bcc field, or through a mail flow rule) a shared mailbox for the explicit purpose of archiving.

<sup>3</sup> For a list of supported Microsoft Outlook versions see [Client features in Exchange Online Archiving](#).

<sup>4</sup> Windows Server AD RMS is an on-premises server that must be purchased and managed separately in order to enable the supported IRM features.

<sup>5</sup> When you put a mailbox on In-Place Hold or Litigation Hold, the hold is placed on both the primary and the archive mailbox.

## Learn more

For more information about Office 365 operated by 21Vianet, check out the following resources:

- [Service availability within each plan](#)
- [System requirements](#)
- **Microsoft Purview:** for 21Vianet see [Microsoft Purview Compliance Portal availability in Office 365 operated by 21Vianet](#).
- **System requirements:** For system requirements for Office 365, see [System requirements for Office](#) on the [office.com](#) products site.
- **Licensing terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).
- **Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).
- **Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# SharePoint Online features Operated by 21Vianet

Article • 01/26/2023 • 9 minutes to read

Sharepoint Online operated by 21Vianet is designed to meet the needs for secure, reliable, and scalable cloud services in China. It's independently operated and transacted by 21Vianet. This service is powered by technology that Microsoft has licensed to 21Vianet.

Microsoft doesn't operate the service itself. 21Vianet operates, provides, and manages delivery of the service. 21Vianet is an Internet data center services provider in China. It provides hosting, managed network services, and cloud computing infrastructure services. By licensing Microsoft technologies, 21Vianet operates local datacenters to provide you the ability to use Intune service while keeping your data within China. 21Vianet also provides your subscription, billing, and support services.

All Office 365 plans include the SharePoint Online service, but not all plans support all SharePoint features. The following table shows whether a feature is available in a plan.

## ! Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

# Exchange Online Archiving features

Exchange Online Archiving is available through the following plans.

## ! Note

The Office 365 operated by 21Vianet version of Office 365 is specific to China.

Feature	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office 365 Enterprise E1 operated by 21Vianet	Office 365 Enterprise E3 operated by 21Vianet	Office 365 Enterprise F3 operated by 21Vianet
Developer features						

<b>Feature</b>	<b>Microsoft 365 Business Basic operated by 21Vianet</b>	<b>Microsoft 365 Apps for business operated by 21Vianet</b>	<b>Microsoft 365 Standard operated by 21Vianet</b>	<b>Office E1 operated by 21Vianet</b>	<b>Office E3 operated by 21Vianet</b>	<b>Office F3 operated by 21Vianet</b>
App catalog (SharePoint), App deployment: Cloud-hosted apps, App deployment: SharePoint-hosted apps, App Management Service, Browser-based customizations, Client Object Model (OM), Client-side rendering (CSR), JavaScript Object Model, List and Library APIs, REST APIs	Yes	Yes	Yes	Yes	Yes	Yes
SharePoint 2013 and SharePoint 2016 workflows, Workload API: ECM APIs, Workload API: Search APIs, Workload API: Social APIs, Developer site, Forms-based applications, Remote event receiver, SharePoint Design Manager, SharePoint Designer 2013	Yes	No	Yes	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes

<b>Feature</b>	<b>Microsoft 365 Business Basic operated by 21Vianet</b>	<b>Microsoft 365 Apps for business operated by 21Vianet</b>	<b>Microsoft 365 Business Standard operated by 21Vianet</b>	<b>Office E1 operated by 21Vianet</b>	<b>Office E3 operated by 21Vianet</b>	<b>Office F3 operated by 21Vianet</b>
BCS: Alerts for external lists, BCS: App-scoped external content types (ECTs), BCS: Business Data Web Parts, BCS: External list, BCS: OData connector, BCS: Secure Store Service, BCS: Tenant-level external data log	No	No	No	No	Yes	No
InfoPath Forms Services	No	No	No	No	No <sup>14</sup>	No
BCS: Profile pages, BCS: Rich client integration, Custom site definitions, Custom site provisioning page, Full-trust solutions, SharePoint Store, SharePoint 2010 workflows (.NET 3.5), SharePoint 2010 workflows (out of the box)	No	No	No	No	No	No
<b>IT Professional features</b>						

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office E1 operated by 21Vianet	Office E3 operated by 21Vianet	Office F3 operated by 21Vianet
Active Directory synchronization, Anti-malware protection, Deferred site collection upgrade, Encryption at rest, Improved permissions management, Minimal Download Strategy (MDS), Shredded Storage, Site collection compliance policies, Site collection health checks, Windows PowerShell support, Usage reporting and logging	Yes	Yes	Yes	Yes	Yes	Yes
OAuth	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>
Service application platform	Yes	No	Yes	Yes	Yes	Yes
SharePoint admin center (Office 365)	Yes	Yes	Yes	Yes	Yes	No <sup>4</sup>
Data loss prevention (DLP) for Exchange Online, SharePoint Online, and OneDrive for Business	No	Yes	Yes	No	Yes	No
Upgrade evaluation site collections	No	No	No	Yes	Yes	Yes

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office E1	Office 365 Enterprise	Office 365 F3
Alternate access mapping (AAM), Analytics platform, Claims-based authentication support, Configuration wizards, Distributed cache, Host header site collections, Improved self-service site creation, Managed accounts, Patch management, Quota templates, Read-only database support, Remote BLOB storage, Request management, Request throttling, Resource throttling, SharePoint Health Analyze, State service, Streamlined central administration, System status notifications, Unattached content database recovery	No	No	No	No	No	No
<b>Content features</b>						

<b>Feature</b>	<b>Microsoft 365 Business operated by 21Vianet</b>	<b>Microsoft 365 Apps for business operated by 21Vianet</b>	<b>Microsoft 365 Standard operated by 21Vianet</b>	<b>Office E1 operated by 21Vianet</b>	<b>Office E3 operated by 21Vianet</b>	<b>Office F3 operated by 21Vianet</b>
Accessibility standards support, Asset library enhancements/video support, Auditing, Auditing & reporting (for example, doc edits, policy edits, deletes), Document sets, Multi-stage disposition, Office for the web (view), Shared content types, Surveys, Unique document IDs	Yes	Yes	Yes	Yes	Yes	Yes
eDiscovery search	Yes <sup>6</sup>	Yes	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
External sharing: External access, External sharing: Guest link	Yes <sup>10</sup>	Yes <sup>10</sup>	Yes <sup>10</sup>	Yes <sup>10</sup>	Yes <sup>10</sup>	Yes <sup>10</sup>
Hybrid taxonomy and content types	Yes	Yes	Yes	Yes	Yes	Yes <sup>15</sup>
Folder sync	Yes <sup>1,10</sup>	Yes	Yes <sup>1,10</sup>	Yes <sup>1</sup>	Yes	Yes <sup>2,11</sup>
Office for the web (create/edit)	Yes	Yes	Yes	Yes	Yes	Yes <sup>8</sup>

<b>Feature</b>	<b>Microsoft 365 Business Basic operated by 21Vianet</b>	<b>Microsoft 365 Apps for business operated by 21Vianet</b>	<b>Microsoft 365 Standard operated by 21Vianet</b>	<b>Office E1 operated by 21Vianet</b>	<b>Office E3 operated by 21Vianet</b>	<b>Office F3 operated by 21Vianet</b>
Content Organizer, Design Manager, Managed metadata service, Metadata-driven navigation, WCM: Designer tools, WCM: Managed navigation, WCM: Mobile and device rendering, WCM: Recommendations, WCM: Search Engine Optimization (SEO), Records management, Related items, Rich media management	Yes	No	Yes	Yes	Yes	Yes
Quick Edit, Recycle Bin (SharePoint admin center), Recycle Bin (site collection)	Yes	Yes	Yes	Yes	Yes	No
Publishing analytics	Yes	No	Yes	No	Yes	No
Image renditions	Yes	No	Yes	No	No	No
Office ProPlus (Osub)	No	Yes	No	No	Yes	No
eDiscovery hold, eDiscovery export	No <sup>6</sup>	No	No <sup>6</sup>	No <sup>6</sup>	Yes <sup>6</sup>	No <sup>6</sup>
Preservation hold library, Video search, Catalog, Category page and catalog item page, Search web parts, Cross-site publishing	No	No	No	No	Yes	No

<b>Feature</b>	<b>Microsoft 365 Business Basic operated by 21Vianet</b>	<b>Microsoft 365 Apps for business operated by 21Vianet</b>	<b>Microsoft 365 Business Standard operated by 21Vianet</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office F3</b>
Information Rights Management (IRM)	No	No	No	No	No	No <sup>4</sup>
Faceted navigation	No	No	No	No	No <sup>7</sup>	No
Document translation in Word for the web, Email-enabled lists and libraries, Hybrid auditing, Information Rights Management (IRM, Office Web Apps Server integration, PowerPoint Automation Services, SharePoint translation services, WCM: Multiple domains, Word Automation Services	No	No	No	No	No	No
<b>Insights features</b>						
Calculated measures and members, Data connection library, Decoupled PivotTables and PivotCharts, Field List and field support, Filter enhancements, Filter search, Quick Explore	No	No	No	No	Yes	No
Visio for the web <sup>14, 15</sup>	Yes	Yes	Yes	Yes	Yes	Yes

<b>Feature</b>	<b>Microsoft 365 Business Basic operated by 21Vianet</b>	<b>Microsoft 365 Apps for business operated by 21Vianet</b>	<b>Microsoft 365 Standard operated by 21Vianet</b>	<b>Office E1 operated by 21Vianet</b>	<b>Office E3 operated by 21Vianet</b>	<b>Office F3 operated by 21Vianet</b>
Business Intelligence Center, Excel Services, PerformancePoint Services, PerformancePoint Services (PPS) Dashboard Migration, Power BI, Power Pivot for Excel in SharePoint, Use and interact with Excel workbooks containing data models, Scorecards & dashboards, SQL Server Reporting Services (SSRS) Integrated Mode, Timeline slicer, Visio Services <sup>14</sup>	No	No	No	No	No	No
<b>Search features</b>						
Advanced content processing, Manage search schema, Query rules-add promoted results, Query spelling correction, Query suggestions, Query throttling	Yes	No	Yes	Yes	Yes	Yes

Feature	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Office E1	Office E3	Office F3
Continuous crawls, Deep links, Event-based relevancy, Expertise search, Graphical refiners, Hybrid search, Phonetic name matching, On-hover preview, Refiners, RESTful Query API/Query OM, Search results sorting, Search vertical: "Conversations", Search vertical: "People", "This List" searches	Yes	Yes	Yes	Yes	Yes	Yes
Query rules- advanced actions, Search vertical: "Video"	No	No	No	No	Yes	No
Ranking models	No <sup>5</sup>	No	No	No <sup>5</sup>	No <sup>5</sup>	No <sup>5</sup>
Result sources	Yes	Yes	Yes	No	No	No
Custom entity extraction, Extensible content processing, On-premises search index, Search connector framework	No	No	No	No	No	No
Sites features						

Feature	Microsoft 365 Business operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office E1	Office E3	Office F3
Connections to Microsoft Office clients, Cross-browser support, Governance, Large list scalability and management, Permissions management	Yes	Yes	Yes	Yes	Yes	Yes
Hybrid app launcher, Hybrid OneDrive Business and sites	Yes	Yes	Yes	Yes	Yes	Yes <sup>15</sup>
Mobile connectivity	No	Yes <sup>13</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>
Multilingual user interface	Yes <sup>13</sup>	Yes <sup>13</sup>	Yes <sup>13</sup>	Yes <sup>13</sup>	Yes <sup>13</sup>	Yes <sup>13</sup>
Change the look, My Tasks, OOTB web parts, Project functionality for team sites, Project site template, Project Summary web part, Project workspace, SharePoint lists, SharePoint ribbon, Document libraries, Task list, Team site: Drag & drop, Team notebook, Team site: Simplified access, Site designs, Site themes (change the look, Work Management Service	Yes	No	Yes	Yes	Yes	Yes
Variations	Yes	No	Yes	Yes	Yes	No

Feature	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Standard operated by 21Vianet	Office E1	Office E3	Office F3
Custom managed paths, Site usage page	No	No	No	No	No	No
<b>Social features</b>						
Newsfeed	Yes	No	Yes	Yes	Yes	No
OneDrive for Business	Yes	Yes	Yes	Yes	Yes	Yes <sup>2</sup>
Tasks integrated with Outlook	Yes	Yes	Yes	Yes	Yes	No
Ask Me About, Personal blogs, Communities reputation, badging, and moderation, Community, Company feed, Document conversations with Yammer, Follow, Microblogging, One-click sharing, People, sites, document recommendations, Personal site, Photos and presence, Profile, Ratings, Shared with Me, Site feed (classic team site using SharePoint social), Tag profiles, Trending tags, Wikis, Yammer	No	No	No	No	No	No
<b>Add-ons</b>						

Feature	Microsoft 365 Business Basic operated by 21Vianet	Microsoft 365 Apps for business operated by 21Vianet	Microsoft 365 Business Standard operated by 21Vianet	Office E1	Office E3	Office F3
Additional storage, Azure provisioned apps: Access services <sup>3</sup> , Azure provisioned apps: Custom code in Azure Lightweight Web Role (LWR)	Yes	No	Yes	Yes	Yes	Yes

<sup>1</sup> To use folder sync, you must have Office 2013 or later (Standard or Professional edition) or a subscription that includes Office applications. Office 365 Business Essentials, Office 365 Enterprise E1, and Office 365 Education plans do not include subscriptions to Office desktop applications. However, you can use folder sync if you have Office 2013 or later installed and subscribe to one of these plans.

<sup>2</sup> Kiosk accounts have limited OneDrive for Business functionality. Kiosk customers can use the OneDrive for Business folder sync client application to sync team site document libraries with a shared computer and access documents offline. But kiosk accounts do not include a OneDrive for Business Personal Site, so they do not benefit from a OneDrive for Business personal library with 1 TB of online storage.

<sup>3</sup> Access 2010 is not supported.

<sup>4</sup> Because Kiosk users can't be administrators, tenants with Kiosk users need at least one Enterprise user to access the admin center.

<sup>5</sup> SharePoint Online customers need to download and install the free Rank Model Tuning App in order to create and customize ranking models.

<sup>6</sup> When you use eDiscovery features, the licensing requirement for a plan that permits that feature applies to all end users that are part of the eDiscovery action (Search, Hold, Export).

<sup>7</sup> Authenticated SharePoint Online users can access private site collections with faceted navigation.

<sup>8</sup> Kiosk users cannot create Office documents using live tiles. To create a document, kiosk users must do so from a SharePoint Online site by selecting **New** and then selecting a file type - Word document, Excel workbook, PowerPoint presentation, OneNote notebook, or Excel survey - from the **Create a new file menu**.

<sup>9</sup> Some providers may be blocked in your country/region.

<sup>10</sup> Sharing a document, library, or site by email with someone outside of your

organization. Administrators do have the ability to turn it on, but will get a warning message indicating that it could make shared files accessible outside of your country. Users who attempt to share with someone outside of the organization will receive the same warning message.

<sup>11</sup> Kiosk accounts have limited OneDrive for Business functionality. Kiosk customers can use the OneDrive for Business folder sync client application to sync team site document libraries with a shared computer and access documents offline. But kiosk accounts do not include a OneDrive for Business Personal Site, so they do not benefit from a OneDrive for Business personal library with 1 TB or 5 TB of online storage.

<sup>12</sup> You can view documents in any Mobile browser. You need to install the Office Mobile app to edit documents. Office Mobile is currently available for Windows phones and tablets, Android phones and tablets, iPhone, and iPad.

<sup>13</sup> Help is available only in Simplified Chinese and English.

<sup>14</sup> Visio for the web consumption (view capability) is available for free. Visio for the web create and edit capabilities require a license. For more information about Visio for the web, see the [Visio for the web service description](#).

<sup>15</sup> K1 users can access SharePoint Server in a hybrid setup, but Office 365 K1 does not include CAL rights to access the server; these rights must be purchased separately.

## Learn more

For more information about Office 365 operated by 21Vianet, check out the following resources:

- [Service availability within each plan](#)
- [System requirements](#)
- **Microsoft Purview:** for 21Vianet see [Microsoft Purview Compliance Portal availability in Office 365 operated by 21Vianet](#).
- **System requirements:** For system requirements for Office 365, see [System requirements for Office](#) on the [office.com](#) products site.
- **Licensing terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).
- **Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).
- **Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Azure Information Protection support for Office 365 operated by 21Vianet

Article • 01/26/2023 • 2 minutes to read

## Response

This article covers the differences between Azure Information Protection (AIP) support for Office 365 operated by 21Vianet and commercial offerings, as well as specific instructions for configuring AIP for customers in China-including how to install the information protection scanner and manage content scan jobs.

Please see [more detail from this article](#).

## Learn more

For more information about Office 365 operated by 21Vianet, check out the following resources:

- [Learn about the information protection scanner](#)
- [Configuring and installing the information protection scanner](#)
- [Manage your content scan jobs using PowerShell only](#)

# Intune operated by 21Vianet in China

Article • 01/26/2023 • 2 minutes to read

Intune operated by 21Vianet is designed to meet the needs for secure, reliable, and scalable cloud services in China. Intune as a service is built on top of Microsoft Azure. Microsoft Azure operated by 21Vianet is a physically separated instance of cloud services located in China. It's independently operated and transacted by 21Vianet. This service is powered by technology that Microsoft has licensed to 21Vianet.

Microsoft doesn't operate the service itself. 21Vianet operates, provides, and manages delivery of the service. 21Vianet is an Internet data center services provider in China. It provides hosting, managed network services, and cloud computing infrastructure services. By licensing Microsoft technologies, 21Vianet operates local datacenters to provide you the ability to use Intune service while keeping your data within China. 21Vianet also provides your subscription, billing, and support services.

Please see [more detail from this article](#).

## Recommended content

- [Premium add-ons for Microsoft Intune - Microsoft Intune](#)

When you purchase licenses for Premium add-ons for Microsoft Intune, you expand the capabilities for device management with Microsoft Endpoint Manager.

- [View Chrome OS device information](#)

View Chrome OS devices and details synced with the Chrome Enterprise connector.

- [What's new in Microsoft Intune](#)

Find out what's new in Microsoft Intune.

- [Configure Chrome OS connector for Microsoft Intune](#)

Learn how to connect the Google Admin Console to Microsoft Intune so that you can view and take action on enrolled Chrome OS devices.

# Power BI - operated by 21Vianet in China

Article • 03/05/2023 • 2 minutes to read

Microsoft Power BI service operated by 21Vianet is designed to comply with regulatory requirements in China. The services are a physically separated environment of cloud services operated and transacted currently by a local operator, Shanghai Blue Cloud Technology Co., Ltd ("21Vianet"). This operator is a wholly owned subsidiary of Beijing 21Vianet Broadband Data Center Co., Ltd. located in mainland China.

## Power BI feature availability

To accommodate the requirements of regional cloud customers, Power BI operated by 21Vianet plans differ from commercial plans in some respects. We attempt to make features available within 30 days of general availability. However in some cases, underlying dependencies prevent a feature from being available.

The following table lists features of Power BI that are **not** yet available in the Power BI operated by 21Vianet environment, or that are available with limited functionality.

<b>Product area</b>	<b>Feature or scenario</b>	<b>Commercial cloud status</b>	<b>21Vianet availability</b>	<b>More information</b>
Power BI	Purview integration with Power BI	Generally available	Not available	
Power BI	Metrics	Public preview	Not available	
Power BI	Using Azure ExpressRoute to integrate an on-premises gateway	Generally available	Not available	<a href="#">Azure ExpressRoute for Office 365</a> isn't supported in the 21Vianet environment.
Power BI	Template app marketplace	Generally available	Not available	AppSource isn't available in China.
Power BI	Datamart	Public preview	Not available	
Power BI and Office	Teams - embed interactive Power BI report	Generally available	Not available	

<b>Product area</b>	<b>Feature or scenario</b>	<b>Commercial cloud status</b>	<b>21Vianet availability</b>	<b>More information</b>
Power BI	Large models scalability	Generally available	Not available	

## Next steps

To learn more about Power BI operated by 21Vianet in China, see the following resources:

- [Azure China 21Vianet](#)
- [Support site for 21Vianet \(in Chinese\)](#) ↗
- [Power BI for US government customers](#)

# Office 365 Government

Article • 02/22/2023 • 18 minutes to read

## Important

Microsoft Teams is experiencing a tremendous spike in online calls and audio/video conferencing due to the coronavirus (COVID-19) pandemic.

In response to the unprecedented increase in calls, and to ensure continuity and availability, Microsoft is allowing Microsoft Teams GCC audio/video servers to leverage processing capacity in our commercial datacenters, as well as in our government datacenters.

These audio/video servers reside within the Microsoft Azure FedRAMP High accreditation boundary servers in the United States and do not store any customer content. However, these servers are processing audio and video for calls and conferences and are operating under our commercial staff during this interim period.

Qualified, screened personnel are monitoring these servers for potential access to customer data by reviewing any interactive log-ons to these servers. Qualified personnel meet GCC requirements for access to customer content. For details about screening requirements, see the [GCC service description](#).

Thank you for your support as we take steps to ensure that our services remain available and reliable in these extraordinary times.

In response to the unique and evolving requirements of the United States public sector, Microsoft has created Office 365 Government plans (or Office 365 Government). This service description provides an overview of features that are specific to Office 365 Government US environments. We recommend that you read this service description alongside other [Microsoft 365 and Office 365 service descriptions](#).

## How to use this service description

The Office 365 Government service description is designed to serve as an overlay to the general Office 365 service description. It defines the unique commitments and differences compared to Office 365 Enterprise offerings.

# About Office 365 Government environments

Office 365 Government plans are monthly subscriptions and can be licensed to an unlimited number of users.

- The **Office 365 GCC** environment provides compliance with federal requirements for cloud services, including FedRAMP High, Defense Federal Acquisition Regulations Supplement (DFARS), and requirements for criminal justice and federal tax information systems (CJI and FTI data types).
- The **Office 365 GCC High and DoD** environments deliver compliance with Department of Defense Security Requirements Guidelines, Defense Federal Acquisition Regulations Supplement (DFARS), and International Traffic in Arms Regulations (ITAR).

In addition to the features and capabilities of Office 365, the organizations that use Office 365 Government benefit from the following features unique to Office 365 Government:

- Your organization's customer content is logically segregated from customer content in Microsoft's commercial Office 365 Services.
- Your organization's customer content is stored within the United States.
- Access to your organization's customer content is restricted to screened Microsoft personnel.
- Office 365 Government complies with certifications and accreditations that are required for US Public Sector customers.

## Customer eligibility

Office 365 Government is available to (1) US federal, state, local, tribal, and territorial government entities, and (2) other entities that handle data that is subject to government regulations and requirements and where use of Office 365 Government is appropriate to meet these requirements, subject to validation of eligibility. Validation of eligibility by Microsoft will include confirmation of handling data subject to International Traffic in Arms Regulations (ITAR), law enforcement data subject to the FBI's Criminal Justice Information Services (CJIS) Policy, or other government-regulated or controlled data. Validation may require proof of registration with the U.S. Department of State for ITAR data or sponsorship by a government entity with specific requirements for the handling of data. The Office 365 DoD environment is for the exclusive use of the United States Department of Defense.

While eligibility criteria are consistent across Office 365 Government offerings, Microsoft will only agree to ITAR contract language for the GCC High environment.

Entities with questions about eligibility for Office 365 Government should consult their account team.

Upon renewal of a customer's contract for Office 365 Government, revalidation of eligibility is required.

## Customer content located within the United States

Office 365 Government services are provided from datacenters physically located in the United States. Customer content is stored at rest in datacenters physically located only in the U.S.A. This includes but isn't limited to:

- Exchange Online mailbox content (email bodies, calendar entries, and the content of e-mail attachments)
- SharePoint Online site content and the files stored within that site
- Microsoft Teams persistent chat threads
- Skype for Business archived conversations, uploaded documents, and whiteboarding sessions
- Microsoft Planner plans
- Forms data
- PowerApps/PowerAutomate data

## Office 365 Government and third-party services

Office 365 provides the ability to integrate third-party applications into SharePoint Online sites, Teams, Office applications included in Microsoft 365 Apps for enterprise (such as Word, Excel, PowerPoint, and Outlook), and Outlook Web App. In addition, Office 365 supports integration with third-party service providers. These third-party applications and services might involve storing, transmitting, and processing your organization's customer data on third-party systems that are outside of the Office 365 infrastructure and therefore aren't covered by the Office 365 compliance and data protection commitments. It's recommended that you review the privacy and compliance statements provided by the third parties when assessing the appropriate use of these services for your organization.

## Restricted data access by administrators

Access to Office 365 Government customer content by Microsoft administrators is restricted to screened personnel. For personnel screening details, refer to the service description page for each respective environment (GCC or GCC High and DoD).

## FastTrack Center onboarding assistance

With the FastTrack Center Benefit for Office 365<sup>1</sup>, you work remotely with FastTrack Specialists to get your Office 365 environment ready for use and plan rollout and usage within your organization. The FastTrack process provides onboarding and user adoption services.

Onboarding consists of:

- Core onboarding - These are tasks required for tenant configuration and integration with Azure Active Directory (Azure AD) if needed. Core onboarding also provides the baseline for onboarding other eligible services.
- Service onboarding and migration - Service onboarding tasks enable scenarios in your tenant. Data migration (including email and files) is covered in [Data Migration](#).<sup>2</sup>

User adoption services are composed of tasks that provide guidance for you to ensure your users are aware of the eligible services and can use them to drive business value. This assistance occurs in parallel to onboarding activities.

Specific information on the FastTrack Center process can be found [here](#). For a breakdown of engagement roles and responsibilities, review [FastTrack Responsibilities](#) as well as [Your Responsibilities](#).

<sup>1</sup> You must purchase at least 150 licenses from the list of the [eligible plans](#) to receive FastTrack services.

<sup>2</sup> Data Migration services are available to Office 365 tenants with 500 or more licenses.

## Data migrations performed by FastTrack

Customers who choose the [FastTrack](#) migration benefit will need to grant access to the team managing their data migrations. These personnel are US citizens and undergo the following background checks before performing migrations for customers of Office 365 US Government services.

<b>Background screening</b>	<b>GCC</b>	<b>GCC High and DoD</b>
Verification of US citizenship	Yes	Yes
Employment history check	Yes	Yes
Education verification	Yes	Yes
Social Security number (SSN) search	Yes	Yes
Criminal history check (7 year)	Yes	Yes

## Office 365 US Government and Azure Government ExpressRoute

Office 365 US Government customers can use Azure Government ExpressRoute services to connect privately to supported Office 365 services instead of connecting over the public internet.

For details, such as supported providers, pricing models, and more, review the [Azure ExpressRoute information](#).

For details on Office 365 support for Azure ExpressRoute, see [Azure ExpressRoute for Office 365](#).

## System requirements

For system requirements for Office 365 US Government plans, see [System requirements for Office](#) ↗ on the [office.com](#) ↗ products site.

## Microsoft 365 Defender portal and Microsoft Purview compliance portal

For more information, links, availability, and information about the [Microsoft Defender portal](#) ↗ and the [Microsoft Purview compliance portal](#) ↗, see [Microsoft 365 Guidance for security & compliance](#).

## Service availability for each plan

Each Office 365 plan includes a number of individual services, such as Exchange Online and SharePoint Online. The following table shows the services that are available in each

## Office 365 US Government plan.

<b>Office 365 service</b>	<b>Office 365 Government G1</b>	<b>Office 365 Government G3</b>	<b>Office 365 Government G5</b>	<b>Office 365 Government F3</b>
Microsoft 365 for the web	Yes	Yes	Yes	Yes
Microsoft 365 Apps for enterprise	No	Yes	Yes	No
Exchange Online	Yes	Yes	Yes	Yes
Exchange Online Protection	Yes	Yes	Yes	Yes
SharePoint Online	Yes	Yes	Yes	Yes
OneDrive for Business	Yes	Yes	Yes	Yes
Skype for Business (Instant Messaging & Presence)	Yes	Yes	Yes	Yes
Power BI Pro	No <sup>1</sup>	No <sup>1</sup>	Yes	No <sup>1</sup>
Project Online	No <sup>1</sup>	No <sup>1</sup>	No <sup>1</sup>	No <sup>1</sup>
Voice - Phone System, Audio Conferencing	No <sup>1</sup>	No <sup>1</sup>	Yes <sup>3</sup>	No
Visio for the web	No <sup>4</sup>	No <sup>4</sup>	No <sup>4</sup>	No <sup>4</sup>
Yammer Enterprise <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>

<sup>1</sup> Not included but can be purchased as a separate add-on. Project Online includes Project Online Desktop Client as a part of the subscription.

<sup>2</sup> Yammer Enterprise is not a component of Office 365 US Government, but may be acquired at no cost as a standalone offer for each user licensed for Office 365 in GCC. This offer is currently limited to customers that purchase Office 365 GCC under Enterprise Agreements and Enterprise Subscription Agreements. Yammer is not available in GCC High or DoD.

<sup>3</sup> Calling Plan is an add-on (add language or bring your own trunk).

<sup>4</sup> Not included but can be purchased as a separate add-on. Visio for the web includes the Visio desktop app as a part of the subscription.

## Platform features

The following table lists the platform features and services that are available across the Office 365 US Government plans.

<b>Feature</b>	<b>Office 365 Government G1</b>	<b>Office 365 Government G3</b>	<b>Office 365 Government G5</b>	<b>Office 365 Government F3</b>
<b>Office 365 administration</b>				
Use the Microsoft 365 admin center to administer Office 365	Yes <sup>13</sup>	Yes <sup>13</sup>	Yes	Yes <sup>13</sup>
Manage core service settings from Office 365	Yes	Yes	Yes	Yes
Use Windows PowerShell to manage Office 365	Yes	Yes	Yes	Yes
Protect content by using Azure Information Protection	No <sup>1</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>
<b>Office 365 suite features</b>				
Microsoft Bookings	No	Yes <sup>18</sup>	Yes <sup>18</sup>	No
Microsoft Power Automate	Yes	Yes	Yes	Yes
Microsoft Forms	Yes	Yes	Yes	Yes
Microsoft Graph API	Yes	Yes	Yes	Yes
Microsoft MyAnalytics	No	No	Yes <sup>14</sup>	No
Microsoft Planner	Yes	Yes	Yes	Yes
Microsoft PowerApps	Yes	Yes	Yes	Yes
Shifts for Teams (replaces Microsoft StaffHub) <sup>23</sup>	Yes	Yes	Yes	Yes
Microsoft Stream (Classic)	Yes <sup>16, 21</sup>	Yes <sup>16, 21</sup>	Yes <sup>16, 21</sup>	Yes <sup>16, 17, 21</sup>
Microsoft Stream (on SharePoint)	Yes <sup>22</sup>	Yes <sup>22</sup>	Yes <sup>22</sup>	Yes <sup>22</sup>
Microsoft Sway	No	No	No	No
Microsoft Teams	Yes	Yes	Yes	Yes
Office Delve	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>

<b>Feature</b>	<b>Office 365 Government G1</b>	<b>Office 365 Government G3</b>	<b>Office 365 Government G5</b>	<b>Office 365 Government F3</b>
Office 365 Groups	Yes	Yes	Yes	Yes
<b>User account management</b>	<b>Office 365 Government G1</b>	<b>Office 365 Government G3</b>	<b>Office 365 Government G5</b>	<b>Office 365 Government F3</b>
Cloud identity, Federated identity, or Multi-factor authentication	Yes	Yes	Yes	Yes
Office 365 desktop setup	Yes	Yes	Yes	Yes
Manage users with Office 365	Yes	Yes	Yes	Yes
Bulk upload using .csv files	Yes <sup>7</sup>	Yes <sup>7</sup>	Yes <sup>7</sup>	Yes <sup>7</sup>
Directory Sync tool	Yes	Yes	Yes	Yes
Exchange simple (cutover) migration	Yes	Yes	Yes	Yes
Delete accounts and reset user passwords from Microsoft 365 or by using Windows PowerShell <sup>3</sup>	Yes	Yes	Yes	Yes
Users can change their own password <sup>4</sup>	Yes	Yes	Yes	Yes
Manage licenses	Yes <sup>5, 6</sup>	Yes <sup>5, 6</sup>	Yes <sup>5, 6</sup>	Yes <sup>5, 6</sup>
Manage security groups from Office 365	Yes	Yes	Yes	Yes
Multiple administrator roles available	Yes	Yes	Yes	Yes
Allow a partner to administer Office 365 for you	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>
Azure Active Directory services	Yes	Yes	Yes	Yes
<b>Domains</b>	<b>Office 365 Government G1</b>	<b>Office 365 Government G3</b>	<b>Office 365 Government G5</b>	<b>Office 365 Government F3</b>
Add custom 2nd-level domains, like fourthcoffee.com	Yes	Yes	Yes	Yes

Feature	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
Add custom 3rd-level domains, like marketing.fourthcoffee.com	Yes	Yes	Yes	Yes
Add up to 900 custom domains	Yes	Yes	Yes	Yes
Domain ownership verification required for custom domains	Yes	Yes	Yes	Yes
Service health and continuity	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
Status information available on the Service health or Service status page	Yes	Yes	Yes	Yes
Status of individual alerts available on the Microsoft 365 admin center dashboard	Yes	Yes	Yes	Yes
Service health RSS feed	Yes	Yes	Yes	Yes
Reports	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
Activity reports	Yes	Yes	Yes	Yes
Microsoft Graph Usage Reports APIs	Yes	Yes	Yes	Yes
Microsoft Graph API (BETA)	Yes	Yes	Yes	Yes
Service updates	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
Regular updates provided to all customers	Yes	Yes	Yes	Yes
Notifications sent to Message Center when action is required	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>
Roadmap.office.com for some service updates	No <sup>10, 12</sup>	No <sup>10, 12</sup>	No <sup>10, 12</sup>	No <sup>10, 12</sup>
Option to turn on Targeted Release	Yes <sup>8</sup>	Yes <sup>8</sup>	Yes <sup>8</sup>	Yes <sup>8</sup>

<b>Feature</b>	<b>Office 365 Government G1</b>	<b>Office 365 Government G3</b>	<b>Office 365 Government G5</b>	<b>Office 365 Government F3</b>
<b>Help and training</b>	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
Online help	Yes	Yes	Yes	Yes
Community	Yes	Yes	Yes	Yes
Other self-help resources	Yes	Yes	Yes	Yes
Self-paced training	Yes	Yes	Yes	Yes
<b>Networking</b>	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
IPv4 and IPv6 protocols	Yes	Yes	Yes	Yes
Trust	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
<b>Privacy, security, and transparency</b>				
Microsoft Defender for Cloud Apps (formerly Microsoft Cloud App Security)	No <sup>10, 16</sup>	No <sup>10, 16</sup>	Yes <sup>16</sup>	No <sup>10, 16</sup>
Microsoft Defender for Office 365	No <sup>10, 15</sup>	No <sup>10, 15</sup>	Yes <sup>15</sup>	No <sup>10, 15</sup>
Microsoft Purview Customer Lockbox	No <sup>10</sup>	No <sup>10</sup>	Yes	No <sup>10</sup>
Microsoft Purview Customer Key <sup>19</sup>	No	No	Yes	No
Microsoft Purview eDiscovery (Premium)	No <sup>10</sup>	No <sup>10</sup>	Yes	No <sup>10</sup>
Microsoft Purview Audit (Standard) <sup>20</sup>	Yes	Yes	Yes	Yes
Microsoft Purview Audit (Premium) <sup>20</sup>	No	No	Yes	No
Microsoft Secure Score <sup>11</sup>	Yes <sup>7, 12</sup>	Yes <sup>7, 12</sup>	Yes <sup>7, 12</sup>	Yes <sup>7, 12</sup>
Threat Intelligence	No <sup>10</sup>	No <sup>10</sup>	Yes	No <sup>10</sup>

Feature	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
<b>Compliance</b>				
SAS 70 / SSAE16 Assessments	Yes	Yes	Yes	Yes
ISO 27001 certified	Yes	Yes	Yes	Yes
EU Model Clauses	Yes	Yes	Yes	Yes
EU Safe Harbor	Yes	Yes	Yes	Yes
HIPAA-Business Associate Agreement	Yes	Yes	Yes	Yes
FISMA Authority to Operate	Yes	Yes	Yes	Yes
Microsoft Data Processing Agreement	Yes	Yes	Yes	Yes
PCI DSS Level One	Yes	Yes	Yes	Yes
PCI-governed PAN data	No	No	No	No
<b>BlackBerry</b>				
	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
Use BlackBerry Internet Service (BIS)	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>
<b>Partners</b>				
Create trial invitations and purchase orders for a customer who is using the specified plan	No <sup>9</sup>	No <sup>9</sup>	No <sup>9</sup>	No <sup>9</sup>
Provide delegated administration	No <sup>9</sup>	No <sup>9</sup>	No <sup>9</sup>	No <sup>9</sup>
<b>Service Level Agreement</b>				
	Yes	Yes	Yes	Yes
<b>Product use rights</b>				
	Yes	Yes	Yes	Yes

<sup>1</sup> Azure Information Protection is not included but can be purchased as a separate add-on and will enable the supported Information Rights Management (IRM) features. Some Azure Information Protection features require a subscription to Microsoft 365 Apps for enterprise, which is not included with Office 365 Government G1.

<sup>2</sup> Existing BBCS and BIS customers can continue use of the service. New customers

are not being accepted.

<sup>3</sup> If using directory synchronization, you must delete accounts or change passwords by using Active Directory, rather than the Office 365 portal or by using the Azure Active Directory module for Windows PowerShell.

<sup>4</sup> To learn how to set self-service password management policies for users, see [Reset your work or school password using security info](#).

<sup>5</sup> Reducing seats that were purchased with a term discount may be subject to an early termination fee. This is not applicable to subscriptions paid on a monthly basis.

<sup>6</sup> The following plans do not support license seat changes from the Microsoft 365 admin center: Office 365 Government G1, Office 365 Government G3, Office 365 Government F3.

<sup>7</sup> Not yet available in GCC High, but coming soon.

<sup>8</sup> For Office 365 Government G1, G3, and F3, Office 365 for business roadmap apply; however, there may be some differences or delays for specific service updates due to [compliance requirements](#).

<sup>9</sup> Not yet available in Office 365 Government offerings, but coming soon.

<sup>10</sup> Not included, but can be purchased as a separate add-on in GCC.

<sup>11</sup> Available at <https://securescore.office.com>. Requires admin permissions. For more information, see [Microsoft Secure Score](#).

<sup>12</sup> Not yet available in DoD environment, but coming soon.

<sup>13</sup> Admin center does not include usage analytics in DoD or GCC High environments.

<sup>14</sup> Not supported for GCC High or DoD environments.

<sup>15</sup> Anti-phishing for user and domain impersonation and spoof intelligence are not yet available in GCC High and DoD.

<sup>16</sup> Not yet available in GCC environment but coming soon.

<sup>17</sup> Consumption only for Microsoft Stream: no publishing or sharing.

<sup>18</sup> Not available for the Microsoft Graph API or Microsoft Teams.

<sup>19</sup> For more information, see [Service encryption with Customer Key](#).

<sup>20</sup> Audit in Microsoft 365 provides organizations with visibility into many types of audited activities across different services in Microsoft 365. Use the [Security & Compliance Portal](#) audit log search to view user and administrator activity in your organization. You can also use the [Office 365 Management Activity API](#) to retrieve events from the unified audit log. When an audited activity is performed by a user or admin, an audit record is generated and stored in the audit log for the customer organization. The length of time that an audit record is retained (and searchable in the audit log) depends on the customer's Office 365 or Microsoft 365 Enterprise subscription and the type of license assigned to specific users.

<sup>21</sup> Stream (classic) will eventually be replaced with Stream (on SharePoint).

<sup>22</sup> Stream (on SharePoint) is used to upload your videos to SharePoint, OneDrive and Teams. This is already supported in all Government offerings. Additional

enhancements like the Stream start page in Office, closed captions, transcripts, etc are on the Microsoft 365 Roadmap.

<sup>23</sup> Shifts for Teams is available in all Enterprise SKUs where Teams is available. Shifts is available in GCC environments, but not in GCC High or DoD environments.

## Office application availability and enterprise value

The following table shows the Office application features that are available across Office 365 US Government plans.

Application/feature	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
<strong>Office applications</strong>				
Microsoft Word <sup>7</sup>	No	Yes	Yes	No
Microsoft Excel <sup>7</sup>	No	Yes	Yes	No
Microsoft PowerPoint <sup>7</sup>	No	Yes	Yes	No
Microsoft OneNote <sup>7</sup>	No	Yes	Yes	No
Microsoft Outlook <sup>7</sup>	No	Yes	Yes	No
Microsoft Forms <sup>7</sup>	Yes	Yes	Yes	No
Microsoft Whiteboard <sup>7</sup>	No	Yes	Yes	No
Microsoft Publisher	No	Yes	Yes	No
Microsoft Access	No	Yes	Yes	No
Skype for Business	Yes <sup>3</sup>	Yes	Yes	Yes <sup>3</sup>
Office for Mac for Office 365 ↗	No	Yes	Yes	No
Office Mobile for iPad/iPhone	Yes	Yes	Yes	Yes
Office Mobile for Android	Yes	Yes	Yes	Yes
Office Mobile for Windows Phone	Yes	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes
Office Mobile for Windows 10 tablets	Yes	Yes	Yes	Yes

<b>Application/feature</b>	<b>Office 365 Government G1</b>	<b>Office 365 Government G3</b>	<b>Office 365 Government G5</b>	<b>Office 365 Government F3</b>
Outlook for iOS and Android <sup>5, 4</sup>	Yes	Yes	Yes	Yes
Enterprise value	Office 365 Government G1	Office 365 Government G3	Office 365 Government G5	Office 365 Government F3
5 installs per user on PC or Mac	No	Yes	Yes	No
Automated user account provisioning	Yes	Yes	Yes	Yes
Multilingual user interface	No	Yes	Yes	No
Client push deployment	No	Yes <sup>4</sup>	Yes <sup>4</sup>	No
Client support for on-premises Exchange	No	Yes	Yes	No
Client support for on-premises SharePoint	No	Yes	Yes	No
Control of software updates	No	Yes	Yes	No
Database Compare	No	Yes	Yes	No
Desktop virtualization	No	Yes	Yes	No
Excel Spreadsheet Compare	No	Yes	Yes	No
Excel Spreadsheet Inquire	No	Yes	Yes	No
Exchange Online and SharePoint Online Archiving and Compliance	No	Yes	Yes	No
Group Policy support	No	Yes	Yes	No
Information Rights Management using Azure Information Protection	No <sup>1</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	No <sup>1</sup>
Information Rights Management using Windows Server AD RMS	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes <sup>2</sup>
Office Add-in, ActiveX, and BHO support	No	Yes	Yes	No

<b>Application/feature</b>	<b>Office 365 Government G1</b>	<b>Office 365 Government G3</b>	<b>Office 365 Government G5</b>	<b>Office 365 Government F3</b>
OneNote client access to notebooks on SharePoint Server, SharePoint Online, OneDrive for Business, and Office 365	No	Yes	Yes	No
Office Lens	No	No	No	No
Office Telemetry	No	Yes <sup>4</sup>	Yes <sup>4</sup>	No
Offline support for client applications	No	Yes	Yes	No
Optimized side-by-side client installation	No	Yes	Yes	No
<a href="#">3D Maps</a> (Power Map for Excel)	No	No	No	No
Power Pivot for Excel	No	Yes <sup>4</sup>	Yes <sup>4</sup>	No
Power Query for Excel	No	Yes <sup>4</sup>	Yes <sup>4</sup>	No
Roaming settings	No	Yes	Yes	No
Shared computer activation	No	Yes	Yes	No
Support for blocking cloud-based file storage	No	Yes	Yes	No
Version upgrades	No	Yes <sup>4</sup>	Yes <sup>4</sup>	No
Volume activation (KMS/MAK)	No	No	No	No

<sup>1</sup> Azure Information Protection is not included but can be purchased as a separate add-on and will enable the supported Information Rights Management (IRM) features. Some Azure Information Protection features require a subscription to Microsoft 365 Apps for enterprise, which is not included with Office 365 Government G1 or Office 365 Government F3.

<sup>2</sup> Windows Server AD RMS is an on-premises server that must be purchased and managed separately to enable the supported IRM features.

<sup>3</sup> Skype for Business Basic is available for all customers. The Skype for Business desktop client is a locally installed application that provides presence, instant messaging, and conferencing features for Office 365 plans that include Skype for Business Online. Microsoft 365 Apps for enterprise, and Office 365 Enterprise E3 include the full Skype application, which includes additional features such as

advanced telephony support, archiving, and compliance features. A Skype for Business Online license must be assigned for each user. For more information on Lync Basic features, see [Skype for Business Online client comparison tables](#).

<sup>4</sup> Not yet available in GCC High or DoD environments, but coming soon.

<sup>5</sup> See [Using Outlook for iOS and Android in the Government Community Cloud](#) for more details.

<sup>6</sup> Not yet available in Office 365 DoD environment, but coming soon.

<sup>7</sup> Applications are fully available in the government clouds, with the exception of the specific features not available at this time. See [Office application feature availability](#) for details.

# Office 365 GCC

Article • 01/26/2023 • 3 minutes to read

To meet the unique and evolving requirements of the United States Federal, State, Local, and Tribal governments, as well as contractors holding or processing data on behalf of the US Government, Microsoft offers the Office 365 Government GCC environment. Available through multiple channels including Volume Licensing, interested organizations go through a validation process to ensure eligibility before an environment is established. Trials are available to only US Government entities at this time.

Engage your account team or preferred partner to learn more or initiate the validation process. Additional information can be found on the [Compare Office 365 Government Plans](#) page.

## How to use this service description

The Office 365 Government GCC service description is designed to serve as an overlay to the general Office 365 service description. It defines the unique commitments and differences compared to Office 365 for enterprise offerings.

## US Government community compliance

Office 365 Government supports the Federal Risk and Authorization Management Program (FedRAMP) accreditation at a High Impact level. FedRAMP artifacts are available for review by customers who are required to comply with FedRAMP. Federal agencies can review these artifacts in support of their review to issue an Authority to Operate (ATO).

## Office 365 Government GCC environment screened personnel

Office 365 staff do not have standing access to customer content hosted in Office 365 Government GCC environment. Any staff who requests temporary permission elevation that would grant access to customer content must first have passed the following background checks.

<b>Microsoft personnel screening and background checks<sup>1</sup></b>	<b>Description</b>
U.S. citizenship	Verification of U.S. citizenship
Employment history check	Verification of seven (7) year employment history
Education verification	Verification of highest degree attained
Social Security Number (SSN) search	Verification that the provided SSN is valid
Criminal history check	A seven (7) year criminal record check for felony and misdemeanor offenses at the state, county, and local level and at the federal level
Office of Foreign Assets Control List (OFAC)	Validation against the Department of Treasury list of groups with whom U.S. persons are not allowed to engage in trade or financial transactions
Bureau of Industry and Security List (BIS)	Validation against the Department of Commerce list of individuals and entities barred from engaging in export activities
Office of Defense Trade Controls Debarred Persons List (DDTC)	Validation against the Department of State list of individuals and entities barred from engaging in export activities related to the defense industry
Fingerprinting Check	Fingerprint background check against FBI databases
CJIS background screening	State-adjudicated review of federal and state criminal history by state CSA appointed authority within each state that has signed up for the Microsoft CJIS IA program

<sup>1</sup> Applies only to personnel with temporary or standing access to customer content hosted in Office 365 Government GCC environment.

## Office 365 Government GCC and Yammer

Yammer for enterprise is not a component of Office 365 Government, but may be acquired at no cost as a standalone offer for each user licensed for Office 365 Government Plan E1 and E3. This offer is currently limited to customers who purchase Office 365 Government under Enterprise Agreement and Enterprise Subscription Agreements.

Currently, Yammer provides logical separation of customer data at the application layer. However, Yammer does not provide the same data location and data access features as Office 365 Government, does not support FedRAMP accreditation, and is subject to

different contract terms from Office 365 services. It is recommended that you review the [Yammer service description](#) and privacy terms when assessing the appropriate use of Yammer for your organization. To learn which Office 365 Government plans include Yammer, see [Office 365 Government](#).

If you decide that the use of Yammer is appropriate for your organization as part of your Office 365 Government subscription and you have purchased one of the above-mentioned plans that includes Yammer, under your Enterprise Enrollment, you can request an amendment to enable your Yammer for enterprise subscription.

## Office 365 Government GCC customer support

Office 365 GCC customer support is provided under the same terms and conditions offered to [Worldwide versions of Office 365](#), including no support agent physical location or citizenship assurances. Office 365 GCC operates in conjunction with Azure Public Cloud, which is supported under the following [terms and conditions](#).

Microsoft reminds you not to share any controlled, sensitive, or confidential information with Support Personnel as part of your Office 365 GCC related support incident, until you confirm their authorization to view or access such data. Microsoft is committed to [protecting your privacy](#). Office 365 GCC Customer Support is not included in the service accreditation boundary and does not provide FedRAMP, SRG, ITAR, IRS 1075, or CJIS data handling and/or compliance assurances.

# Office 365 GCC High and DoD

Article • 01/26/2023 • 4 minutes to read

To meet the unique and evolving requirements of the United States Department of Defense, as well as contractors holding or processing DoD controlled unclassified information (CUI) or subject to International Traffic in Arms Regulations (ITAR), Microsoft offers GCC High and DoD environments. Available through Volume Licensing, interested organizations go through a validation process to ensure eligibility before an environment is established. Trials are not available at this time.

Engage your account team or preferred partner to learn more or initiate the validation process. For more information on how to buy, see [Microsoft 365 Government - How to Buy](#).

## How to use this service description

The Office 365 US Government service description is designed to serve as an overlay to the general Office 365 service description. It defines the unique commitments and differences compared to Office 365 for enterprise offerings.

## Compliance

Office 365 GCC High and DoD meet the compliance requirements for the following certifications and accreditations:

- Office 365 GCC High and DoD: The Federal Risk and Authorization Management Program at FedRAMP High, including those security controls and control enhancements as outlined in the National Institute of Standards and Technology (NIST) Special Publication 800-53.
- Office 365 DoD: The security controls and control enhancements for United States Department of Defense Cloud Computing Security Requirements Guide (SRG) for information up to Impact Level 5 (L5).

Per the DoD requirements, only Department of Defense entities may purchase licenses for the Office 365 DoD environment that is certified as DoD SRG L5. Non-Department of Defense entities who meet the appropriate [eligibility requirements](#) may purchase licenses for the Office 365 GCC High environment which is assessed at FedRAMP High and can demonstrate equivalency to IL4 or necessary inheritance for CMMC.

# Background screening

Office 365 staff do not have standing access to GCC High and DoD production. Any staff who request temporary permission elevation that would grant access to customer content must first have passed the following background checks.

<b>Microsoft personnel screening and background checks<sup>1</sup></b>	<b>Description</b>
U.S. Citizenship	Verification of U.S. citizenship
Employment History Check	Verification of seven (7) year employment history
Education Verification	Verification of highest degree attained
Social Security Number (SSN) Search	Verification that the provided SSN is valid
Criminal History Check	A seven (7) year criminal record check for felony and misdemeanor offenses at the state, county, and local level and at the federal level
Office of Foreign Assets Control List (OFAC)	Validation against the Department of Treasury list of groups with whom U.S. persons are not allowed to engage in trade or financial transactions
Bureau of Industry and Security List (BIS)	Validation against the Department of Commerce list of individuals and entities barred from engaging in export activities
Office of Defense Trade Controls Debarred Persons List (DDTC)	Validation against the Department of State list of individuals and entities barred from engaging in export activities related to the defense industry
Fingerprinting Check	Fingerprint background check against FBI databases
Department of Defense IT-2	Staff requesting elevated permissions to customer data or privileged administrative access to Dept of Defense SRG L5 service capacities must pass Department of Defense IT-2 adjudication based on a successful OPM Tier 3 investigation

<sup>1</sup> Applies only to personnel with temporary or standing access to customer content hosted in Office 365 US GCC-High or DOD clouds.

## Feature nuances based on compliant cloud architecture

Subscriptions in the GCC High and DoD environments include the core Exchange Online, SharePoint, and Skype for Business features. Given the increased certification and accreditation of the infrastructure, there are some feature differences between the general commercial Office 365 offerings and those available in GCC High and DoD.

### Exchange Online

**Exchange Online Unified Messaging Support for On-Premises IP-PBX** - Support for integrating on-premises IP-PBX systems with Exchange Online Unified Messaging is not supported in GCC High and DoD subscriptions.

### File sharing

Users have multiple options for sharing files and folders in SharePoint and OneDrive. All the options are available in the GCC High and DoD environments. For more information about managing these options, see [Manage sharing settings](#). Users in GCC-High will be able to share only with other organizations in GCC-High. Additionally, NON-GCC High email addresses attached to user profiles are not supported and will not allow alert emails to be sent. For example, on premises User A is assigned a Gmail email address and then synced to an Azure GCC High organization. User A navigates to a library and creates an alert for any changes. The alert will not be sent to the Gmail address.

#### Note

Users in GCC-High are currently unable to share with users in Non-GCC High organizations.

[File requests](#) are not available for Office 365 Government.

### Skype for Business Online

**PSTN Calling & PSTN Conferencing** - Due to the requirement to use the Public Switched Telephone Network (PSTN) for telephony-oriented services, PSTN Calling &

PSTN Conferencing services are currently not available in GCC High and DoD.

## Microsoft Teams

**Phone System and Audio Conferencing (via Direct Routing)** - Phone System and Audio Conferencing for GCC High and DoD environments are being delivered via Direct Routing. For more information, see the service level documentation here:

- [Phone System via Direct Routing](#)
- [Audio Conferencing with Direct Routing for GCC High and DoD](#)

## Identity

Multi-factor authentication using a federated identity model enables the use of PIV and CAC cards.

## Yammer

Yammer for enterprise is not available in the GCC High and DoD environments.

## Customer support

Microsoft reminds you not to share any controlled, sensitive, or confidential information with customer support personnel as part of your support incident when using Office 365 GCC High/DOD, at least until you confirm the support agent's authorization to view or access such data.

Microsoft is committed to protecting your [privacy](#)). However, Office 365 GCC High/DoD support is not included in the service accreditation boundary and does not provide FedRAMP, DOD SRG, ITAR, IRS 1075, or CJIS data handling compliance assurances.

# Microsoft 365 Government - how to buy

Article • 03/06/2023 • 7 minutes to read

In response to the unique and evolving requirements of the United States public sector, Microsoft has created specific Microsoft 365 Government environments for US public sector customers. This service description provides an overview of the environments and more information on how to buy. It's recommended that you read this service description alongside other [Microsoft 365 and Office 365 service descriptions](#).

## What's Microsoft 365 Government?

Microsoft 365 Government is a set of productivity, security, and mobility cloud software capabilities tailored for US government agencies and contractors sponsored to hold controlled, unclassified information. Delivered through unique environments that meet the most stringent of compliance requirements, Microsoft 365 Government is a cloud offer for US government customers that matches as closely as possible the features and capabilities of Microsoft commercial cloud enterprise offerings.

## What's the value of Microsoft 365 Government?

Microsoft 365 Government helps US government leaders and workers be productive anywhere, anytime by enabling mobile productivity and secure collaboration with compliance by helping agencies effectively manage regulatory data-compliance requirements. The following table provides examples for key government roles.

Government leaders can...	Government employees can...	Field personnel can...
Increase public trust through improved communication and transparency	Improve citizen services through better collaboration	Improve quality of services through mobile access to the information field personnel need, when they need it
Improve access to insights that can help shape policy and budget decisions	Enhance cross-agency communications.	Enable collaboration and knowledge sharing to identify and resolve problems quickly
Stay informed and connected with staff and citizens, in the office or on the road	Create deeper engagement with civil servants to help improve employee retention rates	Build a stronger sense of community across agency locations

<b>Government leaders can...</b>	<b>Government employees can...</b>	<b>Field personnel can...</b>
Ensure a US government-compliant solution that helps reduce costs and enhance agility		

## What makes Microsoft 365 Government different from Microsoft 365 for enterprise offerings?

Microsoft 365 Government is uniquely designed to address the compliance requirements of US government agencies in four key areas:

**Exclusive community.** Government data centers are available only to government agencies or departments—or commercial companies that have been authorized to hold and process-controlled information on behalf of the US government.

**Screened personnel.** Access to your organization's customer content is restricted to screened Microsoft personnel who are US citizens and has passed required background checks.

**Third-party audits.** All of the infrastructure is audited by a certified third-party auditor who provides a security assessment report or attestation letter used by federal agencies to issue an authorization to operate (ATO).

**Content storage.** Data is stored within the continental United States with compliant infrastructure. The following table summarizes Microsoft 365 for Government environments and commitments.

<b>Offerings</b>	<b>Commitments</b>
Microsoft 365 Government GCC	FedRamp High, DFARS, CJIS, IRS 1075, DISA SRG L2
Microsoft 365 Government GCC High	FedRamp High, ITAR, DFARS, DISA SRG L4 controls
Microsoft 365 Government DoD	DISA SRG L5

For more information about Microsoft security and compliance accreditation, visit the [Microsoft Trust Center](#) ↗

# Microsoft 365 Government eligibility and validation

Microsoft 365 Government is available to eligible government customers and non-government organizations sponsored to hold or process controlled information. The eligibility criteria for these two categories of customers is consistent across the Microsoft Government Cloud.

Both GCC and GCC High offerings are available to any customer that is eligible for the Microsoft Government Cloud, and the DoD environment is for the exclusive use of the U.S. Department of Defense. Service availability and price differ, and GCC remains the hero offering for all customers that don't hold FedRAMP High or DoD controlled unclassified information (CUI).

An eligible government customer is defined by one the following:

- A federal agency, defined as a bureau, office, agency, department, or other entity of the U.S. Government
- A state/local entity, defined as one of the following:
  - Any agency of a state or local government in the U.S.
  - Any U.S. county, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of a customer's state and located within the customer's state's jurisdiction and geographic boundaries
  - The District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Northern Mariana Islands
- A tribal entity, defined as a federally recognized tribal entity eligible for funding and services from the U.S. Department of Interior by virtue of its status as an Indian tribe, or, in Alaska, a native village or Alaska Regional Native corporation

Non-government organizations who hold the following types of data and can provide the listed proofs qualify for the Microsoft Government Cloud validation process:

A commercial private entity with data that is subject to regulations. Accepted government data types include:

- International Traffic in Arms (ITAR)
- Controlled Unclassified Information (CUI)
- Department of Defense (DoD) Unclassified Controlled Nuclear Information (UCNI)
- Department of Energy (DoE) UCNI
- Criminal Justice Information (CJI)
- Department of Defense Impact Level Data

- Other types of data that require Microsoft 365 Government

An international commercial entity may qualify, though regulated data may be required to purchase the service through their US subsidiary.

Proof of membership in one of the groups listed above will be required for access to Microsoft 365 Government offerings.

## What services and features are available in the Microsoft 365 Government cloud environments?

To learn more about the services available in Microsoft 365 Government, see the following resources:

- [Office 365 Government service description](#)
- [Enterprise Mobility + Security for US Government service description](#)
- [Microsoft Defender for Endpoint for US Government customers](#)
- [Teams for Government - GCC deployments](#)
- [Teams for Government - GCC High deployments](#)
- [Teams for Government - DoD deployments](#)
- [Outlook for iOS and Android in the Government Community Cloud](#)
- [Microsoft PowerApps US Government](#)
- [Microsoft Power Automate US Government](#)
- [Microsoft 365 Government product page ↗](#)
- [Microsoft 365 Roadmap ↗](#)

## What sales channels are available for Microsoft 365 Government?

The following table shows the options that can accommodate the needs of each segment.

Item	GCC	GCC High	DoD
SKU	Gov for government, GOVCON for commercial	GCC-High	DOD
Channel	EA (LSP), AOS-G, MPSA, Web Direct, CSP	EA (LSP), AOS-G	EA

# How do I buy Microsoft 365 Government?

Follow these steps to purchase Microsoft 365 Government licenses:

1. Complete and submit the form for [GCC](#) or [GCC-High](#) to validate your organization's eligibility.
2. Work with the Microsoft account team or a qualified partner to place an order.  
Customers can purchase Microsoft 365 for US Government licenses only through select partners.

## LSPs GCC and GCC High (+500 seats)

- CDW
- Connection (formerly PC Connection)
- Crayon
- Dell
- Hewlett Packard
- Insight
- Minburn Technology Group
- PCM (also owns En Pointe Technologies)
- SHI
- SoftwareOne
- Softchoice
- Zones International

## AOS-G partners GCC and GCC High (under 500 seats)

- 12:34 MicroTechnologies, Inc.
- Accenture Federal Services, LLC
- Accenture LLP
- Agile IT, Inc
- American Technology Services LLC
- Applied Information Sciences, Inc.
- Arctic Information Technology, Inc.
- BAH
- C3 Integrated Solutions
- CACI
- Carahsoft
- CGI Federal Inc.
- Conquest Cyber (UDT)
- CyberSheath
- Daymark Solutions, Inc.

- DLT
- Dox Electronics Inc.
- ECF Data, LLC
- eTrepid Inc.
- Enlighten
- F1 Solutions Inc.
- Four Points Technology, LLC
- G2 Ops, Inc.
- GDIT
- Golden Five LLC
- Hypori, Inc.
- Impact Networking, LLC
- Jackpine
- Jasper
- Johnson Technology Systems, Inc.
- KAMIND IT, Inc.
- KTL Solutions, Inc.
- LiftOff, LLC
- ManTech
- Nimbus Logic LLC
- Northrop
- Novetta
- Pax8
- Perspecta
- Planet Technologies, Inc.
- Progeny
- Project Hosts, Inc.
- Quiet Professionals, LLC
- R3, LLC
- Red River
- SAIC
- Smartronix
- Summit 7 Systems
- TechTrend, Inc.
- Vexcel

#### AOS-G partners GCC (under 500 seats)

- American Technical Services
- Catapult Systems, Inc.
- Imager Software, Inc. d.b.a ISC

- Permuta Technologies, Inc.
- Valcom Salt Lake City, LC dba VCLM
- VC3, INC

#### Note

All Microsoft licensing solution providers (LSPs) in the preceding list can transact both GCC and GCC High through Enterprise Agreement (EA) to create the customer price sheet (CPS). Organizations that don't qualify for EA can purchase GCC licenses through the listed AOS-G partners or CSP partner program.

If you work with a CSP partner, contact them or [find a CSP](#).

## What trials are available?

- [EMS](#). Customers can select the Try now button on the upper right portion of the EMS page to go through a gated sign-up process on the Office commerce portal, which routes them to the Azure Active Directory (AAD) portal.
- [Office 365](#). A free one-month trial is available for GCC ONLY.
- Microsoft doesn't offer trials of Office 365 GCC to commercial customers, and there are no trials of GCC High or DoD.

## Where can I learn more?

See the following resources to find out more about Microsoft 365 Government.

- [Office 365 Government service description](#)
- [Enterprise Mobility + Security for US Government service description](#)
- [Microsoft Defender for Endpoint for US Government customers](#)
- [Teams for Government - GCC deployments](#)
- [Teams for Government - GCC High deployments](#)
- [Teams for Government - DoD deployments](#)
- [Outlook for iOS and Android in the Government Community Cloud](#)
- [Microsoft PowerApps US Government](#)
- [Microsoft Power Automate US Government](#)
- [Microsoft 365 Roadmap](#)
- [Microsoft 365 Government product page](#)
- [Microsoft Government Industry page](#)
- [Microsoft IT Tech Community - Public Sector](#)
- [Azure Government](#)



# OneDrive for US government environments

Article • 01/26/2023 • 2 minutes to read

This article provides an overview of feature differences between the US government cloud and the commercial cloud as listed in the [OneDrive service description](#). OneDrive is available for the Government Community Cloud (GCC), GCC High, and DoD environments.

For more info about the government cloud, including eligibility and purchasing, see [Microsoft 365 Government - how to buy](#). To compare Office 365 Government plans, see [Office 365 Government plans](#).

To learn about required endpoints when managing network connectivity, see the [Office 365 U.S. Government GCC High endpoints](#) or [Office 365 U.S. Government DoD endpoints](#).

In addition to enjoying the features and capabilities of Office 365, organizations benefit from the following features that are unique to the US government cloud environments:

- Your organization's customer content is logically segregated from customer content in the commercial Office 365 services from Microsoft.
- Your organization's customer content is stored within the United States.
- Access to your organization's customer content is restricted to screened Microsoft personnel.
- The government cloud environments comply with certifications and accreditations that are required for US Public Sector customers.

It's our goal to deliver all OneDrive commercial features and functionality to the government cloud environments. Some features aren't available because of the requirements of government cloud customers. Other features are coming to the government environments, but not yet available. Refer to the following sections to learn about feature availability in the government cloud environments.

## Sharing features

For feature differences between the commercial cloud and the government cloud environments, see [File sharing](#).

## Web features

Here are the differences between the web features for commercial customers and those for government cloud customers:

- File cards are not available in the GCC High and DoD environments
- SharePoint library access ("Shared libraries" in the navigation pane) is not available in the GCC High and DoD environments

## Mobile features

Here are the differences between the mobile features for commercial customers and those for government cloud customers:

- The Windows 10 app for XBox One, HoloLens, Surface Hub, and tablets is not available for the government environments (GCC, GCC High, and DoD).

## Sync features

Here are the differences between the sync features for commercial customers and those for government cloud customers:

- If you use B2B Sync, you might not be able to sync files from an organization in a different environment.

## Security, compliance, and administration features

For feature differences between the commercial cloud and the government cloud environments, see [SharePoint for US government environments](#)

# SharePoint for US government environments

Article • 02/13/2023 • 5 minutes to read

This article provides an overview of feature differences between the US government cloud and the commercial cloud as listed in the [SharePoint service description](#).

SharePoint is available for the Government Community Cloud (GCC), GCC High, and DoD environments.

For more info about the government cloud, including eligibility and purchasing, see [Microsoft 365 Government - how to buy](#). To compare Office 365 Government plans, see [Office 365 Government plans](#).

To learn about required endpoints when managing network connectivity, see the [Office 365 U.S. Government GCC High endpoints](#) or [Office 365 U.S. Government DoD endpoints](#).

In addition to enjoying the features and capabilities of Office 365, organizations benefit from the following features that are unique to the US government cloud environments:

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- Access to your organization's customer content is restricted to screened Microsoft personnel.
- The government cloud environments comply with certifications and accreditations that are required for US Public Sector customers.

It's our goal to deliver all SharePoint commercial features and functionality to the government cloud environments. Some features aren't available because of the requirements of government cloud customers. Other features are coming to the government environments, but not yet available. Refer to the following sections to learn about feature availability in the government cloud environments.

## Developer features

There are no known differences between the developer features for commercial customers and the developer features for government cloud customers.

- Connections to external applications such as data sources for add-ins are limited to sources that are located within the system security boundaries supported by

your government environment.

- Business Connectivity Services (BCS) functionality is supported for connectivity scenarios in which the data sources remain reachable within the security boundary for your cloud service.

If you use third-party applications on sites, review the privacy and compliance statements provided by the third parties when assessing the appropriate use of these services for your organization. Third-party applications and services might involve storing, transmitting, and processing your organization's customer data on third-party systems that are outside of the government cloud and therefore not covered by its compliance and data protection commitments.

## IT admin features

Here are the differences between the IT admin features for commercial customers and the IT admin features for government cloud customers.

- Changing a site address is not available for GCC High customers.
- The SharePoint Migration Tool and Migration Manager require a configuration change. For more information, see [SPMT government cloud support](#).
- Mover.io is not yet supported.
- Multi-geo is not available for government cloud customers.
- The following cards aren't available on the home page of the SharePoint admin center for GCC High and DoD customers: SharePoint storage usage, SharePoint site usage, OneDrive usage, SharePoint file activity, and OneDrive file activity.
- [Tracked view cards](#) aren't available in the SharePoint admin center for all government cloud customers.

For more information about FastTrack migration, see the [Office 365 US Government service description](#).

## Security and compliance features

There are no known differences between the security and compliance features for commercial customers and the security and compliance features for government cloud customers.

For information about security and compliance features, see the [Microsoft 365 guidance for security & compliance](#).

For information about Azure Active Directory features for government, see [Azure Government Security + Identity documentation](#).

For information about Azure Information Protection features for government, see the [Azure Information Protection Premium Government Service Description](#).

For information about SharePoint Syntex features, see the [SharePoint Syntex features Service Description](#).

## Sites and content

Here are the differences between the sites and content features for commercial customers and the sites and content features for government cloud customers:

- Web parts that rely on connections to Internet services, such as the Amazon Kindle, Bing Maps, Twitter, and YouTube web parts, won't work as expected
- Organization assets library is not available
- Graph functionality within SharePoint Online for GCC High is currently disabled. Any service that relies on Microsoft Graph may not currently be available
- Features that rely on connections to Internet services, such as the stock images tab, won't work as expected
- Notifications for file and site activity aren't available
- The news web part will only pull news from the current site. News from selected sites or hub news rollups from associated sites isn't available for GCC High and DoD customers

## Search features

For details on availability of specific Microsoft Search features within the GCC, GCC High, and DoD environments, refer to the [following table](#).

## Sharing and sync

For feature differences between the commercial cloud and the government cloud environments, see [File sharing](#).

## Plan for governance

Your move to the cloud offers transformative experiences with built-in admin controls. Determine your requirements for governance and how you can meet them. Go to [Plan for governance to transform teamwork with Microsoft 365](#) for more information. You will find guidance about Office 365 Groups, SharePoint, Teams and more.

# Deploy SharePoint for collaboration

After you set up your organization in the Microsoft US government cloud, follow the recommended deployment path outlined in the [SharePoint adoption resource center](#). Be sure to engage with your Adoption and Change Management champions. You can also work with [FastTrack](#) or your chosen partner to roll out the service to your users. Visit the [Microsoft Trust Center](#) to learn more about how Microsoft approaches security, privacy, and compliance, core tenets for how we empower organizations to serve their customers.

## Configuring SharePoint Hybrid Configuration Wizard support for all government cloud customers

The SharePoint Hybrid Configuration Wizard contains support for SharePoint hybrid features with special SPO environments.

You have to edit the value of an environment-related parameter in a `.config` file to make the SharePoint hybrid features available to that environment. See [Editing configuration file](#).

### Note

For information on the special SPO environments for which SharePoint hybrid features offer support, see [Supported Environments](#).

## Editing configuration file

1. Install or update the SharePoint Hybrid Configuration Wizard.
2. Go to the folder in which the SharePoint Hybrid Configuration Wizard is installed.  
For example, `%LOCALAPPDATA%\Apps\HybridSP\HybridSP`
3. Launch the `microsoft.online.cse.hybridsp.common.dll.config` file in a text editor such as Notepad. The content in this file is depicted in the following screenshot:

```

<?xml version="1.0" encoding="utf-8" ?>
<configuration>
    <appSettings>
        <clear />
        <add key="SPOEnvironmentType" value="public" />
        <add key="AuthorityEndPoint" value="https://login.microsoftonline.c
om/common"/>
        <add key="AADGraphEndPoint" value="https://graph.windows.net"/>
        <add key="MSGraphEndPoint" value="https://graph.microsoft.com"/>
    </appSettings>
</configuration>

```

4. Modify the value of the `SPOEnvironmentType` parameter.
5. Save the changes in the `microsoft.online.cse.hybridsp.common.dll.config` file.
6. Re-launch the SharePoint Hybrid Configuration Wizard. The settings are applied, and the SharePoint hybrid features are available in the configured SPO environment.

## Supported environments

SharePoint hybrid features support the following SPO environments:

- Public
- PPE
- GCC
- GccHigh
- DoD
- Custom

If a customer sets the `SPOEnvironmentType` value to **Custom**, the `AuthorityEndPoint`, `AADGraphEndPoint`, and `MSGraphEndPoint` keys are used to set those endpoints for that custom SPO environment.

If the `SPOEnvironmentType` value is set to any value other than **Custom**, the `AuthorityEndPoint`, `AADGraphEndPoint`, and `MSGraphEndPoint` keys are ignored and the SharePoint Hybrid Configuration Wizard uses hardcoded values appropriate for those SPO environment types.

# Exchange Online for US government environments

Article • 01/26/2023 • 12 minutes to read

This article provides an overview of feature differences between the US government cloud and the commercial cloud as listed in the [Exchange Online service description](#). Exchange Online is available for the Government Community Cloud (GCC), GCC High, and Department of Defense (DoD) environments.

For more information about the government cloud, including eligibility and purchasing, see [Microsoft 365 Government - how to buy](#). To compare Office 365 Government plans, see [Office 365 Government plans](#).

To learn about required endpoints when managing network connectivity, see the [Office 365 U.S. Government GCC High endpoints](#) or [Office 365 U.S. Government DoD endpoints](#).

In addition to enjoying the features and capabilities of Office 365, organizations benefit from the following features unique to the US government cloud environments:

- Your organization's customer content is logically segregated from customer content in the commercial Office 365 services.
- Your organization's customer content is stored at rest within the United States.
- Access to your organization's customer content is restricted to screened Microsoft personnel.
- The government cloud environments comply with certifications and accreditations often required for US Public Sector customers.

It is our general intent to deliver all Exchange commercial features and functionality to the government cloud environment. That said, some features aren't available because of the requirements of government cloud customers. Other features are coming to the government environments but aren't yet available. Refer to the following sections to learn about feature availability in the government cloud environments.

## Exchange Online features

The following table outlines whether specified Exchange Online features are available within the GCC, GCC High, and DoD environments. When there are nuances regarding

the statement of support (or lack thereof), additional context is provided.

Feature	GCC	GCC High	DoD	Key considerations
<b>Planning and deployment</b>				
Hybrid deployment supported	Yes	Yes	Yes	For coexistence with Exchange Server on-premises, Microsoft requires installing at least one Exchange Server 2013 Client Access Server (or Exchange Server 2016.). Exchange Server 2010 and earlier aren't supported.
IMAP migration supported	Yes	Yes	Yes	
Cutover migration supported	Yes	Yes	Yes	
Staged migration supported	Yes	Yes	Yes	GSuite migration isn't supported for GCC High and DoD. For more information, see <a href="#">Perform a GSuite migration</a> .
Permissions	GCC	GCC High	DoD	Key considerations
Role-based permissions	Yes	Yes	Yes	
Role groups	Yes	Yes	Yes	
Role assignment policies	Yes	Yes	Yes	
Message policy and compliance	GCC	GCC High	DoD	Key considerations
Archiving Exchange Online-based mailboxes	Yes	Yes	Yes	
Cloud-based archiving of on-premises mailboxes	Yes	Yes	Yes	

Feature	GCC	GCC High	DoD	Key considerations
Messaging Records Management (MRM)	Yes	Yes	Yes	
Manual retention policies, labels, and tags	Yes	Yes	Yes	
Encryption of data at rest (BitLocker)	Yes	Yes	Yes	
IRM using Azure Information Protection	Yes	Yes	Yes	<p>For more information regarding limitations of AIP in GCC High and DoD, see <a href="#">Azure Information Protection Premium Government Service Description</a>.</p> <p>Azure Information Protection isn't included in G1/F3, but it can be purchased as a separate add-on and will enable the supported Information Rights Management (IRM) features. Some Azure Information Protection features require a subscription to Office 365 ProPlus, which isn't included with Office 365 Government G1 or Office 365 Government F3.</p>
IRM using Windows Server AD RMS	Yes	Yes	Yes	Windows Server AD RMS is an on-premises server that must be purchased and managed separately to enable the supported IRM features.
Microsoft Purview Advanced Message Encryption	Yes	Yes	Yes	See <a href="#">Message Encryption behavior across GCC High/DoD boundary</a> in this article and in the article <a href="#">Compare versions of message encryption</a> . Unique characteristics of Message Encryption in a GCC High deployment, which document behavioral nuances of Message Encryption when sending messages between GCC High/DoD and non-GCC High/DoD users.
Microsoft Purview Customer Key	Yes	Yes	Yes	Requires G5 service plan.
S/MIME	Yes	Yes	Yes	
In-Place Hold and Litigation Hold	Yes	Yes	Yes	Requires G3 or G5 service plan.

<b>Feature</b>	<b>GCC</b>	<b>GCC High</b>	<b>DoD</b>	<b>Key considerations</b>
In-Place eDiscovery	Yes	Yes	Yes	
Mail flow rules	Yes	Yes	Yes	
Microsoft Purview Data Loss Prevention	Yes	Yes	Yes	Requires G3 or G5 service plan.
Journaling	Yes	Yes	Yes	
<b>Anti-spam and anti-malware protection</b>	<b>GCC</b>	<b>GCC High</b>	<b>DoD</b>	<b>Key considerations</b>
Built-in anti-spam protection	Yes	Yes	Yes	
Customize anti-spam policies	Yes	Yes	Yes	
Built-in anti-malware protection	Yes	Yes	Yes	
Customize anti-malware policies	Yes	Yes	Yes	
Quarantine - administrator management	Yes	Yes	Yes	
Quarantine - end-user self-management	Yes	Yes	Yes	
Microsoft Defender for Office 365	Yes	Yes	Yes	Requires G5 Service plan (or purchase of add-on). Anti-phishing for user and domain impersonation and spoof intelligence aren't yet available in GCC High and DoD.
<b>Mail flow</b>	<b>GCC</b>	<b>GCC High</b>	<b>DoD</b>	<b>Key considerations</b>
Custom routing of outbound mail	Yes	Yes	Yes	

Feature	GCC	GCC High	DoD	Key considerations
Secure messaging with a trusted partner	Yes	Yes	Yes	
Conditional mail routing	Yes	Yes	Yes	
Adding a partner to an inbound safe list	Yes	Yes	Yes	
Hybrid email routing	Yes	Yes	Yes	
Recipients	GCC	GCC High	DoD	Key considerations
Capacity alerts	Yes	Yes	Yes	
Clutter	Yes	Yes	Yes	
MailTips	Yes	Yes	Yes	
Delegate access	Yes	Yes	Yes	
Inbox rules	Yes	Yes	Yes	
Connected accounts	Yes	No	No	This feature isn't supported in GCC High or DoD due to restrictions on outbound connections to third-party services. For more information about features impacted, see <a href="#">Connectivity with third-party services</a> in this article.
Inactive mailboxes	Yes	Yes	Yes	Requires G3 or G5 service plan.
Offline address book	Yes	Yes	Yes	
Address book policies	Yes	Yes	Yes	
Hierarchical address book	Yes	Yes	Yes	
Address lists and global address list	Yes	Yes	Yes	

Feature	GCC	GCC High	DoD	Key considerations
Office 365 Groups	Yes	Yes	Yes	Guest access to Office 365 groups isn't supported in GCC High and DoD environments. For more information, see <a href="#">Azure Government Security + Identity</a> .
Distribution Groups	Yes	Yes	Yes	
External contacts (global)	Yes	Yes	Yes	Subject to org-relationship collaboration limitations in GCC High and DoD environments.
Contact linking with social networks	Yes	No	No	This feature isn't supported in GCC High or DoD.
Resource mailboxes	Yes	Yes	Yes	
Conference room management	Yes	Yes	Yes	
Out-of-office replies	Yes	Yes	Yes	
Internet Calendar sharing	Yes	No	No	In GCC High, Internet Calendar publishing/sharing works for inbound connection to calendars shared by GCC High users, but not for GCC High users connecting outbound to a shared calendar outside of GCC High.  In DoD–Internet Calendar sharing isn't supported due to the requirement for inbound/outbound connection allow listing in that environment.
Reporting features and troubleshooting tools	GCC	GCC High	DoD	Key considerations
Microsoft 365 Admin Center Activity Reports	Yes	Yes	Yes	
Microsoft Graph Reports (GA release)	Yes	Yes	Yes	
Message trace	Yes	Yes	Yes	

Feature	GCC	GCC High	DoD	Key considerations
Auditing reports	Yes	Yes	No	Refer to the <a href="#">platform features</a> section of the Office 365 US Government service description for updates/current availability.
Unified Messaging reports	Yes	No	No	
Sharing and collaboration	GCC	GCC High	DoD	Key considerations
Federated sharing (including calendar publishing)	Yes	Yes	Yes	Limitations exist in both GCC High and DoD. See <a href="#">Free/Busy federation</a> in this article.
Site mailboxes	Yes	Yes	Yes	
Public folders	Yes	Yes	Yes	
Clients and mobile devices	GCC	GCC High	DoD	Key considerations
To Do on the Web	Yes	No	No	
Outlook for Windows	Yes	Yes	Yes	To meet GCC High and DoD compliance requirements, you must be running at least version 1803 of Office 365 ProPlus. Office 365 ProPlus isn't included with G1 or F3.
Outlook on the web <sup>1</sup>	Yes	Yes	Yes	Desktop Email Notifications are not supported for GCC.
Outlook for Mac	Yes	Yes	Yes	To meet GCC High and DoD compliance requirements, you must be running at least version 1803 of Office 365 ProPlus. Office 365 ProPlus isn't included with G1 or F3.
Outlook for iOS and Android	Yes	Yes	Yes	
Exchange ActiveSync	Yes	Yes	Yes	
Basic Mobility and Security for Microsoft 365	Yes	No	No	

<b>Feature</b>	<b>GCC</b>	<b>GCC</b>	<b>DoD</b>	<b>Key considerations</b>
				<b>High</b>
POP and IMAP	Yes	Yes	Yes	
SMTP	Yes	Yes	Yes	
EWS application support <sup>2</sup>	Yes	Yes	Yes	
<b>Voice message services</b>	<b>GCC</b>	<b>GCC</b>	<b>DoD</b>	<b>Key considerations</b>
				<b>High</b>
Voice mail	No	No	No	Integration of on-premises IP-PBX systems with Exchange Online Unified Messaging isn't supported.
Integration between voice mail and third-party FAX	No	No	No	Integration of on-premises IP-PBX systems with Exchange Online Unified Messaging isn't supported.
Third-party voice mail interoperability	No	No	No	Integration of on-premises IP-PBX systems with Exchange Online Unified Messaging isn't supported.
Skype for Business integration	Yes	Yes	Yes	
<b>High availability and business continuity</b>	<b>GCC</b>	<b>GCC</b>	<b>DoD</b>	<b>Key considerations</b>
				<b>High</b>
Mailbox replication at datacenters	Yes	Yes	Yes	
Deleted mailbox recovery	Yes	Yes	Yes	
Deleted item recovery	Yes	Yes	Yes	
Single item recovery	Yes	Yes	Yes	
<b>Interoperability, connectivity, and compatibility</b>	<b>GCC</b>	<b>GCC</b>	<b>DoD</b>	<b>Key considerations</b>
				<b>High</b>

<b>Feature</b>	<b>GCC</b>	<b>GCC High</b>	<b>DoD</b>	<b>Key considerations</b>
Presence in OWA and Outlook	Yes	Yes	Yes	
SharePoint interoperability	Yes	Yes	Yes	
EWS connectivity support	Yes	Yes	Yes	
SMTP relay support	Yes	Yes	Yes	
<b>Exchange Online setup and administration</b>	<b>GCC</b>	<b>GCC High</b>	<b>DoD</b>	<b>Key considerations</b>
Microsoft Office 365 portal access	Yes	Yes	No	Refer to the <a href="#">platform features</a> section of the Office 365 US Government service description for updates/current availability.
Microsoft 365 admin center access	Yes	Yes	No	Refer to the <a href="#">platform features</a> section of the Office 365 US Government service description for updates/current availability.
Exchange admin center access	Yes	Yes	Yes	
Remote Windows PowerShell access	Yes	Yes	Yes	
ActiveSync policies for mobile devices	Yes	Yes	Yes	
Usage reporting	Yes	Yes	No	Refer to the <a href="#">platform features</a> section of the Office 365 US Government service description for updates/current availability.
<b>Extending the service - customization, add-ins, and resources</b>	<b>GCC</b>	<b>GCC High</b>	<b>DoD</b>	<b>Key considerations</b>

Feature	GCC High	GCC High	DoD	Key considerations
Outlook add-ins and Outlook MAPI	Yes	Yes	Yes	Only some OWA and Outlook add-ins are available in GCC High and DoD. See <a href="#">Add-ins in Outlook and Outlook Web App</a> in this article.

<sup>1</sup> Outlook on the Web can be used in scenarios when Outlook for Windows is unable to display the IRM protected messages due to cross-boundaries restrictions (GCC High / Non-GCC High scenarios).

<sup>2</sup> Only egress to specific address spaces the customer can prove they own are allowed, so this precludes third-party services and broad IP ranges used by mobile devices.

## Feature nuances within GCC High and DoD environments

### Connectivity with third-party services

Both GCC High and DoD environments are restricted environments that require explicit approval and configuration of outbound connections. Additionally, Microsoft can't accommodate requests to allow outbound access from these environments to commercial cloud services (Commercial Office 365, Google GSuite, Amazon Web Services, and so on).

Due to these restrictions, features that rely on this outbound connectivity from the GCC High/DoD environments are generally not supported, including:

- Connected accounts - Users can't add/sync accounts (Google, POP/IMAP, and so on).
- Support for third-party file storage providers - Only the user's OneDrive for Business account *within GCC High/DoD* can be accessed from within the various Outlook clients for the purpose of attaching/sharing files. Third-party storage accounts (Dropbox, Box, Google Drive) can't be added.
- Connectivity with social networks, such as Facebook or LinkedIn.

### Azure Active Directory B2B collaboration

Azure Active Directory B2B collaboration is currently supported only between organizations that are both within Azure US Government cloud and that both support B2B collaboration

Additionally, B2B users as guests in Office 365 groups aren't supported in GCC High and DoD environments.

For more information and the latest updates, see [Azure Government Security + Identity](#).

## Message Encryption behavior across GCC High/DoD boundary

If you plan to use Message Encryption in a GCC High environment, be aware of these unique characteristics about the recipient experience:

- When sending encrypted email from GCC High or DoD to recipients in the same environment:
  - Senders can manually encrypt emails in Outlook for PC and Mac and Outlook on the web, or organizations can set up a policy to encrypt emails using Exchange mail flow rules.
  - Recipients inside GCC High/DoD receive the same inline reading experience in Outlook for PC and Mac and Outlook on the web as all other Office 365 users.
- When sending encrypted email from GCC High to recipients outside of that environment (including DoD, GCC and Commercial):
  - Senders inside GCC High can send encrypted email outside of the GCC High boundary.
  - All recipients outside GCC High, including DoD, commercial Office 365 users, Outlook.com users, and other users of other email providers, receive a notification mail. This notification mail redirects the recipient to the encrypted message portal where the recipient can read and reply to messages.
  - Sharing of documents and downloaded email attachments with users in the commercial cloud is currently not available. Encrypted attachments can only be previewed in the encrypted message portal.

## Free/Busy federation

Federated sharing, including free/busy information, is currently subject to several important limitations in the DoD environments.

In the GCC High environment:

- Federation trust (including bidirectional free/busy sharing) is supported between tenants within GCC High, to tenants in GCC and commercial clouds, and through hybrid coexistence (Exchange 2013 or later).

In the DoD environment:

- Federation trust (including free/busy sharing) is currently supported only between tenants within the DoD environment. It isn't supported between DoD tenants and GCC, GCC High, or commercial tenants.

## Client configuration

Additional steps are involved in deploying and configuring Office ProPlus (including Outlook). For a detailed description of these steps, see [Guidance for deploying Microsoft 365 Apps for enterprise in a GCC High or DoD environment](#).

Outlook for iOS and Android is also available for GCC High and DoD environments. To learn more about feature limitations and management in those environments, see [Using Outlook for iOS and Android in the Government Community Cloud](#).

## Add-ins in Outlook and Outlook Web App

Only some OWA and Outlook add-ins are available in GCC High and DoD. My Templates and Suggested Meetings are available and expected to function. Only the five default OWA add-ins are supported. Integration with third-party applications is possible, however, those integrations aren't covered by Microsoft compliance promises for GCC High or DoD. Customers should familiarize themselves with third-party data handling practices and compliance promises before configuring the add-on for their organization.

## Feature nuances within GCC environments for Microsoft To Do

Feature	Description	WW	Availability in GCC
Platforms supported	Web, Android, iOS, Mac, Windows	All	Only Web
M365 hub supports	Integrations with Outlook, Teams, Planner	All	Outlook, Planner (Teams to be available with Teams tasks app)
Wunderlist Migration	Allow wunderlist users to migrate data to To Do on the Web	Yes	No
Push Notifications	Send Push notifications to end users for reminders etc.	Yes	No

<b>Feature</b>	<b>Description</b>	<b>WW</b>	<b>Availability in GCC</b>
Helpshift support	Use helpshift interface to create support request	Yes	No
My Day	Plan your day	Yes	Yes
Planned List	See all tasks with a due date	Yes	Yes
Assigned to You List	All tasks assigned to you in a shared list, Planner, or WXP (future)	Yes	Yes
Flagged Email	See emails flagged in outlook as tasks	Yes	Yes
Multi Account Support	Use home and office account in one pane	Yes	Yes
List sharing	Share lists with colleagues in the same organization	Yes	Yes
Cross tenant sharing	Share task list outside your organization	Yes	No
Reminders and recurrence	Set reminders for your task	Yes	Yes

\*Any other features not mentioned are available in both environments.

# Office applications service description

Article • 02/13/2023 • 8 minutes to read

Microsoft 365 (formerly Office applications) is a subscription service that provides you with the latest version of the Microsoft 365 apps that you're already familiar with, such as Word, Excel, and PowerPoint.

Even though it is a cloud-based service, Microsoft 365 apps don't run in the cloud. Instead, users download the apps from the Microsoft 365 portal and install them on their local computers, available on Windows, Mac, IOS and Android operating systems. Microsoft uses Click-to-Run technology to make the download and installation of Microsoft 365 apps fast and simple. Click-to-Run uses virtualization technology to run Microsoft 365 apps in a self-contained environment on a local computer, which allows users to run Microsoft 365 apps side-by-side with earlier versions of Office. Microsoft 365 apps are available in 32-bit\* and 64-bit editions.

For detailed plan information on enterprise subscriptions that enable users for Microsoft 365 apps service description, see the [full subscription comparison table](#).

## Available plans

For detailed plan information on subscriptions that enable users for Microsoft 365 apps, see [Compare Microsoft 365 Enterprise plans](#).

# Feature availability

The following table lists the major Microsoft 365 apps features available across plans (certain caveats apply - see the footnotes for further information). Use the table to compare feature availability across plans and volume licensed editions of Microsoft Office 2013, Office 2016, Office 2019, and Office LTSC.

Several of the Microsoft 365 for business plans have add-ons that you can buy for your subscription. An add-on provides additional functionality to the subscription. For more information, see [Buy or edit an add-on](#).

## MICROSOFT 365 APPS FEATURE AVAILABILITY ACROSS PLANS

Application/feature	Office	Office	Microsoft	Microsoft	Microsoft	Microsoft	Office	Office
	Professional	LTSC	365 Apps	365 Apps	365	365	365	365
	Plus 2013 /	2021	for	for	Business	Business	E1	E3/E5
	2016 / 2019		Enterprise	business	Basic	Standard and Premium		

Application/feature	Office Professional Plus 2013 / 2016 / 2019	Office LTSC 2021	Microsoft 365 Apps for Enterprise	Microsoft 365 Apps for business	Microsoft 365 Business Basic	Microsoft 365 Business Standard and Premium	Microsoft 365 E1	Office 365	Office 365 E3/E5
Microsoft Word	Yes	Yes	Yes	Yes	No	Yes	No	Yes	
Microsoft Excel									
Microsoft PowerPoint									
Microsoft OneNote									
Microsoft Outlook									
Microsoft Publisher									
Microsoft Access									
Microsoft InfoPath	Yes <sup>1</sup>	No	No	No	No	No	No	Yes	
Windows 10 Apps	No	No	Yes	Yes	Yes	Yes	Yes	Yes <sup>2</sup>	Yes
Microsoft 365 Apps for Mac <sup>3</sup>	No	No	Yes	Yes	No	Yes	No	Yes	
Outlook for Android <sup>3</sup>									
Office Mobile for iPad/iPhone <sup>3</sup>	No	No	Yes	Yes	Yes <sup>4</sup>	Yes	Yes	Yes <sup>4</sup>	Yes
Office Mobile for Android <sup>3</sup>									
Microsoft Teams	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## ENTERPRISE FEATURE AVAILABILITY ACROSS PLANS

Enterprise value	Office Professional Plus 2013 / 2016 / 2019	Office LTSC 2021	Microsoft 365 Apps for Enterprise	Microsoft 365 Apps for business	Microsoft 365 Business Basic	Microsoft 365 Business Standard and Premium	Microsoft 365 E1	Office 365	Office 365 E3/E5
5 installs per user on PC or Mac <sup>3</sup>	No	No	Yes	Yes	No	Yes	No	Yes	
Version upgrades									
Automated user account provisioning <sup>3</sup>	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes



<b>Enterprise value</b>	<b>Office Professional Plus 2013 / 2016 / 2019</b>	<b>Office LTSC 2021</b>	<b>Microsoft 365 Apps for Enterprise</b>	<b>Microsoft 365 Apps for business</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard and Premium</b>	<b>Office E1</b>	<b>Office 365 E3/E5</b>
Microsoft Purview Information Protection - manual sensitivity labeling	No <sup>13</sup>	No	Yes	No	No	Yes <sup>8</sup>	No	Yes
Microsoft Purview Information Protection - automatic sensitivity labeling	No <sup>13</sup>	No	Yes <sup>15</sup>	No	No	No	No	Yes <sup>16</sup>
Multilingual user interface	Yes	Yes	Yes	No	No	Yes	No	Yes
Office Add-in ActiveX BHO support <sup>6</sup>	Yes <sup>17</sup>	Yes <sup>17</sup>	Yes	No	No	Yes	No	Yes
OneNote client access to notebooks on SharePoint Server SharePoint Online OneDrive for Business Microsoft 365	Yes <sup>18</sup>	Yes <sup>18</sup>	Yes	Yes	No	Yes	No	Yes
3D Maps <sup>2</sup> (Power Map for Excel) <sup>6</sup>	Yes <sup>19</sup>	Yes	Yes	No	No	No	No	Yes
PowerQuery for Excel	Yes <sup>20</sup>	Yes	Yes	No	No	No	No	Yes
PowerView for Excel <sup>6</sup>	Yes	No	No	No	No	No	No	No
Roaming settings <sup>6</sup>	Yes	Yes	Yes	No	No	No	No	Yes <sup>16</sup>

Enterprise value	Office Professional Plus 2013 / 2016 / 2019	Office LTSC 2021	Microsoft 365 Apps for Enterprise	Microsoft 365 Apps for business	Microsoft 365 Business Basic	Microsoft 365 Business Standard and Premium	Office E1	Office 365 E3/E5
Shared computer activation <sup>6</sup>	No	No	Yes	No	No	Yes <sup>8</sup>	No	Yes
Support for blocking cloud-based file storage <sup>6</sup>	Yes	Yes	Yes	Yes	No	Yes <sup>8</sup>	No	Yes <sup>16</sup>
Group Policy support <sup>6</sup>	Yes	Yes	Yes	Yes <sup>11</sup>	No	Yes <sup>11,12</sup>	No	Yes
Cloud Policy support	No	No	Yes	Yes <sup>11</sup>	Yes <sup>12</sup>	Yes <sup>11</sup>	Yes <sup>12</sup>	Yes
Tap to find and reuse content	No	No	No	No	No	Yes <sup>6,21</sup>	No	Yes
Volume activation (KMS/MAK)	Yes	Yes	No <sup>22</sup>	No	No	No	No	No

<sup>1</sup> Infopath 2013 is still supported and comes in the Office Professional Plus 2016 installation, but there is no new version for Office 2016 or later versions. Read more [here](#).

<sup>2</sup> Not available for Office 365 F3.

<sup>3</sup> Not available in the device-based version of Microsoft 365 Apps for enterprise. See more about [device-based subscription of Microsoft 365 Apps for enterprise](#).

<sup>4</sup> Limited to devices with integrated screens measuring 10.9 inches or less diagonally.

<sup>5</sup> The Microsoft 365 Apps for Enterprise plan doesn't include the Teams service, but Teams will still be installed with Microsoft 365 Apps and users in your organization who have Microsoft Azure Active Directory (Azure AD) will be able to initiate an exploratory experience of Teams. For more information about this free trial version and providing your users access to it, see [Manage the Microsoft Teams Exploratory experience](#).

<sup>6</sup> Only available in the Windows version of Microsoft 365 Apps.

<sup>7</sup> Microsoft 365 Apps for Enterprise is supported on user-dedicated Virtual Desktop Infrastructure (VDI). Microsoft 365 Apps for Enterprise only supports Remote Desktop Services (RDS) when purchased through a Volume Licensing Program. **To install on RDS you must use the shared computer activation method, and Apps for Enterprise obtained through CSP supports Shared Computer Activation.**

<sup>8</sup> Not available for Microsoft 365 Business Standard.

<sup>9</sup> Not available for Office Professional Plus 2013.

<sup>10</sup> Archiving and compliance features are supported with this version of Office, but the Exchange

Online and SharePoint Online plans are not included and must be purchased separately or used with supported on-premises server equivalents.

<sup>11</sup> Limited to policies for web apps and privacy policies for client apps.

<sup>12</sup> Limited to policies for web apps.

<sup>13</sup> The Azure Information Protection add-in for Office can be used to enable sensitivity labeling in these SKUs. It is not included but can be purchased as a separate add-on. For more information, see [Information Protection: Sensitivity labeling](#).

<sup>15</sup> Specifically requires Microsoft 365 E5, Office 365 E5, EMS E5, Microsoft 365 Compliance, or Microsoft 365 E5 Information Protection & Governance.

<sup>16</sup> Not available for Office 365 E3.

<sup>17</sup> BHO support is an extension technology for Internet Explorer.

<sup>18</sup> OneNote app access to notebooks on SharePoint Server, SharePoint Online, OneDrive for Business, and Office 365.

<sup>19</sup> 3D Maps (Power Map for Excel) is not available for Office 2013 Professional Plus.

<sup>20</sup> Power Query is a free add-in that can be downloaded here: [Microsoft Power Query for Excel](#). Once enabled, Power Query functionality is available from the Power Query tab on the ribbon.

<sup>21</sup> Only available for Microsoft 365 Business Premium.

<sup>22</sup> Volume activation for Office 365 E3 and Microsoft 365 Apps for enterprise are limited to installations on Windows Server 2008 R2 and newer with the RDS role enabled or Windows To Go installations. In either case, users accessing these installations need to be licensed users of Office 365 E3 or Microsoft 365 Apps for enterprise.

## Microsoft 365 apps availability in plans for Mac

The following Office applications are available for Microsoft 365 Apps for Enterprise for Mac and Office LTSC 2021 for Mac: [Microsoft Word](#), [Microsoft Excel](#), [Microsoft PowerPoint](#), [Microsoft OneNote](#), [Microsoft Outlook](#), and [Microsoft Teams](#). Office for Mac is supported on the three most recent versions of Mac OS. As new major versions of Mac OS are made generally available, Microsoft will stop supporting the oldest version and support the newest and previous two versions of Mac OS. Product functionality and feature availability may vary on older systems. To learn more, see [Microsoft 365 and Microsoft 365 apps Resources](#). The following Office applications are not available for Microsoft 365 Apps for Enterprise for Mac and Office LTSC 2021 for Mac: [Microsoft Publisher](#), [Microsoft Access](#), and [Microsoft InfoPath](#).

## Microsoft 365 apps and feature availability in Government plans

The following Office applications are available in the government clouds; however, some cloud-based capabilities may not be currently available, as indicated in [Office application and feature availability in Government plans](#).

## Microsoft 365 Education

For more information regarding Microsoft 365 Education plans, go to the [Microsoft 365 Education](#) page.

## Learn more

For more information about Microsoft 365 apps, check out the following resources:

- **Resources:** [Microsoft 365 and Microsoft 365 apps Resources](#).
- **Support Matrix:** [Windows and Microsoft 365 apps configuration support matrix](#).
- **Tech Community:** [Microsoft 365 - Microsoft Tech Community](#).
- **Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).
- **Licensing Terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).
- **Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).
- **Privacy:** Your privacy is important to Microsoft. To learn how we protect your privacy, see [Microsoft's privacy statement](#). For more information, go to [Microsoft Trust Center](#).

# Office application and feature availability in Government plans

Article • 01/26/2023 • 3 minutes to read

The following Office applications are available in the government clouds; however, some cloud-based capabilities may not be currently available, as indicated in the table.

Application/feature	Accessibility feature	GCC	GCC High	DOD
<p><b>Microsoft Excel</b> is fully available in the government clouds except the following features, which aren't available at this time:</p>				
3D embedded animations and 3D models	Yes	No	No	No
Charts: sunburst treemap, waterfall, histogram, maps, timeline, funnel		No	No	No
Contextual chat with co-authors: chat with co-authors within the document		No	No	No
Data types		No	No	No
Flash fill		No	No	No
Analyze Data (Ideas)	Yes	No	No	No
<b>Improved integration with Power BI</b> (Power BI Data Types, Power BI Datasets)		Yes <sup>3</sup>	Yes <sup>3</sup>	Yes <sup>3</sup>
In-application search for online templates		No	No	No
Intelligent Digital Ink		No	No	No
Smart Lookup	Yes	No	No	No
<b>Microsoft Forms</b> <sup>2</sup> is fully available in the government clouds except the following features, which aren't available at this time:		GCC	GCC High	DOD
Customer Voice (Forms Pro)		Yes	No	No
Email notification		No <sup>1</sup>	No <sup>1</sup>	No
External sharing <sup>4</sup>	Yes	No	No	
Insert a picture	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	

Application/feature	Accessibility feature	GCC	GCC High	DOD
Insert a video		No <sup>1</sup>	No <sup>1</sup>	No
Math		No <sup>1</sup>	No <sup>1</sup>	No
Office integration		No <sup>1</sup>	No <sup>1</sup>	No
<b>Microsoft OneNote</b> is fully available in the government clouds except the following features, which aren't available at this time:		GCC	GCC High	DOD
Researcher	Yes	No	No	No
Intelligent Digital Ink	Yes	No	No	No
Send Email to OneNote (me@onenote.com)	Yes	No	No	No
Web Clipper		No	No	No
<b>Microsoft Outlook</b> is fully available in the government clouds except the following features, which aren't available in all Government Clouds as indicated in the table.		GCC	GCC High	DOD
Office sounds (some)	Yes	No	No	No
Dynamic Data Exchange (DDE) disabled by default		No	No	No
Dictation	Yes	Yes	Yes	No <sup>1</sup>
<b>Microsoft PowerPoint</b> is fully available in the government clouds except the following features, which aren't available in all Government Clouds as indicated in the table.		GCC	GCC High	DOD
Map charts		Yes	No	No
Dictation	Yes	Yes	Yes	No <sup>1</sup>
In-application search for online templates		No	No	No
Intelligent Digital Ink	Yes	No	No	No
Immersive Reader	Yes	No	No	No
Live captions and subtitles	Yes	Yes	Yes	No
Live Presentations	Yes	No	No	No
Presenter Coach	Yes	No	No	No

Application/feature	Accessibility feature	GCC	GCC High	DOD
Smart Lookup		No	No	No
Reuse slides		No	No	No
<b>Microsoft Whiteboard</b> in government clouds is currently only available on Hub clients, and not on the desktop.		GCC <sup>2</sup>	GCC High <sup>2</sup>	DOD <sup>2</sup>
Accessibility checker	Yes	No	No	No
Board gallery of whiteboards, including shared with you		Yes	Yes*	No
Convert image to ink	Yes	Yes <sup>2</sup>	No	Yes <sup>2</sup>
Dynamic templates (KANBAN, SWOT, and so on)	Yes	No	No	No
Ink beautification	Yes	No	No	No
Insert sticky notes, text, and images		Yes <sup>2</sup>	Yes <sup>2</sup>	Yes <sup>2</sup>
Real-time presence	Yes	Yes	Yes	No
Reactions on content	Yes	Yes	Yes	No
<b>Microsoft Word</b> is fully available in the government clouds except the following features, which aren't available in all Government Clouds as indicated in the table.		GCC	GCC High	DOD
3D models		No	No	No
3D embedded animations		No	No	No
Contextual chat with co-authors: chat with co-authors within the document		No	No	No
Dictation	Yes	Yes	Yes	No <sup>1</sup>
In-application search for online templates		No	No	No
Intelligent Digital Ink	Yes	No	No	No
Map charts		No	No	No
Office sounds		No	No	No
Researcher	Yes	No	No	No
Resume Assistant	Yes	No	No	No
Skype for Business integration with sharing		No	No	No

Application/feature	Accessibility feature	GCC	GCC High	DoD
Smart Lookup	Yes	No	No	No
Tap		No	No	No
Translation		Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Version history	Yes	No	No	No

<sup>1</sup> Availability forthcoming.

<sup>2</sup> Availability on local Surface Hub (not signed in).

<sup>3</sup> Excel/Power BI cloud connected features (i.e., PivotTables connected to Power BI datasets) are supported for customers with Power BI Free, Pro or Premium Per User (PPU) licenses. [Learn more about Power BI licenses for business users](#).

<sup>4</sup> External sharing is available for the GCC environment and disabled for GCC High and DOD environments (users within your organization may complete a form and submit responses, [duplicate and share a form as a template](#), [co-author or collaborate on a form](#), and [access form results](#)). Learn more about how to [turn off or turn on Microsoft Forms](#) for your organization.

<sup>5</sup> Inserting an image with the Bing Image Search feature is disabled for the GCC/GCCH/DoD environment.

<sup>6</sup> Word, Excel PowerPoint Windows client only, not web, MacOS, iOS or Android.

\* In Teams/web and Windows/Hub client.

For feature availability for Microsoft Teams within GCC/GCC High/DoD, visit the [Microsoft Teams service description](#).

# Office applications details

Article • 01/26/2023 • 2 minutes to read

Microsoft Office is a powerful service that helps you unleash your best ideas, get things done, and stay connected on the go. Simply sign in for a personalized experience and all the most up-to-date Office applications, with new and enhanced features continually being added.

For system requirements, the monthly subscription-based service available for business, education, and government organizations, see [Microsoft 365 system requirements](#).

## Microsoft Word

Microsoft Word is a full-featured word processing program for Windows and Mac operating systems. See more on [Word with Microsoft 365](#).

## Microsoft Excel

Microsoft Excel is a spreadsheet program that features calculation, graphic tools, pivot tables, and macro programming language support for Windows and Mac operating systems. See more on [Excel with Microsoft 365](#).

## Microsoft PowerPoint

Microsoft PowerPoint is a presentation program for Windows and Mac operating systems. See more on [PowerPoint with Microsoft 365](#).

## Microsoft OneNote

Microsoft OneNote is a free-form note-taking program for Windows and Mac operating systems. See more on [OneNote](#).

## Microsoft Outlook

Microsoft Outlook is an email program for Windows and Mac operating systems. See more on [Outlook with Microsoft 365](#).

## Microsoft Publisher

Microsoft Publisher is a desktop publishing program for Windows operating systems. See more on [Publisher with Microsoft 365](#).

## Microsoft Access

Microsoft Access is a database management solution for Windows operating systems. See more on [Access with Microsoft 365](#).

## Skype for Business

Skype for Business is an instant messaging client and unified communications application. See [What's new in Skype for Business Server 2019](#).

## Microsoft InfoPath

Microsoft InfoPath is a program that allows you to design, distribute, complete, and submit electronic forms. You may choose to add the InfoPath Form Web Part to a SharePoint Online site. Learn more about the [InfoPath Form Web Part](#).

To learn how PowerApps, the successor to InfoPath, can improve business productivity in SharePoint without writing code, see [Customize SharePoint with PowerApps](#).

## Windows 10 apps

Some Office applications, such as Excel and Word, have tiles pinned to the Start screen of Windows 10, Windows 8, and Windows 7 by default. Learn more about [finding and starting Office applications in Windows](#).

## Office Mobile for iPad/iPhone

Office Mobile for iPad and iPhone includes your favorite Office apps, like Word for iPad/iPhone, Excel for iPad/iPhone, and PowerPoint for iPad/iPhone. The apps are available to download for free, and with applicable plans, you can create and edit documents on your iPad or iPhone. For more information, see [Set up the Office app and Outlook on iOS devices](#).

# Office Mobile for Android

Office Mobile for Android includes your favorite Office apps, like Word for Android, Excel for Android, and PowerPoint for Android. The apps are available to download for free, and with applicable plans, you can create and edit documents on your Android devices. For more information, see [Set up Office apps and email on Android](#).

# Office Mobile for Windows Phone

Office Mobile for Windows Phone includes your favorite Office apps, like Word for Windows Phone, Excel for Windows Phone, and PowerPoint for Windows Phone. The apps are available to download for free, and with applicable plans, you can create and edit documents on your Windows Phone. For more information, see [Set up Office apps and email on Windows Phone](#).

# Office for Windows 10 Mobile

Office for Windows 10 Mobile apps are optimized for touch and smaller screens on Windows 10 phones and tablets. The apps are available to download for free on the Windows Store. For more information, see [Get Office for Windows 10 Mobile](#).

## Feature availability

To view feature availability across plans, standalone options, and on-premises solutions, see [Office applications service description](#).

# Office for the web service description

Article • 01/26/2023 • 9 minutes to read

Office for the web (formerly Office Web Apps) opens Word, Excel, OneNote, and PowerPoint documents in your web browser. Office for the web makes it easier to work and share Office files from devices with a supported browser and an internet connection. Microsoft 365 customers with Word, Excel, OneNote, or PowerPoint can view, create, and edit files on the go.

## Available plans

For detailed plan information on subscriptions that enable users for Office for the Web, see the [full subscription comparison table](#).

## Feature availability

Need help with figuring out which Office solution best fits your organization? The following sections list the features that are available within Office for the web and the Microsoft Office desktop apps. For features that are only available within one of the solutions, use the table below each section. You might discover that some people in your organization need the advanced charting capability of the Excel desktop app while others only need to view and lightly edit Word documents and PowerPoint presentations with Office for the web.

## Features available for Office for the web and Office desktop app

A limited selection of Office features has been chosen to represent the capabilities of Office for the web and Office desktop suite. This is not a comprehensive list of Microsoft Office features (this list may change without notice).

### Word

These are the features available for Word for the web and Word desktop app:

[Apply styles](#), [Autosave](#), [Autotext](#), [Browse and start from professionally designed templates](#), [Bullets and numbering](#), [Clipboard](#), [Content controls](#), [Dropbox](#), [Find and replace](#), [Font formatting](#), [Footnotes and endnotes](#), [Full fidelity reading view](#), [Graphic](#)

effect presets, Headers and footers, Hyperlinks, Insert online pictures, Lists, Office Add-ins (only some are available for Word for the web), Page breaks, Page layout tools, Page numbers, Paragraph formatting, Picture tools, Preformatted font and color schemes, Print to PDF, Proofing tools, Real-time co-authoring, Rendering of text boxes/shapes, Rich table formatting, Save As and Download a copy, Save as PDF, Share, Simple table creation, Tell Me, Translation service, Undo and redo, View and add comments, Word count, Zoom.

The following table lists the features available only for Word for the web or Word desktop app (certain caveats apply, see the footnotes for further information).

<b>Application features</b>	<b>Word for the web</b>	<b>Word desktop app</b>
Captions	No <sup>1</sup>	Yes
Citations and bibliography	No <sup>1</sup>	Yes
Collaboration, advanced	No	Yes
Document parts and themes	No	Yes
Equations	Yes	Yes
Gridlines	No	Yes
Index	No <sup>1</sup>	Yes
Ink/Draw	Yes	Yes
IRM and password-protection	No <sup>1</sup>	Yes
Immersive Reader ↗	Yes	Yes
Mail merge	No	Yes
Offline viewing and authoring	No	Yes
Page layout tools, advanced	No	Yes
Printing, advanced	No	Yes
Proofing tools, advanced	Yes	Yes
Reference tools	No <sup>1</sup>	Yes
Researcher	No	Yes
Rich media	Yes	Yes
Ruler ↗	Yes	Yes

Application features	Word for the web	Word desktop app
SmartArt	No <sup>1</sup>	Yes
Table of Authority	No <sup>1</sup>	Yes
Table of Contents	Yes	Yes
Reuse Files	Yes	Yes
VBA and Forms scripts	No	Yes
Watermarks	No <sup>1</sup>	Yes
Transcribe	Yes	No
Export to PPT	Yes	No
Catchup	Yes	No
Designer	Yes	No
Emoji	Yes	No
Copy Link to Heading	Yes	No

 **Note**

<sup>1</sup> These render in the viewer, but you cannot create or edit them in Office for the web.

## Excel

These are the features available for Excel for the web and Excel desktop app:

Accessibility Checker, Add background color to sheet tabs, Add hyperlinks, Alignment, Apply conditional formatting, Autocomplete, AutoSum, Calculations, Cell references in formulas, Comment creation, Copy and paste, Create tables, Data validation, Drag and drop cells, Dropbox, Duplicate (copy) worksheets, Find, Font and cell formatting, Formula bar, Fill handle, Freeze panes, Full fidelity reading view, Functions , GoTo, Group data, Hide/unhide rows, columns, and sheets, Insert charts, Insert/delete rows and columns, Insert pictures, Insert shapes, Merge cells, Named ranges, Number formatting, Office Add-ins (only some are available for Word for the web), PivotCharts (view only option for Excel for the web), PivotTables, Power Pivot viewing, Power View viewing, Print, Real-time co-authoring, Remove duplicate values, Rename and add sheets, Replace, Share, Save or download a copy, Save or download a copy, Sheet protection,

Slicers, Sort and filter data, Status bar aggregates, Text formatting, Tell Me, Total data, Undo and redo, VBA and macro scripting (in Excel for the web you can open and edit VBA-enabled spreadsheets - no creating or running macros due to corruption or removal of the VBA contained in the file), View 3D charts.

The following table lists the features available only for Excel for the web or Excel desktop app (certain caveats apply, see the footnotes for further information).

Application features	Excel for the web	Excel desktop app
Add a check box or option button	No	Yes
Advanced time filtering (Timeline slicer)	No	Yes
Apply smart/recommended formatting	No	Yes
Audio notes recording	No	Yes
Create external data connections <sup>1</sup>	No <sup>2</sup>	Yes
Creation of advanced analysis views (Power View, Power Pivot, Slicers)	No	Yes
External references	No <sup>3</sup>	Yes
Formula tools, advanced	No	Yes
Offline viewing and authoring	No	Yes
Post to social network and present online	No	Yes
Recommended chart creation and editing with formatting controls	No	Yes
Refresh existing data connections	No	Yes
Rights management: IRM and password security	No	Yes
Spreadsheet audit and compliance	No	Yes
What if analysis tools	No	Yes
Embed workbook on web or blog page (OneDrive)	Yes	No
Rename file while workbook is open	Yes	No
Surveys	Yes	No

 **Note**

<sup>1</sup> Depending on how your environment is configured, some kinds of data connections are supported for workbooks displayed in Excel for the web. For more information, see Refreshing data in a workbook in a browser window.

<sup>2</sup> You cannot create or run macros with VBA in Excel for the web, but you can open and edit VBA-enabled spreadsheets without removing (or corrupting) the VBA contained in the file.

<sup>3</sup> In Excel for the web, the last known reference value displays in the browser window; however, it must be updated using the Excel desktop app.

## OneNote

These are the features available for OneNote for the web and OneNote desktop app:

[Apply tags](#), [Bullets and numbering](#), [Clipboard](#), [Co-authoring](#), [Create and manage pages and sections](#), [Download copy of embedded Office files](#) (only Save As is available for desktop, no "download" option), Drag and drop pages, Drag and drop sections, [Dropbox](#), [Equations](#), [Hyperlinks](#), [Ink viewing](#), [Navigation](#), [Notebook management: Cross section/notebook page filing, section reorder, create/delete section groups](#) (you can move sections within a notebook, and copy and paste pages from one section to another in OneNote for the web), [Office Add-ins](#) (only some are available for OneNote for the web), [Paragraph formatting](#), [Pictures](#), [Print](#), [Proofing tools](#), [Search \(on page, within sections\)](#), [Search by: tag, title, author/date, audio notes](#) (only search on Page or Section is available for OneNote for the web), [Share](#), [Show or hide authors](#), [Styles](#), [Tables](#), [Undo and redo](#), [View previous page versions](#).

The following table lists the major OneNote desktop features available (certain caveats apply, see the footnotes for further information).

Application features	OneNote for the web	OneNote desktop app
<a href="#">Advanced collaboration: New content shows as unread, presence</a>	No	No
<a href="#">Clipping experiences</a>	No	No
<a href="#">Create Section groups</a>	No	Yes
<a href="#">Edit embedded files</a>	No	Yes
<a href="#">Image optical character recognition (OCR)</a>	No	Yes
<a href="#">Inking: ink-to-text and math, customizable pens, drawing tools</a>	No	Yes

<b>Application features</b>	<b>OneNote for the web</b>	<b>OneNote desktop app</b>
Outlook integration (tasks)	No	Yes
Rights Management: IRM and password security	No	Yes
Template support	No	Yes
Video playback	No	Yes

## PowerPoint

These are the features available for PowerPoint for the web and PowerPoint desktop app:

[Alignment, bullets, numbers](#), [Apply basic transitions and animations](#) (PowerPoint for the web only supports a gallery of 8 transitions and 37 animations), [Apply themes and theme variants](#), [Arrange objects](#), [Clipboard](#), [Create and manage slides](#), [Font downloading and formatting](#), [Full fidelity reading view](#), [Hyperlinks](#), [Insert online video](#), [Navigation - slide sorter](#), [Office Add-ins](#) (only some are available for PowerPoint for the web), [Picture cropping](#), [Pictures](#), [Present online through Skype for Business or the Office Presentation Service](#), [Print to PDF](#), [Proofing tools](#), [Real-time co-authoring](#) (view only for PivotCharts or PivotTables in desktop version), [Run slide show](#), [Save as or download a copy](#), [Shapes](#), [Share](#), [Slide show](#), [SmartArt](#), [Table creation, editing, and formatting](#), [Tell Me](#), [Undo and redo](#), [View and add comments](#), [View and edit slide notes](#), [WYSIWYG viewing](#).

The following table lists the features available only for PowerPoint for the web or PowerPoint desktop app (certain caveats apply, see the footnotes for further information).

<b>Application features</b>	<b>PowerPoint for the web</b>	<b>PowerPoint desktop app</b>
<a href="#">Apply rich formatting to text, shapes, and pictures</a>	No	Yes
<a href="#">Broadcast slide show</a>	No	Yes
<a href="#">Create custom animation</a>	No <sup>1</sup>	Yes
<a href="#">Design tools, advanced</a>	No	Yes
<a href="#">Full ink support</a>	No	Yes <sup>2</sup>

<b>Application features</b>	<b>PowerPoint for the web</b>	<b>PowerPoint desktop app</b>
Full selection of animations and transitions	No <sup>1</sup>	Yes
Headers and footers	No	Yes
Integration with Excel for charts	No	Yes
Offline viewing and authoring	No	Yes
Presenter view	No	Yes
Reviewer tools, advanced	No	Yes
Rights management: IRM and password security	No	Yes
Embed presentation on web or blog page	Yes	No

 **Note**

<sup>1</sup> PowerPoint for the web supports a gallery of eight transitions and 37 animations. For a larger selection or to create custom animations, use the PowerPoint desktop app.

<sup>2</sup> The device you're working on needs to support ink.

## Supported file types for Office for the web

<b>Word documents created in Word 2.0 or later</b>	<b>View mode</b>	<b>Edit mode</b>
Open XML (.docx)	Yes	Yes
Binary (.doc)	Yes	Converted to .docx
Macro (.docm)	Yes <sup>1</sup>	Yes <sup>1</sup>
Other (.dotm, .dotx)	Yes	No
OpenDocument (.odt)	Yes	Yes
Portable Document Format (.pdf)	No	No
<b>Excel workbooks created in Excel 97 or later</b>	<b>View mode</b>	<b>Edit mode</b>
Open XML (.xlsx, .xlsb)	Yes	Yes

<b>Word documents created in Word 2.0 or later</b>	<b>View mode</b>	<b>Edit mode</b>
Binary (.xls)	Yes	Converted to .xlsx
Template (.xlt, .xltx)	No	No
Macro (.xlsm)	Yes <sup>1</sup>	Yes <sup>2</sup>
OpenDocument (.ods)	Yes	Yes
<b>OneNote notebooks created in OneNote 2010 or later</b>	<b>View mode</b>	<b>Edit mode</b>
Open XML (.one)	Yes	Yes
<b>PowerPoint presentations created in PowerPoint 97 or later</b>	<b>View mode</b>	<b>Edit mode</b>
Open XML (.pptx, .ppsx)	Yes	Yes
Binary (.ppt, .pps)	Yes	Converted to .pptx or .ppsx
Template (.pot, .potx)	Yes	No
Macro (.pptm, .potm, .ppam, .potx, .ppsm)	Yes <sup>1</sup>	No
Add-ins (.ppa, .ppam)	No	No
OpenDocument (.odp)	Yes	Yes

**① Note**

<sup>1</sup> Macros can't be run or changed.

<sup>2</sup> If macros exist, users are prompted to save a copy of the file with the macros removed.

**① Note**

Newer file formats (such as .docx, .xlsl, and .pptx) can be created in Office 2016, 2013, 2010, or 2007, or in Office 2000 and later with the compatibility pack.

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

## Learn more

- When you open an Office document, either as an Outlook email attachment or from a SharePoint document library, the document will launch in Office for the web and will be read-only. To edit a document in Office for the web (edit mode), you need a suite license, such as Office 365 Enterprise E1.
- To edit a document in the desktop app, you need an Office desktop suite license, such as a Microsoft 365 Apps for enterprise subscription or an installed version of Office LTSC 2021.
- Microsoft Office Online Server on-premises customers get an Office for the web editing license if they have purchased an Office desktop suite license (such as an Office Professional Plus, Office Standard, or Microsoft 365 Apps for enterprise license). Microsoft 365 Apps for enterprise is a monthly subscription offer of the latest Office desktop suite.

# Word for the web

Article • 01/26/2023 • 14 minutes to read

Word for the web (formerly Word Web App) extends your Microsoft Word experience to the web browser, where you can work with documents directly on the website where the document is stored.

## Alignment guides and live layout

Rulers and gridlines are not available in Word for the web. Learn more about [differences between using a document in the browser and in Word](#).

## Apply styles

The paragraph and character styles that are saved in a document are available to be applied to text in Word for the web. Learn more about [differences between using a document in the browser and in Word](#).

## Office add-ins

You can get an add-in for Word from the Office Store. Learn how to [get an add-in for Word](#).

## Autosave

Word for the web automatically saves your document when you make changes.

## AutoText

You can insert blocks of preformatted text using AutoText from your AutoText gallery. This is useful, for example, when you need to repeatedly enter the same large block of text and the text contains a lot of formatting. You create AutoText entries by adding selected text to the AutoText gallery. To learn more, see [Automatically insert text](#).

## Browse and start from professionally designed templates

Not available in Word for the web. Advanced design features, such as starting documents from a large selection of professionally designed templates hosted on Office.com, are only available in the Word desktop app. However, customers can configure a document library to launch a custom template when a user creates a new document. To learn more, see [Add a content type to a list or library](#).

## Bullets and numbering

With Word for the web, you can apply a choice of three bullet styles or five numbering styles. Click the **Increase Indent** and **Decrease Indent** buttons to change the list level for existing bulleted and numbered lists in the document, as well as those created in the Word desktop app. Learn more about [differences between using a document in the browser and in Word](#).

## Captions

Not available in Word for the web. If you have the Word desktop app installed on your computer, then you can use Word to add captions to a document. Learn more about [adding captions in Word 2013](#).

## Citations and bibliography

Not available in Word for the web. You can view existing citations in Word for the web, but you can't add citations. If you have the Word desktop app installed on your computer, then you can use Word to add a bibliography and citations to your document. Learn more about [creating a bibliography in Word 2013](#).

## Clipboard

Because of the limitations of web browser technology, copying and pasting text in Microsoft 365 for the web differs from copying and pasting text in the Office desktop applications. Learn more about [copy and paste in Microsoft 365 for the web](#).

## Collaboration, advanced

Not available in Word for the web. Advanced collaboration features, such as turning on Track Changes and merge, compare, and combine documents, are only available in the Word desktop app. As expected, tracked changes appear in Word for the web while in View mode.

## **Content controls**

Content controls are individual controls that you can add and customize for use in templates, forms, and documents. To learn about content controls, see [Content controls](#).

## **Cover pages**

Microsoft Word offers a gallery of convenient predesigned cover pages. You can choose a cover page and replace the sample text with your own.

## **Creation of advanced document elements**

Not available in Word for the web. Advanced document elements, such as AutoText, cover pages, bibliography, table of contents, index, equations, and watermarks, are only available in the Word desktop app.

## **Document parts and themes**

Not available in Word for the web. Document parts and themes, such as content controls and pre-formatted collections of color scheme, font scheme, and graphic effect pre-sets are only available in the Word desktop app.

## **Document translation**

Translate documents directly in the browser. Even document comments are translated.

## **Dropbox**

Dropbox is a file hosting service that offers cloud storage, file synchronization, personal cloud, and client software.

## **Equations**

Microsoft Word includes built-in support for writing and editing equations, as well as equations that you can drop into your documents.

## **Find and replace**

Find and replace text in your document using the Find and Replace tool in both Word for the web and Word desktop app. To learn more about using Find and Replace in Word for the web, see [Find and replace text](#).

## Font formatting

With Word for the web, you can apply font, font size, and several font formatting attributes—including bold, italic, underline, and superscript. Highlight text, change font color, and clear formatting for selected text. Document theme formatting is available to format text in Word for the web. Find the active theme fonts at the top of the Fonts gallery and theme colors in the Font Color gallery. Learn more about [differences between using a document in the browser and in Word](#).

## Footnotes and endnotes

You can add footnotes and endnotes to your documents in Word for the web. Learn more about [adding footnotes and endnotes in Word for the web](#).

## Full fidelity reading view

When you open your document in OneDrive or SharePoint, Word for the web opens the document in the browser. The layout and formatting are what you would see if you were to open the document in Print Layout view in the Word desktop app.

## Graphic effect presets

You can use presets to apply special effects such as rotation, shadows, saturation, and text effects to graphics.

## Headers and footers

Insert a header and footer to your document in both Word for the web and the Word desktop app. You also have the ability to apply headers and footers to all pages except the first page of your document. To learn more about using headers and footers in Word for the web, see [What's New in Word for the web](#).

## Hyperlinks

With Word for the web, you can easily create links to bookmarks within a document, and set a screen tip that displays when the cursor points to the link. Learn more about [hyperlinks in Word for the web](#).

## Index

An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index, you mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index.

## Insert online pictures

With Word for the web, you can insert a picture from a file saved on your local hard drive or from Bing Images. Learn more about [differences between using a document in the browser and in Word](#).

## IRM and password protection

Word for the web displays documents that are protected with Information Rights Management (IRM). However, these documents can't be edited in the browser, and you can't create IRM-protected documents in Word for the web. Word for the web can't open documents that are encrypted with a password. Advanced document protection features, such as creating IRM-protected documents and applying password protection, are only available in the Word desktop app.

## Learning Tools

Learning Tools are designed to help you improve your reading skills by boosting your ability to pronounce words correctly, to read quickly and accurately, and to understand what you read.

## Lists

In Word for the web, start typing directly below an existing numbered list and your next line automatically becomes part of the list. Learn more about [creating a list in Word for the web](#).

## Mail merge

Not available in Word for the web. Advanced data integration features, such as mail merge using an Excel spreadsheet, is only available in the Word desktop app.

## Offline viewing and authoring

Not available in Word for the web. Microsoft 365 for the web requires an Internet connection and an Internet browser. You need the Word desktop app installed on your computer to view and edit a document while disconnected from the Internet or from your organization's on-premises Office Web Apps Server. If you have the Word desktop app installed, you can use the full functionality of Word to view and edit your document. When you save, the online document is updated with your changes. You can also download and save-as an offline copy of the document, but it will not be in sync with the online version. Learn more about [Office Web Apps Server](#).

## Page breaks

Insert page breaks in both Word for the web and the Word desktop app.

## Page layout tools

With Word for the web, you can adjust margins, size of paper, and whether the page is laid out vertically or horizontally in your documents. Word for the web does not display rulers and gridlines. Learn more about [differences between using a document in the browser and in Word](#).

Learn how to [Delete a blank page in Word for the web](#).

## Page layout tools, advanced

Not available in Word for the web. Advanced page layout features, such as page borders and line numbers, are only available in the Word desktop app.

## Page numbers

Insert page numbers to your document in both Word for the web and the Word desktop app. You also have the ability to apply page numbers to all pages except the first page

of your document. To learn more about using page numbers in Word for the web, see [What's new in Word for the web](#).

## Paragraph formatting

With Word for the web, you can align paragraphs left, right, or centered; run text right-to-left; increase or decrease indentation; and format paragraphs as a bulleted or numbered list. You can also clear formatting. You can't adjust line spacing in Word for the web. Learn more about [differences between using a document in the browser and in Word](#).

## Picture tools

With Word for the web, you can resize pictures and add alternative text in your document. Learn more about [differences between using a document in the browser and in Word](#).

## Preformatted font and color schemes

You can use themes to simplify the process of creating matching, professional-looking documents. Themes can be applied to tables, charts, shapes and diagrams to provide consistent fonts, effects, and color schemes.

## Present online

Not available in Word for the web. With Word 2013 desktop app, you can use Office Presentation Service or Skype for Business Online to display a document during an online meeting so that colleagues can follow a link to watch as you page through the document.

## Print to PDF

With Word for the web, you get a one-click process for generating a PDF and displaying the Print dialog box. Learn more about [printing a document in Word for the web](#).

## Printing, advanced

Not available in Word for the web. Advanced printing features, such as printing markups and document properties, are only available in the Word desktop app

## Proofing tools

Word for the web automatically checks spelling as you type and applies a wavy red underline to misspelled text. Common AutoCorrect actions are included, such as correcting routine misspellings or converting characters to symbols. Additionally, you can set the proofing language or turn off the spelling checker for selected text. Learn more about [differences between using a document in the browser and in Word](#).

## Proofing tools, advanced

Not available in Word for the web. Advanced proofing tools, such as adding new words to the spell check dictionary, applying a custom dictionary, and language and translation tools, are only available in the Word desktop app.

## Real-time co-authoring

More than one person can work simultaneously in a document. In Word for the web and Word 2016, real-time presence helps you see where your co-authors are working in the document so that you don't create conflicts as you edit, and you can see changes as they're being made. Word 2013 supports simultaneous editing, but there is no presence indication, and changes can't be seen by multiple authors until the document is saved. To learn more about real-time co-authoring, see [What's new in Word for the web](#) and [Collaborate on Word documents with real-time co-authoring](#).

## Reference tools

Bibliography, table of contents, and index features display in the document as expected in View mode. In Edit mode, they appear as placeholders that you can delete but not edit or update. Advanced reference tools, such as creating a bibliography, table of contents, index, or table of authorities, are only available in the Word desktop app.

## Rendering of text boxes/shapes

You can insert text boxes and shapes and then quickly change the color of text, the inside (fill) color, or the color of the border.

## Researcher

Researcher helps you find and incorporate reliable sources and content for your document. Researcher uses Bing to pull in the appropriate content from the web. For more information, see [Research for your paper easily within Word ↗](#).

## Rich media

Not available in Word for the web. Advanced rich media features, such as inserting online videos or a PowerPoint video into your Word document, are only available in the Word desktop app.

## Rich table formatting

Advanced table formatting, such as choosing pre-set table styles, setting options for header rows and columns, and setting options for shading and borders, are available in both Word for the web and the Word desktop app. To learn more about table formatting in Word for the web, see [What's new in Word for the web ↗](#).

## Save as and Download a copy

With Word for the web, you can save a copy of the document locally.

## Save as PDF

You can use Word for the web to save or convert your files to PDFs so that you can share them or print them using commercial printers. And you won't need any other software or add-ins.

## Share

With Word for the web, it's a one-click process for sending a link that others can use to view or edit the document. Learn more about [differences between using a document in the browser and in Word ↗](#).

## Simple table creation

With Word for the web, you can insert a table, edit table text, and easily edit basic table structure, such as adding or deleting rows and columns. More advanced table features, such as custom table styles, cell size, text direction, and sort order, are only available in the Word desktop app.

## SmartArt

With Word for the web, existing documents with SmartArt display properly in View mode. In Edit mode, they appear as placeholders that you can delete but not edit. They can't be moved or resized in Word for the web. Advanced art features, such as inserting shapes, charts, text boxes, SmartArt, or WordArt, are only available in the Word desktop app.

## Table of contents

Not available in Word for the web. You can view an existing table of contents, but you can't create one using Word for the web. If you have the Word desktop app installed on your computer, then you can use Word to create a table of contents in your document. Learn more about how to [create a table of contents](#).

## Table of authority

Not available in Word for the web. You can view an existing table of authority, but you can't create one using Word for the web.

## Tap

Use the Tap feature to find and reuse content. Tap surfaces relevant files that you use most frequently, allowing you to focus on document creation rather than searching for files and information. For more information, see [Find and use the content you need](#).

## Tell Me

When you need to accomplish something in Word for the web but don't know how, you can use the Tell Me search feature to quickly find what you're looking for. Tell Me understands what you're trying to accomplish and helps you do it faster by making suggestions.

## Transcribe

The transcribe feature converts speech to a text transcript with each speaker individually separated. After your conversation, interview, or meeting, you can revisit parts of the recording or save the full transcript as a Word document or insert snippets of it into existing documents. For more information, see [Transcribe your recordings \(microsoft.com\)](#).

## Translation service

You can translate text, whether a whole file, selected words for phrases, or individual words, with the translation tools available in Word for the web.

## Undo and redo

Undo a series of actions, or repeat an action.

## VBA and forms scripts

Active X controls, embedded OLR objects, and a signature line will display in the document as expected in View mode. In Edit mode, they appear as placeholders that you can delete but not edit. They can't be moved or resized in Word for the web. Advanced controls and macros are only available in the Word desktop app. Learn more about [differences between using a document in the browser and in Word](#).

## View and add comments

With Word for the web, you can insert, edit, or delete comments in Edit mode. You can also reply to a comment or mark it as done, just as you would in Word on the desktop.

## Watermarks

Watermarks are text or pictures placed behind the text in your document; for example, you can add text watermarks such as Draft or Confidential. Word has a gallery of watermarks to choose from, or you can create your own custom watermark, such as a company logo for your document.

## Word count

Word for the web gives you a rough word count for words in your document. Learn more about [word count in Word for the web](#).

## Zoom

Zoom is available in View mode. With Word for the web, use your browser's view settings to zoom in or out in Edit mode. Learn more about [word count in Word for the web](#).

## Feature availability

To view feature availability across plans, standalone options, and on-premises solutions, see [Microsoft 365 for the web service description](#).

## Operating parameter limitations and specifications

For information about operating parameter limits, see [Operating parameter limitations and specifications in Word](#).

# Excel for the web

Article • 01/26/2023 • 16 minutes to read

Excel for the web (formerly Excel Web App) extends your Microsoft Excel experience to the web browser, where you can work with workbooks directly on the website where the workbook is stored. All customers can view and lightly edit Office files using Microsoft 365 for the web.

## ⓘ Note

Workbooks that exceed 50 megabytes (MB) cannot be viewed in Excel for the web from within Microsoft SharePoint Online. To view larger files, you'll need the Excel desktop app installed on your computer.

## ⓘ Note

To help you compare offers, advanced features listed in this article include Excel desktop app capabilities that are only available in the Office suite (such as Office Professional Plus, Office Standard, or Microsoft 365 Apps for enterprise). For a list of all Microsoft 365 for the web features, such as Word for the web and PowerPoint for the web, see [Feature availability across Microsoft 365 for the web plans](#).

To see what file types are supported by Excel for the web, see [Supported file types for Microsoft 365 for the web](#). To learn more about the differences between Excel for the web and the Excel desktop app, see [Differences between using a workbook in the browser and in Excel](#).

## Add background color to sheet tabs

Add a background fill color to the sheet tabs to the bottom of your workbook to make them stand out. For more information, see [Add a background color to a sheet tab](#).

## Add hyperlinks

Link to web pages or open files on the web by adding a hyperlink in a cell. You can type the web address directly in the cell or use the Insert Hyperlink command.

# Advanced data types: Stocks and Geography

You can get stock and geographic data in Excel. It's as easy as typing text into a cell, and then converting it to the Stocks data type or the Geography data type. Learn more about [Stocks and Geography data types](#).

## Advanced time filtering (Timeline slicer)

The Timeline control lets you filter modeled data. It's a visual way to view and change a continuous range of dates and filter pivot-based objects, such as PivotTables and PivotCharts.

## Alignment

Use the Alignment buttons on the Home tab to change the alignment of text.

## Apply conditional formatting

Use a conditional format to help you visually explore and analyze data, detect critical issues, and identify patterns and trends. Learn more about how to [use conditional formatting in Excel for the web](#).

## Apply data validation to cells

This feature is available in Excel for the web. Other advanced features are only available in the Excel desktop app.

## Apply smart/recommended formatting

Not available in Excel for the web. In the Excel desktop app, recommended charts let you pick from a variety of charts that are best for presenting your data. Learn more about [how to use chart recommendations in Excel](#).

## Autocomplete

Excel for the web can complete what you're typing into a cell and, if there's more than one possible value, display them all in a list that you can pick from.

## AutoSum

Total a column or row of numbers by selecting the cells you want to sum and then double-click AutoSum. The result appears in the next blank cell.

## Calculations

You can use Excel to perform a variety of automatic, manual, and iterative calculations. Excel uses functions to perform these calculations. For more information, see [Excel functions by category](#).

## Cell references in formulas

You can use cell references in formulas. When you [refer to a cell or a range in a formula](#), the referred cell or range is highlighted with a color. For more information, see [Use cell references in a formula](#).

## Chart animations adapt to new data

Only Microsoft Excel desktop app supports advanced chart features. Learn more about [how to animate a SmartArt graphic](#).

## Charts and tables, including PivotChart reports and PivotTable reports

Excel charts and tables make it easy to format data and manage information. To learn more, see [Create and format tables](#) and [Overview of PivotTable and PivotChart reports](#).

## Check spelling

To check spelling for any text on your worksheet, select **Review > Proofing > Spelling**. Learn more about [checking spelling](#).

## Comment creation

You can insert, edit, and delete comments in Excel for the web. You can also resolve a comment thread, which closes it to edits and to new comments, but leaves it in place.

This lets you reopen the thread to comments if needed. [Use @mentions in your comments](#) to send email to the person you mention. Learn more about [adding a comment to Excel](#).

## Convert a table to a range

After you create an Excel table, you might only want the table style without the table functionality. To stop working with your data in a table without losing any table style formatting that you applied, you can convert the table to a regular range of data in the worksheet. Learn more about how to [convert an Excel table to a range of data](#).

## Copy and paste

You can cut, copy, and paste text, hyperlinks, numbers, formulas, shapes, charts, and images. If you have data in columns that you need to rotate to rearrange in rows, use the **Transpose** feature on the **Paste** menu. Learn more about [copy and paste in Excel for the web](#). Using Edge or Chrome as your browser, you can copy hyperlinks from other apps and paste them into Excel for the web. The pasted hyperlinks will function normally.

## Create external data connections

You can use Excel for the web to view data connections, but you can't create external data connections using Excel for the web. You'll need the Excel desktop app to work with external data.

## Create tables

Create a table to organize and analyze related data. Tables make it easy to sort, filter, and format your data. Add some polish with [table formatting options](#), including a style gallery.

## Creation of advanced analysis views (Power Pivot and Slicers)

Advanced analysis views, such as Power Pivot, are only available in Excel desktop app. These features are not supported in Excel for the web. Learn more about [PowerPivot](#).

# Data validation

You can use data validation to restrict the type of data or the values that users enter into a cell. To learn more, see [Apply data validation to cells](#).

## Drag and drop cells

You can move cell value in Excel for the web by dragging and dropping cells from one place to another.

## Draw cell borders

You can draw borders around cells on a worksheet to help visually organize your data. Learn more about [cell borders in Excel](#).

## Dropbox

Dropbox is a file hosting service that offers cloud storage, file synchronization, personal cloud, and client software.

## Duplicate (copy) worksheets

You can duplicate (or copy) worksheets within a workbook or to another workbook in Excel for the web. Learn more about [copying worksheets in Excel for the web](#).

## Embed workbook on web or blog page (OneDrive)

If you store an Excel workbook on OneDrive.com, you can embed it directly in a blog or website. Your readers can sort, filter, and calculate data right there, and if you update the workbook in OneDrive, they'll see the latest changes the next time they refresh the page. Learn more about [embedding an Excel workbook on your blog](#).

## External references (links)

An external reference (also called a link) is a reference to a cell or range on a worksheet in another Excel workbook, or a reference to a defined name in another workbook. You can use Excel for the web to view external references, but you can't create them using

Excel for the web. You'll need the Excel desktop app to create or update external references.

## Fill Handle

Drag the Fill Handle that appears in the lower-right corner of a selected cell or range of cells to fill the data into adjacent cells.

## Find

Find cell content in the active worksheet. An easy-to-use dialog box gives the option to search up or down from the current selection in the worksheet. **Find All** lets you highlight every instance of your search term.

## Font and cell formatting

Customize your data to give it the exact look you want. Choose from a variety of font styles or colors or change the size and color of text. Additionally, you can draw cell borders, and pick border colors.

## Formula bar

See the formulas behind a cell's results in the formula bar. You can add, change, and delete parts of your formula in the browser just like you would in the Excel desktop app. Excel for the web highlights the formula's arguments with colors that provide a visual mapping between the formula and the data on the worksheet.

## Formula tools, advanced

Microsoft Excel desktop app provides the most advanced formula tools, such as 3D reference style. Excel for the web supports a growing number of advanced Excel formulas, such as [dynamic array formulas](#). Learn more about [formulas](#).

## Freeze panes

The freeze panes feature is available in the Excel for the web ribbon. Learn more about [how freeze panes work in Excel](#) and [see tips for Excel for the web](#).

# Full fidelity reading view

Anything you can see in a workbook in the browser in Editing View, you can see in Reading View.

## Functions

You can use most of the more than 400 Excel worksheet functions in formulas in Excel for the web, including functions used in [dynamic array formulas](#), such as the [FILTER function](#).

## GoTo

Quickly navigate around your spreadsheet using the GoTo feature. Type in a cell reference and jump to that location in the spreadsheet. Learn more about [keyboard shortcuts in Excel for the web](#).

## Group data

You can group or outline rows and columns in your Excel for the web spreadsheet. Keyboard shortcuts make it easy to quickly expand or collapse the groups you create. Learn more about [grouping data in Excel for the web](#).

## Hide/unhide rows, columns, and sheets

You can hide and unhide rows, columns, and sheets in a workbook in Excel for the web.

## Ideas

Ideas in Excel helps you understand your data through high-level visual summaries, trends, and patterns. Simply select a cell in a data range, and then select the Ideas button on the Home tab. Ideas in Excel will analyze your data and return interesting visuals about it in a task pane. Learn more about [Ideas in Excel](#).

## Insert charts

Create a chart to visually represent your data. Choose from a variety of chart types, such as column, line, pie, or bar charts. Learn more about [available chart types](#).

## Insert/delete rows and columns

Select one or more rows before selecting **Insert** or **Delete** on the **Home** tab to add or remove rows or columns in your worksheet one at a time or several at once.

## Insert pictures

Add some visual interest by inserting pictures in your spreadsheet. Learn more about [inserting pictures in Excel for the web](#).

## Insert shapes

Add and format shapes such as boxes, circles, lines, connectors, or arrows to your Excel for the web spreadsheet. Learn more about [adding shapes](#).

## Keyboard shortcuts

You can control keyboard shortcuts so they work the same in desktop and web versions of Excel by changing the Keyboard Shortcuts setting—you can even override browser shortcuts. Just select **Help > Keyboard Shortcuts**.”

## Merge cells

Use **Merge & Center** on the Home tab to combine and center the contents of the selected cells in one larger cell. You can change the alignment by selecting the Alignment buttons.

## Named ranges

You cannot create named ranges in Excel for the web, but you can use the named ranges that you created in Excel desktop in your spreadsheet in Excel for the web. When you select a named range, the name appears just before the formula bar.

## Number formatting

Change the format of numbers. Pick a format such as Currency or Short Date from a list of formats, change the decimal places, or insert a thousands separator.

## Office add-ins

Some, but not all Office add-ins are available in Excel for the web. You can get an add-in for Excel from the Office Store. Learn more about [how to get an Excel add-in ↗](#).

## Offline viewing and authoring

Excel for the web is launched from an internet browser and relies on an internet connection. To access spreadsheets offline, Microsoft Excel desktop app must be installed on your computer and used to view and edit Excel worksheets.

## PivotTables

You can insert PivotTables in your Excel for the web spreadsheet and calculate, summarize, and analyze data. Learn more about how to insert a [PivotTable in Excel for the web ↗](#).

## Post to Social network and present online

Share selected portions of your spreadsheets on the web by embedding them on your social network pages, or Skype for Business conversations, or meetings. Excel for the web does not support these features.

## Power Pivot viewing

Excel for the web allows you to view Power Pivot tables and charts, but you need the Excel desktop app to create Power Pivot data models.

## Print

Use the Print command in Excel for the web to send the entire worksheet or the current selection to the printer. Learn more about [how to print in Excel for the web ↗](#).

## Real-time co-authoring

Two or more people can work in the same spreadsheet at the same time by opening it in their web browser instead of in the Excel desktop app. Real-time presence helps you see where your co-authors are working in the document so that you don't create

conflicts as you edit, and you can see changes as they're being made. For more information about real-time co-authoring, see [Collaborate on Excel workbooks at the same time with co-authoring](#).

## Recommended chart creation and editing with formatting controls

Only Microsoft Excel desktop app supports advanced charts. Excel for the web does not support these features. Learn more about [available chart types](#).

## Remove duplicate values

You can remove duplicate values in a range or table. For more information, see [Filter for unique values or remove duplicate values](#).

## Rename and add sheets

Select the New Sheet icon to add a sheet. Right-click any sheet tab to rename it.

## Rename file while workbook is open

In Excel for the web, you can rename a workbook file without closing it by selecting the filename in the header and typing in a new name. To rename a file using Excel desktop app, close the file, navigate to its location on your device, and rename the file.

## Replace

Not available in Excel for the web. If you have the Excel desktop app installed on your computer, then you can use Excel to find and replace content in a document. Learn more about [using find and replace in Excel](#).

## Rights Management: IRM and password security

Protect your workbooks using passwords, permissions, and other restrictions in Excel desktop app. In Excel for the web, you can load and interact with workbooks that contain Sheet Protection, which prevents users from selecting or typing in protected cells. Learn more about [protecting Excel workbooks](#).

## Save or Download a copy

Want your own copy of the workbook? Use the Save As command on the File tab, or right-click the workbook's name in its folder and use the Download command to send a copy to your computer.

## Sensitivity labels

Maintain control of access and sensitivity of your documents by manually applying a label or by using the automatically recommended labels from Microsoft.

## Share

One-click process for sending a link that others can use to view or edit the document. Learn more about [using Microsoft 365 for the web to work together in Office 365](#).

## Sheet protection

When you share an Excel file with other users, you can protect a worksheet to help prevent it from being changed, and you can choose the actions that you allow the users of your worksheet to perform.

## Sheet views

[Sheet views](#) let you create customized views of an Excel worksheet without being disrupted by others. For instance, you can set up a filter to display only the records that are important to you, without being affected by others sorting and filtering in the document. You can even set up multiple sheet views on the same worksheet.

## Slicers

View slicers in your worksheet and filter your data by selecting the slicer buttons. You cannot create or edit slicers in Excel for the web, but you can delete existing slicers.

## Sort and filter data

In Excel for the web, you can view and reorder all worksheets, sort and filter data (top-to-bottom or left-to-right, multiple levels), and drill into the details of PivotTables. Sort

conditionally-formatted data that uses icon sets or color scales by using their icons or color values. Learn more about [sorting and filtering data](#).

## Spreadsheet audit and compliance

In Microsoft Excel desktop app, you can use the worksheet inquire and compare features to compare versions of a workbook, analyze a workbook for problems or inconsistencies, or see links between workbook and worksheets. Excel for the web does not support these features. Learn more about [what you can do with Spreadsheet Inquire](#).

## Status bar aggregates

When you select a group of cells in Excel for the web, you can see the SUM, AVERAGE, and COUNT in the status bar. You can also customize the status bar by choosing which aggregates you want to see.

## Surveys

Use Survey to send an Excel for the web form to users that they can fill out. Responses will be automatically compiled in an online worksheet. Learn more about [surveys in Excel](#).

## Tell Me

When you need to accomplish something in Excel for the web but don't know how, you can use the Tell Me search feature to quickly find what you're looking for. Tell Me understands what you're trying to accomplish and helps you do it faster by making suggestions.

## Text formatting

You can apply various text formatting options including strikethrough, increasing/decreasing indent in Excel for the web.

## Total data

You can quickly total data in a table by enabling the Toggle Total Row option. For more information, see [Total the data in an Excel table](#).

## Undo and redo

Excel for the web saves your work automatically. If you make a mistake, use Undo or press Ctrl+Z, and Redo or press Ctrl+Y. Learn more about [keyboard shortcuts in Excel for the web](#).

## VBA and macro scripting

Microsoft Excel desktop app is an extremely powerful tool used to manipulate, analyze, and present data. Sometimes, despite the rich set of features, your organization might find it easier to use Visual Basic for Applications (VBA), a programming language, to create a macro that performs mundane, repetitive tasks or to perform some task that the user interface (UI) does not seem to address. You cannot create macros with VBA in Excel for the web, but you can open and edit VBA-enabled spreadsheets without removing (or corrupting) the VBA contained in the file. Learn more about [getting started with macros](#).

## View 3D charts

View 3D charts in your worksheet. You cannot create or edit 3D charts in Excel for the web.

## What if analysis tools

Not available in Excel for the web. You can view "What if" analysis results in Excel for the web, as expected. If you want to use analysis tools such as Goal Seek, Data Tables, Solver, and Series, then you'll need the Excel desktop app. Learn more about [differences between using a workbook in the browser and in Excel desktop app](#).

## Workbook Statistics

The Workbook Statistics feature counts and identifies elements of a workbook, helping you discover all of its content. You'll find it on the **Review** tab.

## Feature availability

To view feature availability across plans, standalone options, and on-premises solutions, see [Microsoft 365 for the web service description](#).

# OneNote for the web

Article • 01/26/2023 • 9 minutes to read

Use OneNote for the web (formerly OneNote Web App) to take notes online in a OneNote notebook that you can add to from anywhere and easily share with others. All customers can view and lightly edit Office files using Microsoft 365 for the web.

## Advanced collaboration: New content shows as unread, presence

Not available in OneNote for the web. With the OneNote desktop app, you can identify and authenticate other authors more easily with the integrated profiles in OneNote. Search for notebook changes and revisions by authors' names and view all recent edits when you return to a shared notebook.

## Apply tags

With OneNote for the web, you can apply a variety of tags to notes for easy organization and follow-up. For example, flagging notes as questions, to-do items, or contact information. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app](#).

## Office add-ins

OneNote for the web only supports content add-ins for Office. Content add-ins integrate web-based features as content that can be shown in line with a document. Learn more about [types of add-ins for Office](#).

## Audio notes recording

Not available in OneNote for the web. With the OneNote desktop app, you can record audio and video notes that are directly linked to any text notes you take while the recording is made. OneNote for the web does not play audio and video content, but the media is preserved in the notebook, and you can download audio and video files to your computer to play them.

## Bullets and numbering

With OneNote for the web, you can apply a choice of three bullet styles or five numbering styles. Use the Increase Indent and Decrease Indent buttons to change the list level for existing bulleted and numbered lists in a notebook, as well as those created in OneNote for the web. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app](#).

## Clipboard

With OneNote for the web, you can cut, copy, and paste content in a notebook. You can copy and paste text between OneNote for the web and OneNote desktop app. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app](#).

## Clipping experiences

Not available in OneNote for the web. With the OneNote desktop app, you can clip whatever you're seeing on your screen, send a web page or an entire document to a notebook section, or to jot down Quick Notes that are automatically saved and filed as part of your notebook.

## Co-authoring

With OneNote for the web, you can simultaneously edit notebooks with people in other locations who are using either OneNote for the web or OneNote desktop app. Learn more about [working together on a OneNote notebook](#).

## Create and manage pages and sections

With OneNote for the web, you can easily add to new or existing notebooks by creating new pages in sections, or new sections in notebooks. Pages and sections can be customized, formatted, and moved or copied between notebooks. Learn more about [using a OneNote for the web notebook](#).

## Download copy of embedded Office files

With OneNote for the web, you can insert Office files as attachments or printouts to store them as part of the notebook. OneNote 2013 desktop app adds the ability to embed Excel spreadsheets and Visio drawings in your notes. Learn more about [embedding Microsoft Office files in OneNote](#).

# Dropbox

Dropbox is a file hosting service that offers cloud storage, file synchronization, personal cloud, and client software.

## Edit embedded files

With OneNote for the web, you can download embedded files to your computer to open them. With the OneNote desktop app, you can attach just about any computer file to any part of your notes, which stores a copy of the file in your notebook. You can even insert Outlook meeting details and Outlook tasks into OneNote or email a OneNote page to Outlook. You can also create or import Excel spreadsheets and Visio diagrams right within OneNote and edit their information in place in your notes. Inserted files show up as icons on your notes page. Double-click any icon to open its file.

## Equations

Not available in OneNote for the web. With the OneNote desktop app, you can jot down math equations during a meeting, conference or class, and OneNote can instantly calculate the results for you.

## Hyperlinks

With OneNote for the web, you can insert a hyperlink to a web address or apply a link to selected text. You can also right-click a page tab to copy a direct link to that page. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app](#).

## Image optical character recognition (OCR)

Not available in OneNote for the web. Optical character recognition (OCR) translates images of text, such as scanned documents, into actual text characters is only available in the OneNote desktop app.

## Ink viewing

In OneDrive, OneNote for the web displays ink, but equations are displayed as placeholders. In SharePoint, ink is viewable, equations are displayed as placeholders, and shapes are hidden. These can't be inserted or edited in OneNote for the web. In

OneDrive you can select and delete shapes, ink, and equation placeholders. In SharePoint, you can select and delete placeholders for these objects.

## Inking: ink-to-text and math, customizable pens, drawing tools

Not available in OneNote for the web. With the OneNote desktop app, you can smoothly draw, erase, and edit with your finger, stylus, or mouse. If you'd rather write than type, OneNote can convert your handwriting. If you open a notebook from a SharePoint document library, any equations and ink in the notebook will display as placeholders.

## Linked notes

The ability to link note-taking to files is not available in OneNote for the web, and links to files are hidden. However, they are preserved in the notes so that you can open them with the OneNote desktop app.

## Navigation

With OneNote for the web, you can use the Back and Forward browser-style buttons on the Quick Access toolbar to quickly jump between pages.

## Notebook management: Cross section/notebook page filing, section re-order, create/delete section groups

With OneNote for the web, you can drag and drop to reorder pages and sections. Advanced management features, such as creating, deleting and re-ordering section groups are only available in the OneNote desktop app.

## Offline viewing and authoring

Not available in OneNote for the web. Microsoft 365 for the web requires an internet connection and a web browser. You need the OneNote desktop app installed on your computer to view and edit a document while disconnected from Office Web Apps Server or the internet.

# Outlook integration (tasks)

OneNote for the web does not support commands that work with Microsoft Outlook, such as Email page, Outlook tasks, or meeting details.

## Paragraph formatting

With OneNote for the web, you can change paragraph alignment, increase or decrease the indent from left margin, or change text direction from left to right. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app ↗](#).

## Pictures

With OneNote for the web, you can insert a picture from a file or from Bing Images. You can also resize pictures and add alternative text. For more advanced picture features, such as screen clipping, scanned images, or online pictures, you'll need to use the OneNote desktop app. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app ↗](#).

## Print

You can print notes in OneNote for the web.

## Proofing tools

OneNote for the web automatically checks spelling as users type and applies a wavy red underline to misspelled text. Common AutoCorrect actions are included, such as correcting routing misspellings or converting characters to symbols. Additionally, you can set the proofing language or turn off the spelling checker for selected text. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app ↗](#).

## Rights Management: Apply and consume IRM and password protection

OneNote for the web displays notebooks that are protected with Information Rights Management (IRM). However, these notebooks cannot be edited in the browser, and

you cannot create IRM-protected notebooks in OneNote for the web. OneNote for the web can't open documents that are encrypted with a password. Advanced document protection features, such as creating IRM-protected notebooks and applying password-protection, are only available in the OneNote desktop app.

## Search (on page, within sections)

With OneNote for the web, you can use Instant Search to recall anything you've ever created or saved in OneNote. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app](#).

## Search by: tag, title, author/date, audio notes

Not available in OneNote for the web. Advanced search features, such as searching by tag, title, by author/date, and audio file, are only available in the OneNote desktop app.

## Share

If you've saved your OneNote notebook in a SharePoint document library, then your OneNote notebook is online. That means you can share it by sending a link instead of an email attachment. By selecting the link, people can read your notes in their web browser. Learn more about [sharing OneNote notes online](#).

## Show or hide authors

With OneNote for the web, you can turn off the author tags that appear when someone edits a notebook. This will remove the initials that appear next to new notes on a page. Author tags are turned on by default.

## Styles

With OneNote for the web, you can easily apply text styles for quick formatting. Learn more about the [differences between using a notebook in the browser and in the OneNote desktop app](#).

## Tables

With OneNote for the web, you can insert a table, edit table text, and easily edit basic table structure, such as adding or deleting rows and columns. For more advanced table features, such as converting a table to an Excel spreadsheet or cell shading, header rows, and data sorting within table cells, you'll need to use the OneNote desktop app. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app](#).

## Template support

Not available in OneNote for the web. With the OneNote desktop app, you can use a template as a page design that can be applied to new pages in your notebook to give them an appealing background, a more uniform appearance, or a consistent layout.

## Undo and redo

Using your keyboard, you can undo (Ctrl + Z) or redo (Alt + F7) recent actions for each page that is edited in the active notebook in OneNote for the web. OneNote for the web gives you a separate undo history for each page edited in the active notebook. You can undo an infinite number of actions per page during the current editing session—until either a picture is inserted or an edit is received from another author. Moving and deleting pages cannot be undone. Learn more about [OneNote for the web keyboard shortcuts](#).

## Video playback

Video notes are preserved in notes, but cannot be recorded in OneNote for the web. You can download video files to your computer to play them. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app](#).

## View previous page versions

With OneNote for the web, you can view and restore previous page versions of a page, including who wrote it and when. Changes relative to previous versions of a page are automatically highlighted. Learn more about the [differences between using a notebook in the browser and in OneNote desktop app](#).

## Feature availability

To view feature availability across plans, standalone options, and on-premises solutions, see [Microsoft 365 for the web service description](#).

# PowerPoint for the web

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PowerPoint for the web (formerly PowerPoint Web App) extends your Microsoft PowerPoint experience to the web browser, where you can work with presentations directly on the website where the presentation is stored. Microsoft 365 customers with Microsoft 365 for the web can view, create, and edit files on the go.

The PowerPoint Editor is a web front-end component that creates a browser-based editing surface, which lets users work on documents without losing fidelity.

If you select the **Open in PowerPoint** button on the PowerPoint for the web toolbar, the presentation opens in the PowerPoint desktop app (if Microsoft PowerPoint 2010 or later is installed on the computer).

Learn how to [download and install Office using Microsoft 365 for business on a PC](#).

## Alignment, bullets, numbers

With PowerPoint for the web, you can change paragraph alignment, apply bullets or numbering, and change the level of bulleted or numbered text. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app](#).

## Apply basic transitions and animations

Choose from a gallery of animation and transition effects. PowerPoint for the web supports eight transitions and 37 animations. Additional animations and transitions not supported by PowerPoint for the web are preserved in the presentation and displayed in the slide show, but they can't be modified in PowerPoint for the web. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app](#).

## Apply rich formatting to text, shapes, and pictures

Not available in PowerPoint for the web. Advanced formatting features, such as more colors, gradients, eyedropper, effects, and styles, are available in the PowerPoint desktop

app. With PowerPoint for the web, you can add a text box or choose from a gallery of shapes and apply styles, which define fill, outline, and shadow effects.

## Apply themes and theme variants

Choose from a gallery of built-in themes and variants when you add a new slide to the presentation. Themes not supported by PowerPoint for the web are preserved in the presentation, but the ability to modify themes is not available in PowerPoint for the web. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app](#).

## Office add-ins

PowerPoint for the web only supports content add-ins for Office. Content add-ins integrate web-based features as content that can be shown in line with a presentation. Learn more about [types of add-ins for Office](#).

## Arrange objects

Move, resize, rotate, or order shapes and text boxes in layers, back-to-front in PowerPoint for the web. Ungroup shapes to work with them individually. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app](#).

## Broadcast slide show

The PowerPoint desktop app is required to broadcast a slide show to a remote audience through PowerPoint for the web. Viewers can watch live presentations through PowerPoint for the web, regardless of whether they have the PowerPoint desktop app installed. Learn more about [broadcast slide show](#).

## Clipboard

With PowerPoint for the web, you can cut, copy, and paste content in a presentation. A user can copy and paste text between Microsoft 365 for the web programs, as well as between Microsoft 365 for the web and the Microsoft Office desktop apps on the computer. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app](#).

## Create and manage slides

Add, reorder, duplicate, hide, and delete slides in PowerPoint for the web. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app](#).

## Create custom animation

PowerPoint for the web includes a gallery of animation effects. Animations not supported by PowerPoint for the web are preserved in the presentation and displayed in the slide show, but they can't be modified in PowerPoint for the web. To create custom animations, you'll need the PowerPoint desktop app installed on your computer. Learn more about [creating custom animations with PowerPoint 2013 desktop app](#).

## Design tools, advanced

Not available in PowerPoint for the web. Advanced design features, such creating slide masters and modifying layouts, are only available in the PowerPoint desktop app. With PowerPoint for the web, you can use your own template file as the basis for creating new files or choose from a predefined list of themes.

## Dropbox

Dropbox is a file hosting service that offers cloud storage, file synchronization, personal cloud, and client software.

## Embed presentation on web or blog page

With PowerPoint for the web, you can embed presentations on websites or blogs so that anyone can view your information even if they don't have the Microsoft PowerPoint desktop app. Embedded viewers show animations, transitions, and audio/video—the same as full fidelity reading view. Learn more about [embedding presentations on a web or blog page](#).

## Font downloading and formatting

The font service is a [CDN](#) based solution to ensure Office applications are able to render documents and presentations in full fidelity by downloading the required fonts to the local machine.

When sharing PowerPoint presentations with recipients via PowerPoint for the web, only use the fonts detailed in the cloud fonts list [here](#). Why? These fonts are available in the cloud and are downloaded as needed and installed on our servers. Other fonts, including locally installed fonts not on this list and embedded fonts, will not be installed on our servers and will be replaced with fallback fonts, resulting in content reflow and formatting issues.

PowerPoint for the web lets you apply bold, italics, underline, font, size, and color to text. You can also use the Format Painter to copy the format of entire shapes.

 **Note**

To use your organization's custom font on PowerPoint for the web, [upload your font as an Organization Asset Library](#).

## Full fidelity reading view

View presentations as they were intended to be seen—showing animations, transitions, and audio/video.

## Full ink support

Ink can't be inserted in PowerPoint for the web, but PowerPoint for the web displays them as expected.

## Full selection of animations and transitions

PowerPoint for the web supports eight transitions and 37 animations. For a larger selection, use the PowerPoint desktop app.

## Headers and footers

Headers and footers, including date and slide numbers, can't be inserted, edited, or deleted in PowerPoint for the web, but PowerPoint for the web displays them as expected. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app](#).

## Hyperlinks

Insert, edit, and follow hyperlinks. Bookmark links work, but can't be edited in PowerPoint for the web.

## Insert online video

Video and audio content plays in Reading view and Slide Show, with a file size limit of 100 MB. Online video can be inserted from YouTube, and media controls can be resized, moved, and deleted in PowerPoint for the web. But to insert audio and video other than YouTube, you need the Microsoft PowerPoint desktop app.

## Integration with Excel for charts

Not available in PowerPoint for the web. With PowerPoint for the web, you can view Excel charts in an existing presentation, but you can't edit or insert an Excel chart in a presentation using PowerPoint for the web. Learn more about [copying an Excel chart to PowerPoint](#).

## Navigation - slide sorter

Slide sorter view, which gives you a view of your slides in thumbnail form, makes it easy to sort and organize your slides. You can use slide sorter view to organize your slides, add sections, and sort slides into different categories.

## Offline viewing and authoring

PowerPoint for the web is launched from a web browser and relies on an internet connection. To access presentations offline, Microsoft PowerPoint desktop app must be installed on your computer and used to view and edit slides.

## Picture cropping

Improve the framing of a subject in a picture with the cropping tool. Simply click one of the cropping handles at the edge of the picture and drag it until you achieve the picture you want.

## Pictures

With PowerPoint for the web, you can insert pictures stored on your computer, or insert pictures from Bing Images. You can move, resize, and crop pictures, and apply a number of picture styles. More sophisticated features for working with pictures, such as applying effects, are not available in PowerPoint for the web. You can't create screenshots in PowerPoint for the web, but screenshots that are in a presentation display as pictures in PowerPoint for the web. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app](#).

## Present online through Skype for Business or the Office Presentation Service

Not available in PowerPoint for the web. Microsoft PowerPoint desktop app lets you deliver your presentations using the Office Presentation Service, a free, public service that allows others to follow along in their web browser. Learn more about [Office Presentation Service](#).

## Presenter view

Not available in PowerPoint for the web. Only Microsoft PowerPoint desktop app allows a presenter a behind-the-scene control of the presentation flow, notes, annotations, and zooming tools. PowerPoint for the web does not support these features.

## Print to PDF

With PowerPoint for the web, you can print your presentation to a PDF reader, where all the layout and formatting of your slides will print the way you expect. Learn more about [basic tasks you can do using PowerPoint for the web](#).

## Proofing tools

You can check spelling and set the proofing language, using the built-in dictionary with PowerPoint for the web. But PowerPoint for the web does not use a custom dictionary and does not include translation or a thesaurus.

## Real-time co-authoring

Multiple authors can work simultaneously in PowerPoint for the web and PowerPoint 2016. Real-time presence helps you see where your co-authors are working in the

presentation so that you don't create conflicts as you edit, and you can see changes as they're being made. PowerPoint 2013 supports simultaneous editing, but there is no presence indication, and changes can't be seen by multiple authors until the document is saved. For more information about real-time co-authoring in PowerPoint, see [Work together on PowerPoint presentations](#).

## Reviewer tools, advanced

Not available in PowerPoint for the web. Advanced reviewer features, such as merge conflicts and compare presentations, are only available in the PowerPoint desktop app. With PowerPoint for the web, you can view, add, edit, or delete comments.

## Rights management: Apply and consume IRM and password protection

Not available in PowerPoint for the web. PowerPoint for the web displays presentations that are protected with Information Rights Management (IRM). However, these presentations can't be edited in the browser, and you can't create IRM-protected presentations in PowerPoint for the web. PowerPoint for the web can't open presentations that are digitally signed or encrypted with a password.

## Run slide show

With PowerPoint for the web, you can run your presentation with just a web browser and an internet connection. Learn more about [basic tasks you can do using PowerPoint for the web](#).

## Save as or Download a copy

PowerPoint for the web saves your work every time you make a change. There is no **Save** command. You can download a copy, but you must have the Microsoft PowerPoint desktop app to edit a local copy.

## Shapes

Word Art and charts can't be inserted in PowerPoint for the web, but PowerPoint for the web displays them as expected. In Editing view, edit and format text. If you want to apply text effects to Word Art, you'll need the Microsoft PowerPoint desktop app.

## Share

If your presentation is saved in a SharePoint document library, then your presentation is online and you can share it by sending a link instead of an email attachment. People with proper permissions can view it in their web browser or mobile device. Learn more about [sharing a presentation ↗](#).

## Slide show

PowerPoint for the web plays slide shows in a full-screen window. Press the spacebar to advance the slides. Slide animations play, but only Fade and Wipe transitions between slides are supported. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app ↗](#).

## SmartArt

You can insert SmartArt, switch to a different layout or color scheme, apply SmartArt styles, and edit text with PowerPoint for the web. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app ↗](#).

## Table creation, editing, and formatting

Tables can be created and edited in PowerPoint for the web, and PowerPoint for the web supports most table functions. For advanced functions, such as merging and splitting cells, use the PowerPoint desktop app. Learn more about the [differences between using a presentation in the browser versus the PowerPoint desktop app ↗](#).

## Tell Me

When you need to accomplish something in PowerPoint for the web but don't know how, you can use the Tell Me search feature to quickly find what you're looking for. Tell Me understands what you're trying to accomplish and helps you do it faster by making suggestions.

## Undo and redo

Undo (Ctrl + Z) and redo (Ctrl + Y) an infinite number of recent actions during the current editing session in the active presentation. If the editing session times out or if

you switch to Reading View for more than 30 seconds, the undo history is reset. Learn more about [keyboard shortcuts in PowerPoint for the web](#).

## View and add comments

If your files are stored on SharePoint Online or OneDrive for Business, you can add, edit, or delete comments.

If your files are stored on OneDrive, you can add, edit, or delete comments while in Editing View, and you can view and update comments while in Reading View.

## View and edit slide notes

With PowerPoint for the web, notes for each slide can be displayed or hidden. You can also add notes in Edit mode.

## WYSIWYG viewing

Edit your presentation in a form closely resembling its appearance when printed or displayed as a finished product.

## Feature availability

To view feature availability across plans, standalone options, and on-premises solutions, see [Microsoft 365 for the web service description](#).

# OneDrive service description

Article • 01/26/2023 • 2 minutes to read

OneDrive for work and school accounts is online storage space in the cloud that's provided for individual licensed users in an organization. Use it to help protect work files and access them across multiple devices. OneDrive lets you share files and collaborate on documents, and sync files to your computer. Learn more about [OneDrive features, functionality, and pricing](#).

OneDrive is included in Microsoft 365 and Office 365 plans, in SharePoint plans, and can also be purchased as a standalone plan.

## Available plans

For detailed plan information on subscriptions that enable users for Microsoft OneDrive, see the [full subscription comparison table](#).

## Feature availability

The following table lists the major OneDrive features available across plans. Certain caveats apply. See the footnotes for further information. This table may change without notice. For a full list of feature availability across OneDrive plans, go to [Microsoft OneDrive](#). More in-depth descriptions for some of these features will follow.

Feature	Stand-alone plans	Small business	Enterprise	Education	Government	Nonprofits
Storage <sup>1</sup>	Yes	Yes	Yes	Yes	Yes	Yes
Sync features	Yes	Yes	Yes	Yes	Yes	Yes
Sharing and collaboration features	Yes	Yes	Yes	Yes	Yes	Yes
Web features	Yes	Yes	Yes	Yes	Yes	Yes
Mobile features	Yes	Yes	Yes	Yes	Yes	Yes

Feature	Stand-alone plans	Small business	Enterprise	Education	Government	Nonprofits
IT admin, security, and compliance features	Yes	Yes	Yes	Yes	Yes	Yes

<sup>1</sup> For information on OneDrive storage per user, you can check OneDrive in the [Modern Work Plan Comparison](#) or the [Microsoft 365 User Subscription Suites for Small and Medium-sized Businesses](#).

## Learn more

For technical information about [OneDrive](#), check out the following resources:

- [OneDrive](#)
- [Microsoft OneDrive Blog](#)
- For most subscription plans, the default storage space for each user's OneDrive is 1 TB. Depending on your plan and the number of licensed users, you can increase this storage up to 5 TB. For more information, see the [Core features in Compare OneDrive cloud storage pricing and plans](#).

## Supported uses

With OneDrive for Business, every person can easily store, access, and share their work files in their personal online storage space in the cloud. OneDrive for Business storage is provisioned on a per user basis and is designed to serve the needs of individual users.

Storage of data other than an individual's personal work files, including system back-ups and departmental and organizational level data, is not supported, nor is the assignment of a per user license to a bot, department, or other non-human entity. SharePoint is the best solution for more advanced content management and collaboration, including storing and managing files, communications, and intranet sites across a team or organization.

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging

To keep track of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Microsoft Planner service description

Article • 01/26/2023 • 2 minutes to read

Microsoft Planner is an intuitive, collaborative task management tool that enables people to plan, manage, and complete task-based initiatives. Users assign and manage tasks on a Kanban board using task cards, which they can populate with various important plan information, such as due dates, status, checklists, labels, and file attachments. Planner integrates with several Microsoft solutions, including Microsoft Teams. As a web-based tool, Planner is accessible from anywhere and available as a mobile app for both iOS and Android.

## Available plans

For detailed plan information on subscriptions that enable users for Microsoft Planner, see the [modern work plan comparison table](#).

## Feature availability

The following table lists the major Microsoft Planner features available across plans. Certain caveats apply. See the footnotes for further information. This table may change without notice.

Feature	Small business plans	Enterprise plans	Education plans	GCC	GCC-High	DOD
Add assignments, start and due dates, bucket, progress, and priority to tasks	Yes	Yes	Yes	Yes	Yes	Yes
Add labels, checklist, attachments to tasks	Yes	Yes	Yes	Yes	Yes	Yes
Filter and group tasks	Yes	Yes	Yes	Yes	Yes	Yes
Copy plan	Yes	Yes	Yes	Yes	Yes	Yes

Feature	Small business plans	Enterprise plans	Education plans	GCC	GCC-High	DOD
Export plan to Excel	Yes	Yes	Yes	Yes	Yes	Yes
View Planner tasks in Charts view	Yes	Yes	Yes	Yes	Yes	Yes
View Planner tasks in Schedule view	Yes	Yes	Yes	Yes	Yes	Yes
See Planner tasks in Outlook calendar	Yes	Yes	Yes	Planned ↗	Planned ↗	Planned ↗
See Planner tasks in Microsoft To Do	Yes	Yes	Yes	Yes	No	No
Planner API in Microsoft Graph	Yes	Yes	Yes	Yes	Yes	Yes
Tasks app in Teams	Yes	Yes	Yes	No	No	No
SharePoint integration (Planner web part and full page app)	Yes	Yes	Yes	Yes	No	No

## Learn more

For more information about Microsoft Planner, check out the following resources:

- [Planner Help and Learning ↗](#)
- [Planner documentation for admins](#)
- [Planner API in Microsoft Graph](#)
- [Planner Product Page ↗](#)
- [Planner Blog in Microsoft Tech Community ↗](#)

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# Power BI service description

Article • 01/26/2023 • 2 minutes to read

Power BI is a cloud-based suite of business analytics tools that lets anyone connect to, visualize, and analyze data with greater speed, efficiency, and understanding. It connects users to a broad range of live data through easy-to-use dashboards, provides AI-infused automated insights, embedded and interactive reports, and delivers compelling visualizations that bring data big and small to life.

Power BI is currently available as part of the Office 365 Enterprise E5 version. To learn more, visit [Power BI](#).

## Available plans

The following table shows the plans that include Power BI so you can choose the solution that best meets the needs of your organization. For detailed plan information, see [Powerful tools to support your enterprise](#).

For detailed plan information on subscriptions that enable users for Power BI, see the [full subscription comparison table](#).

## Feature availability

The following table lists the major Power BI features available across plans. Certain caveats apply. See the footnotes for further information. This table may change without notice. For the most up-to-date, complete list of features, see [Power BI pricing](#).

Feature	Power BI Pro	Power BI Premium per user	Power BI Premium per capacity
<strong>Collaboration and Analytics</strong>			
Mobile app access	Yes	Yes	Yes
Publish reports to share and collaborate	Yes	Yes	No
Paginated (RDL) reports	No	Yes	Yes
Consume content without a per-user license	No	No	Yes
On-premises reporting with Power BI Report Server	No	No	Yes

Feature	Power BI Pro	Power BI Premium per user	Power BI Premium per capacity
<b>Data prep, modeling, and visualization</b>			
Model size limit	1 GB	100 GB	400 GB
Refresh rate	8/day	48/day	48/day
Connect to 100+ data sources	Yes	Yes	Yes
Create reports and visualizations with Power BI Desktop	Yes	Yes	Yes
Embedding APIs and controls	Yes*	Yes*	Yes*
AI visuals	Yes	Yes	Yes
Advanced AI (text analytics, image detection, automated machine learning)	No	Yes	Yes
XMLA endpoint read/write connectivity	No	Yes	Yes
Dataflows (direct query, linked and computed entities, enhanced compute engine)	No	Yes	Yes
Analyze data stored in Azure Data Lake Storage	No	Yes	Yes
<b>Governance and administration</b>			
Data security and encryption	Yes	Yes	Yes
Metrics for content creation, consumption, and publishing	Yes	Yes	Yes
Deployment pipelines for application lifecycle management	No	Yes	Yes
Multi-geo deployment management	No	No	Yes
Bring your own key (BYOK)	No	No	Yes
Autoscale add-on availability (preview)	No	No	Yes
Max storage	10 GB/user	100 TB	100 TB

\*May require additional licensing to embed applications or contexts. For more information, see [Embedded analytics with Power BI](#).

# Learn more

For technical information about Power BI, check out the following resources:

- All Power BI documentation: [Power BI documentation - Power BI | Microsoft Docs](#)
- Power BI documentation for developers: [Power BI developer documentation - Power BI | Microsoft Docs](#)
- Power BI documentation for admins and enterprises: [Power BI admin and enterprise documentation - Power BI | Microsoft Docs](#)
- Power BI blog: [Power BI Blog—Updates and News | Microsoft Power BI](#)
- Power BI community: [Home - Microsoft Power BI Community](#)

## Licensing terms

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## Messaging

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## Accessibility

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# Microsoft Project service description

Article • 01/26/2023 • 2 minutes to read

Microsoft Project offers the following applications to help meet your organization's needs for project and work management:

- [Project for the web](#)
- [Project Online](#)
- [Project Online desktop client](#)

This article helps to understand which applications are provided in each Project subscription and what capabilities each application offers.

## Available plans

For detailed plan information on subscriptions that enable users for Microsoft Project, see [Compare project management solutions and costs](#).

## Microsoft Project subscriptions

Microsoft Project is available through three different subscriptions to best meet the needs of your organization. These subscriptions are Project Plan 1, Project Plan 3, and Project Plan 5. To compare features across subscriptions, see [Feature availability across applications and subscriptions](#).

Product	Plan 1	Plan 3	Plan 5
Project for the web	x	xx	xx
Project Online	x	xx	xxx
Project Online desktop client		x	x

In the table above, the number of checks (x) indicates the general level of capabilities provided by a plan. For example, for Project Online, Plan 5 provides more capabilities than Plan 3.

## Feature availability across applications and subscriptions

The following linked tables list the major Microsoft Project features available across plans. For the most up-to-date, complete list of Microsoft Project features across plans, see the [full subscription comparison table](#).

- [Project for the web features](#)
- [Project Online features](#)
- [Project Online desktop client features](#)

## Learn more

For more information or service considerations about Microsoft Project, check out the following resources:

- **Project Roadmap and Power Automate:** Project Roadmap requires the use of Power Automate, which is provisioned as part of your Project subscription. Rights to Power Automate functionality are limited to those Power Automate capabilities required by Project Roadmap. Power Automate functionality required by Project Roadmap appears as the **Data Integration for Project with Flow** service plan in the **Apps** section of the Microsoft 365 admin center.
- **Use of SharePoint Online:** Project Online requires the use of SharePoint Online, which is provisioned as part of Project Online. Rights to the SharePoint Online functionality provided with Project Plan 3 or Project Plan 5 subscriptions are limited to storing and accessing data to support Project Online.
- To use Project for the web and Project online together, see [Using Project for the web and Project Online together](#).
- **Licensing terms and considerations:** for licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).
  - Any interaction on a Project Online site requires at least a Project Plan 3 or Project Plan 5 subscription within the tenant.
  - When your last Project Plan 1, Project Plan 3, or Project Plan 5 subscription expires, your Project for the web instances will not be automatically deleted until you have no active subscriptions that depend on the Microsoft Dataverse.
  - When your last Project Plan 3 or Project Plan 5 subscription expires, your Project Online instances will be deleted after 120 days.
  - For Project Online trial subscriptions, your trial instances will be deleted 30 days after your trial period ends.

- For Project for the web trial subscriptions, your trial instances will not be deleted until you have no active subscriptions that depend on the Microsoft Dataverse.
- **Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).
- **Messaging:** to stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

# Microsoft Project for the web service description

Article • 03/09/2023 • 7 minutes to read

Project for the web is Microsoft's most recent offering for cloud-based work and project management. Project for the web provides simple, powerful work management capabilities to meet most needs and roles. Project managers and team members can use Project for the web to plan and manage work of any size.

Project for the web is built on the Microsoft Power Platform. The Power Platform consists of PowerApps, Power Automate, Power BI, and the Microsoft Dataverse. Project for the web data is stored in the Microsoft Dataverse.

## Available plans

Project for the web is available through three subscriptions: Project Plan 1, Project Plan 3, and Project Plan 5. Features listed in [Project for the web features](#) interact only with data in the Project for the web data store. For more information on subscriptions that enable users for Microsoft Project for the web, see [Compare project management solutions and costs](#).

## Feature availability

The following table lists the major Microsoft Project for the web features available across plans. Certain caveats apply. For more information, see the footnotes. This table may change without notice.

Feature	Description	Office 365 licenses	Plan 1	Plan 3	Plan 5
<a href="#">Project, task, and time management</a>	Assignments view	No	No	Yes	Yes
	Board view	View Only	Yes	Yes	Yes
	Dependencies	View Only	Yes	Yes	Yes

<b>Feature</b>	<b>Description</b>	<b>Office 365 licenses</b>	<b>Plan 1</b>	<b>Plan 3</b>	<b>Plan 5</b>
	Grid view	View Only	Yes	Yes	Yes
	Milestones	View Only	Yes	Yes	Yes
	Project Home	Yes	Yes	Yes	Yes
	Task scheduling	View Only	Yes	Yes	Yes
	Timeline view (Gantt chart)	No	Yes	Yes	Yes
	Critical path	No	No	Yes	Yes
	Summary tasks	View Only	Yes	Yes	Yes
	Update tasks	Yes*	Yes	Yes	Yes
	Create and use task custom fields	View Only	Yes	Yes	Yes
<b>Collaboration</b>	Microsoft Teams integration	Yes	Yes	Yes	Yes
	Task Conversations	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>
<b>Resource and program management</b>	Project team setup	No	Yes	Yes	Yes
	Create resource requests <sup>2</sup>	View only	View only	Yes	Yes
	Accept a booking proposal <sup>2</sup>	View only	View only	Yes	Yes
	Create and update bookings to fulfill the resource requests <sup>2</sup>	View only	View only	View only	Yes
	Manage skills/proficiencies on your resources	View only	View only	View only	Yes
	Roadmaps	View only	View only	Yes	Yes
<b>Reporting<sup>3</sup></b>	Read reports from Project for the web data	Yes	Yes	Yes	Yes

<b>Feature</b>	<b>Description</b>	<b>Office 365 licenses</b>	<b>Plan 1</b>	<b>Plan 3</b>	<b>Plan 5</b>
	Create reports using Project for the web data	No	Yes	Yes	Yes
<b>Usability</b>	Coauthoring	View only	Yes	Yes	Yes
	Graphical indicators	View only	Yes	Yes	Yes
<b>Customization and integration</b>	Conditional Coloring	View only	View only	Yes	Yes
	Customize views and forms <sup>4</sup>	View only	Yes	Yes	Yes
	Use custom columns	View only	Yes	Yes	Yes
	Use the out-of-the-box Project application	View only	Yes	Yes	Yes
	Use Project with custom tables <sup>5</sup>	View only	5	15	Unlimited
<b>Power Automate Workflows and Business Process Flows<sup>6</sup></b>	Define and use Power Automate Cloud flows that utilize Project data including custom tables and columns	No	Yes	Yes	Yes
	Define Power Automate Business Process flows that utilize Project data including custom tables and columns.	No	No	Yes	Yes
	Use Power Automate Business Process flows that utilize Project data	No	Yes	Yes	Yes
<b>Security and user management</b>	Office Modern Groups	Yes	Yes	Yes	Yes
	Third-Party Apps	No	Yes	Yes	Yes
	Connect to <i>Project for the web</i> with third-party apps <sup>4</sup>	View Only <sup>7</sup>	Yes	Yes	Yes

<sup>1</sup> Requires a Microsoft Teams license.

<sup>2</sup> Customers with a Microsoft Project Plan 3/5 license(s) are only allowed to use Universal Resource Scheduling to schedule Project and Task tables within the context of a project.

<sup>3</sup> Reporting for Project for the web using Power BI requires a Power BI license.

<sup>4</sup> Building and using separate Power Apps beyond the out-of-the-box Project application that access Project for the web or Project Online customer data requires a separate Power Apps subscription.

<sup>5</sup> Limited to the use of custom tables within the context of Project only. Not for any other M365 or D365 solution that could be deployed in the same environment.

<sup>6</sup> Power Automate use within Project is limited to the context of the Project application. What this means is that for both triggers and actions, flow entitlements included with Project can:

- Connect to any data source within the use rights of the Project application:
  - Data sources available via standard connectors.
  - Project data via the Microsoft Dataverse connector.
- Be triggered directly from within the Project application (via built-in trigger/action).

<sup>7</sup> View only entitlements are granted only from within a Power App.

\* Microsoft 365 and Office 365 E3 and E5 can update a limited set of fields (Mark as complete, Progress) on tasks assigned to them.

## Learn more

### Microsoft Project Resources

#### Architecture

[Project architecture diagram](#) shows how Project for the web works with the Power Platform, Power BI, and third-party services. While the Roadmap (Portfolio Service) is only installed in the default environment, the Roadmap can display projects from any environment that the Project app is supported. The Project solution can be installed on the default, production, and sandbox Dataverse environments.

### Project Roadmap and Power Automate

Project Roadmap requires the use of Power Automate, which is provisioned as part of your Project subscription. Power Automate functionality that comes with Project for the web appears as the **Flow for Project** service plan in the **Apps** section of the Microsoft 365 admin center.

## Project for the web and Microsoft Dataverse

Project for the web requires the use of the Microsoft Dataverse for storing its data. A Microsoft Dataverse database is provisioned as part of your Project subscription. Rights to Microsoft Dataverse functionality are limited to storing and accessing data to support Project for the web. Microsoft Dataverse functionality required by Project appears as the **Common Data Service for Project** service plan in the **Apps** section of the Microsoft 365 admin center.

For Project Customers with five (5) or more Project for the web licenses, you may deploy Project for the web to Power Platform Production and Sandbox environments. Learn more [here](#).

Capacity Included/Accrued	Project P1	Project P3	Project P5
Dataverse (formerly Common Data Service) Database: Included/tenant	3 GB	5 GB	5 GB
Dataverse Database: Accrued/User Subscription License (USL)	50 MB	250 MB	250 MB
Dataverse Log: Included/tenant	2 GB	2 GB	2 GB
Dataverse File: Included/tenant	20 GB	20 GB	20 GB
Dataverse File: Accrued/USL	400 MB	2 GB	2 GB

There are additional Microsoft subscriptions beyond Project that entitle Dataverse storage capacity. For other Dataverse storage capacity entitlements, see the [Dynamics 365 Licensing Guide](#) and the [Power Apps, Power Automate and Power Virtual Agents Licensing Guide](#).

## Data backup and retention

Project for the web has the same data backup and retention policy as Office 365. For details, see [Data Retention, Deletion, and Destruction in Microsoft 365](#). For more information on how to manage backup and restore, see [Back up and restore environments](#). The default environment can't be deleted and doesn't support backup and restore. For more information on environments, see [The default environment](#).

## Data Encryption

To learn more about data encryption in Project for the web, see [Encryption in Microsoft Dynamics 365](#).

## Project for the web boundaries and limitations

Following table describes the limitations on Project for the web.

Entity/field	Limit
<b>Task</b>	
Max. hierarchy level for task	10 levels
Max. links (successor + predecessor) for a task	20
Max. duration of leaf task	1250 days
Max. duration of summary task	3650 days (10 years)
Max. resources that can be assigned to a task	20 resources
Supported date range for task	1/1/2000 – 12/31/2149
<b>Project</b>	
Max. total tasks for the project	500
Max. total duration of the project	3650 days (10 years)
Max. total resources for the project	150
Max. total links (successor only) for the project	600

## Additional resources

- [Project for the web get started guide for admins - Project for the web | Microsoft Docs](#)
- For best practices, news, and trends, go to the [Project blog ↗](#)

## General Resources

### Accessibility

Microsoft remains committed to the security of your data and the [accessibility ↗](#) of our services. For more information, see the [Microsoft Trust Center ↗](#) and the [Office Accessibility Center ↗](#).

### Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Licensing considerations

When your last Project Plan 1, Project Plan 3, or Project Plan 5 subscription expires, your Project for the web instances will not be automatically deleted until you have no active subscriptions that depend on Microsoft Dataverse. For Project for the web trial subscriptions, your trial instances will not be deleted until you have no active subscriptions that depend on Microsoft Dataverse.

## Service considerations

Project for the web is available in commercial, education and GCC subscriptions. It is not yet available in GCC High, and DoD. We're working on delivering Project for the web to you but are unable to share a firm timeframe currently.

Learn more about Office 365 US Government [here](#).

# Microsoft Project Online desktop client service description

Article • 01/26/2023 • 3 minutes to read

Microsoft Project Online desktop client is a project management program that features automated scheduling, project resource management, and built-in reporting. Project Online desktop client can be used as a standalone application or it can connect to Project Online. Project Online desktop client is the subscription version of the Project Professional desktop client.

## Available plans

Project Online Desktop Client is available through two subscriptions: Project Plan 3 and Project Plan 5. For more information on subscriptions that enable users for Microsoft Project Online desktop, see [Compare Project Management Solutions and Costs | Microsoft Project](#).

## Feature availability

The following table lists the major Project Online desktop client features available across plans (this table may change without notice).

## Project Online desktop client features

Feature	Description
<b>Project and task management</b>	
Baselines	Set project baselines to monitor current performance against past performance.
Calendar view	Track important project and task deadlines and milestones on a weekly or monthly calendar view.
Critical path	Visually track the tasks that represent the longest path through the project.
Deadlines	Establish and track important project and task deadlines.
Dependencies	Set and visually track dependencies between tasks.

<b>Feature</b>	<b>Description</b>
Gantt view	Visually track and understand project dates, dependencies, and assignments in a hierarchical Gantt view.
Grid view	Plan and manage projects using a hierarchical grid view of tasks.
Master projects	Group smaller related projects under a single master project.
Milestones	Establish and track important project and task milestones.
Network diagram	View tasks, dependencies, and the critical path of your project in a network diagram view.
Task scheduling	Use task start and end dates, effort, work, lead and lag times, and dependencies to get an accurate schedule of project dates.
Team planner	Track the allocation and capacity of all project team members, including non-project work and non-working time.
Timelines	Visually track and understand project dates, dependencies, and assignments in a timeline view.
Inactive tasks	Use inactive tasks to track work without affecting resource availability or allocation and without affecting the project schedule.
Summary tasks	Plan, manage, and track deliverables and phases using summary tasks.
Task inspector	View factors that affect the scheduling of a task, such as a changed start date or error messages.
Task path analysis	See how one task connects to other tasks by highlighting its task path throughout the project.
<b>Resource and financial management</b>	
Resource leveling	Resolve resource conflicts or over allocations by automatically leveling the assignments.
Work, generic, and material resources	Add resources to a project, such as work resources like people, generic resources like carpenters, and materials resources like computers and cement.
Project costing and budgeting	Compare planned progress and budget to actual time and costs.
Resource costing	Track and manage the resource costs of your project.
<b>Reporting</b>	

<b>Feature</b>	<b>Description</b>
Custom reports	Build custom reports for projects, programs, portfolios, and resources.
Out-of-box reporting	Use pre-built reports to understand project, program, portfolio, and resource data.
PDF and XPS output	Save a Project file as a PDF or XPS file.
<b>Usability</b>	
Auto-complete	Get suggestions for task or resource names and dependencies as you type.
Filtered views	Filter project plans by any value in the plan.
Graphical indicators	Understand task status, assignments, and more with graphical indicators.
Multi-level undo	Undo multiple changes at the same time by using the <b>Undo</b> menu.
Sorting and grouping	Use custom sorting and grouping to get a focused view of your project, tasks, and resources.
<b>Customization and integration</b>	
Custom fields	Add custom fields at the project, task, and resource level to track data important to your organization and projects.
Forms	Create and deploy custom forms to capture important project data.
Formulas	Calculate and capture important data using formulas across tasks and projects.
Templates	Create templates for common projects including project plans, teams, and assignments.
.mpp import/export	Create new projects from existing .mpp files or create an .mpp file of an existing project.
Excel import/export	Create new projects from Excel files or create an Excel file of an existing project.

## Learn more

For more information about Project Online Desktop Client, check out the following resources:

# Create and Install a Project

1. Create a project in Project desktop - Office Support (microsoft.com) ↗
2. Install Project - Office Support (microsoft.com) ↗

## Service considerations

Project Online Desktop Client is available in commercial, education and GCC, GCC High and DoD subscriptions.

Learn more about Office 365 US Government [here](#).

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#) ↗.

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) ↗ of our services. For more information, see the [Microsoft Trust Center](#) ↗ and the [Office Accessibility Center](#) ↗ .

# Microsoft Project Online service description

Article • 01/26/2023 • 5 minutes to read

Project Online is a flexible online solution for Project Portfolio Management (PPM) and everyday work. Project Online provides powerful project management capabilities for planning, prioritizing, and managing projects and project portfolio investments—from almost anywhere on almost any device. Project Online can be used by administrators, portfolio managers and viewers, project and resource managers, and team leads and members. Project Online is built on the SharePoint platform, and it stores data in the SharePoint data store.

## Available plans

Project Online is available through two subscriptions: Project Plan 3 and Project Plan 5. For more information on subscriptions that enable users for Project Online, see [Compare Project Management Solutions and Costs | Microsoft Project](#).

Team member access is available through Project Online Essentials and Project Plan 1. Find more information on team members [here](#).

### Note

Project Online Essentials does not include Project for the web. Project Plan 1 includes both Project for the web and Project Online Essentials.

## Feature availability

The following table lists the major Project Online features available across plans. Features listed in this section and in [Project Online features](#) interact only with data in the Project Online SharePoint data store. This table may change without notice (certain caveats apply). For more information, see the footnotes.

Feature	Project Plan 3	Project Plan 5
<a href="#">Project, task, and time management</a>	Yes	Yes
Alerts and reminders <sup>1</sup>	Yes	Yes

Feature	Project Plan 3	Project Plan 5
Baselines	Yes	Yes
Board view	Yes	Yes
Critical path	Yes	Yes
Deliverable management	Yes	Yes
Dependencies	Yes	Yes
Gantt view	Yes	Yes
Grid view	Yes	Yes
Issue and risk management	Yes	Yes
Master projects	Yes	Yes
Notifications <sup>1</sup>	Yes	Yes
Project Home	Yes	Yes
Project versioning	Yes	Yes
Summary tasks	Yes	Yes
Task scheduling	Yes	Yes
Task updates	Yes	Yes
Timelines	Yes	Yes
Timesheets	Yes	Yes
Timesheet approvals	No	Yes
Non-working time setup	No	Yes
<b>Collaboration</b>		
Attachments	Yes	Yes
External team members <sup>4</sup>	Yes	Yes
Project sites	Yes	Yes
<b>Demand management</b>		
Project request approval workflow setup	No	Yes
Project request forms creation	No	Yes

<b>Feature</b>	<b>Project Plan 3</b>	<b>Project Plan 5</b>
Project requests	Yes	Yes
<b>Resource, program, and portfolio management</b>		
Project costing and budgeting	Yes	Yes
Project team setup	Yes	Yes
Resource capacity views	Yes	Yes
Resource costing	Yes	Yes
Resource engagements (bookings)	Yes <sup>6</sup>	Yes <sup>7</sup>
Resource capacity planning	No	Yes
Roadmaps	Yes	Yes
Portfolio analysis and prioritization	No	Yes
Dashboards/portals	Yes	Yes
Work, generic, and material resources	Yes	Yes
<b>Reporting<sup>3</sup></b>		
Out-of-box reporting	Yes	Yes
Custom reports	Yes	Yes
Dashboards and portals	Yes	Yes
<b>Customization and integration</b>		
Custom branding	No	Yes
Custom fields	Yes	Yes
Formulas	Yes	Yes
PowerApps <sup>8</sup>	Yes	Yes
Workflows <sup>9</sup>	Yes	Yes
Microsoft 365 integration <sup>1</sup>	Yes	Yes
Microsoft Planner integration <sup>1</sup>	Yes	Yes
<b>Security, user, and service management</b>		
Active Directory integration <sup>5</sup>	Yes	Yes

Feature	Project Plan 3	Project Plan 5
User management	No	Yes
Service administration	No	Yes

## Notes

<sup>1</sup> Requires an Office or Microsoft 365 commercial subscription.

<sup>2</sup> Azure Boards acquired separately.

<sup>3</sup> Reporting for Project Online using Power BI requires a Power BI license.

<sup>4</sup> Project Online licensing for guests follows the same policy as that for internal users. Any interaction on a Project Online site requires a Project Plan 3 or Project Plan 5 subscription.

<sup>5</sup> Active Directory requires a separate subscription.

<sup>6</sup> Users with a Project Plan 3 subscription can submit resource engagement requests. They cannot review, fulfill, or approve resource engagement requests.

<sup>7</sup> Users with a Project Plan 5 subscription can submit, review, fulfill, and approve resource engagement requests.

<sup>8</sup> Building and using separate Power Apps beyond the out-of-the-box Project application that access Project for the web or Project Online customer data requires a separate Power Apps subscription.

<sup>9</sup> Power Automate use within Project is limited to the context of the Project application. What this means is that for both triggers and actions, flow entitlements included with Project can:

- Connect to any data source within the use rights of the Project application:
  - Data sources available via standard connectors
  - Project data via the Microsoft Dataverse connector
- Be triggered directly from within the Project application (via built-in trigger/action)

If the flow is isolated and has nothing to do with the Project application, then a platform license will need to be purchased.

## Learn more

For more information about Project Online, check out the following resources:

## Use of SharePoint Online

Project Online requires the use of SharePoint Online, which is provisioned as part of Project Online. Rights to the SharePoint Online functionality provided with Project Plan 3 or Project Plan 5 subscriptions are limited to storing and accessing data to support Project Online.

## Using Project for the web and Project Online together

Although Project for the web and Project Online are separate applications, you can use them side by side. You can see all your projects from both applications in Project Home. You can use the Project Roadmap capability to build roadmaps that include projects from both applications. And you can use Power BI and the Project for the web Power BI content pack to gain insights into projects and resources across the two applications.<sup>3</sup>

Going forward, Microsoft will focus on Project for the web innovations. However, you can continue using Project Online with confidence as it will continue to receive key performance and security improvements.

## Data backup and retention

Project Online has the same data backup and retention policy as Office 365. For details, see [Data Retention, deletion, and destruction in Microsoft 365](#).

## Data Encryption

To learn more about data encryption in Project Online see [Data Encryption in OneDrive for Business and SharePoint Online - Microsoft 365 Compliance | Microsoft Docs](#)

## Project Online boundaries and limitations

Project Online has some limitations. For more information, see [Project Online: software boundaries and limits ↗](#).

## Service considerations

Microsoft Project Online is available in commercial, education and GCC, GCC High and DoD subscriptions.

Learn more about [Office 365 US Government](#).

## Team member functionality

Team member functionality for Project Online is available through a Project Online Essentials or Project Plan 1 subscription. Project Online Essentials is a team member add-on subscription for customers who have Project Plan 3 or Project Plan 5 Project Online Essentials. Project Plan 1 subscriptions give team members a web interface to perform task and time updates to projects managed in Project Online.

Team members with Project Online Essentials or Project Plan 1 subscriptions can perform the following Project Online functions:

- Use a web-based interface
- Update tasks, issues, and risks
- Submit timesheets
- Share documents and collaborate with Microsoft Teams or Skype for Business users

## Additional resources

**Project Online Documentation:** [Project Online Admin Documentation - ProjectOnline | Microsoft Docs](#)

**Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

**Licensing terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

**Project Online licensing considerations:**

- Any interaction on a Project Online site requires at least a Project Plan 3 or Project Plan 5 subscription within the tenant.
- For Project Online trial subscriptions, your trial instances will be deleted 30 days after your trial period ends.

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# SharePoint service description

Article • 01/26/2023 • 6 minutes to read

SharePoint in Microsoft 365 helps organizations share and manage content, knowledge, and applications to empower teamwork, quickly find information and seamlessly collaborate across the organization. For a quick overview, see [What is SharePoint?](#)

## Available plans

Microsoft 365 is available in a variety of plans to best meet the needs of your organization. For detailed plan information on subscriptions that enable users for SharePoint, see the [full subscription comparison table](#). To access SharePoint, users in your organization need to be assigned a license that includes SharePoint. A Firstline plan is not sold as a standalone offer, only as part of [Office 365 F3](#), [Microsoft 365 F1](#) or [Microsoft 365 F3](#).

## Features available to Small Business, Enterprise, Education, GCC, GCC-High, and DOD Plans

For the most up-to-date, complete list of SharePoint features across plans, see [SharePoint plans and pricing](#). For information about the latest features being released, see [What's new in SharePoint](#). Unless otherwise noted, the following table lists the major features available across all plans (Small Business, Enterprise, Education, GCC, GCC-High, and DOD Plans) that include SharePoint, and all SharePoint standalone plans. This table may change without notice (certain caveats apply, see footnotes for further information).

Feature	Description
---------	-------------

Feature	Description
Developer features <sup>1,2</sup>	<p>Add-in hosting: Partner-hosted and SharePoint-hosted</p> <p>App distribution: App Catalog and App distribution: AppSource ↗</p> <p>Business Connectivity Services (BCS): requires SPO Plan 2 or O365 Enterprise E3/E5</p> <p>Client object models for managed code</p> <p>Developer site</p> <p>InfoPath Forms Services: requires SPO Plan 2 or O365 Enterprise E3/E5</p> <p>OAuth (some providers might be blocked in your country/region)</p> <p>REST service and OData queries</p> <p>SharePoint Designer 2013 for classic sites ↗ (not available for Firstline workers) and SharePoint Framework (SPFx)</p> <p>Site designs, site scripts, and Site theming</p>
IT admin features <sup>3,4,5</sup>	<p>App usage and error monitoring</p> <p>Activity and usage reports for SharePoint and OneDrive</p> <p>Change site URL</p> <p>Default storage and retention settings for OneDrive</p> <p>Hybrid for SharePoint Server: Firstline workers require a Client Access License (CAL) to access SharePoint Server</p> <p>Management of site creation settings and of site storage limits</p> <p>Migration: SharePoint migration tool</p> <p>Migration: Migration Manager</p> <p>Migration: SharePoint migration assessment tool</p> <p>Migration: Mover.io ↗ (now available worldwide)</p> <p>Multi-geo: data residency (with an add-on that requires a minimum of 500 Microsoft licenses, contact your Microsoft representative for details)</p> <p>Programmatic site provisioning, Restore deleted sites, and Root site replacement</p> <p>SharePoint admin center and SharePoint Online Management Shell: organizations with Firstline workers need at least one Enterprise user to access the admin center</p> <p>SharePoint modernization scanner</p> <p>Site governance</p> <p>Term store - managed metadata</p>
Search features <sup>6</sup>	<p>Hybrid search</p> <p>Manage result sources (classic and modern search) and Microsoft Search integration</p> <p>Promoted results (classic search)</p> <p>Remove search results (classic and modern search)</p> <p>Search center (classic search) and Search schema (classic and modern search)</p>

Feature	Description
<b>Security and compliance features</b> <sup>4</sup>	<p><a href="#">Access control: network location</a></p> <p><a href="#">Access control: unmanaged devices</a>: (requires Azure AD Premium P1)</p> <p><a href="#">Customer Lockbox</a></p> <p><a href="#">Data loss prevention (DLP)</a></p> <p><a href="#">eDiscovery</a> (content search, hold, export) and <a href="#">Encryption in transit/at rest</a></p> <p><a href="#">Idle session sign-out</a>, <a href="#">Information barriers</a>, <a href="#">Information management policies</a><sup>5</sup></p> <p><a href="#">Information Rights and Management (IRM)</a>: requires Azure Information Protection (AIP) standalone or as part of a suite. Some AIP features require a subscription to Microsoft 365 Apps for enterprise.</p> <p><a href="#">Microsoft Defender for Office 365</a></p> <p><a href="#">Restoring a document library to a previous point in time</a><sup>6</sup></p> <p><a href="#">Retention labels and policies</a></p> <p><a href="#">Sensitivity labels</a></p> <p><a href="#">Unified auditing</a> (auditing SharePoint user and admin activity)</p> <p><a href="#">Virus scanning</a></p>
<b>Security and compliance advanced features</b> <sup>7,8,9</sup>	<p><a href="#">Customer Lockbox</a></p> <p><a href="#">Data loss prevention (DLP)</a></p> <p><a href="#">eDiscovery</a> (content search, hold, export)</p> <p><a href="#">Information barriers</a></p> <p><a href="#">Microsoft Defender for Office 365</a></p> <p><a href="#">Retention labels and policies</a></p> <p><a href="#">Sensitivity labels</a></p> <p><a href="#">Unified auditing</a> (auditing SharePoint user and admin activity)</p>

Feature	Description
<b>Sites and content features:</b> <b>Content</b> <sup>4</sup>	<p><a href="#">Accessibility</a> <sup>2</sup> and <a href="#">Audience targeting</a> <sup>2</sup></p> <p><a href="#">Create a plan (Planner integration)</a> <sup>2</sup>: requires a subscription that includes Office 365 and requires the user to be licensed for Planner</p> <p><a href="#">Document libraries</a> <sup>2</sup> and <a href="#">Document sets</a> <sup>2</sup></p> <p>File cards (activity, conversations, viewers)</p> <p><a href="#">Lists</a> <sup>2</sup> and <a href="#">Mega menus</a> <sup>2</sup></p> <p><a href="#">Microsoft Forms integration</a> <sup>2</sup>: (requires a subscription that includes Office 365 and requires the user to be licensed for Forms)</p> <p><a href="#">News</a> <sup>2</sup></p> <p>Office desktop app integration: (requires a subscription that includes the Office desktop apps)</p> <p>Microsoft 365 for the web integration: (requires a subscription that includes Office 365)</p> <p><a href="#">Organization assets library</a> and <a href="#">Organization news</a></p> <p><a href="#">Page approval</a> <sup>2</sup> and <a href="#">Pages</a> <sup>2</sup></p> <p>Records management and <a href="#">Recycle bin</a> <sup>2</sup></p> <p><a href="#">SharePoint mobile app</a> <sup>2</sup>, <a href="#">SharePoint start page</a> <sup>2</sup></p> <p><a href="#">Team OneNote notebook</a> <sup>2</sup></p> <p>Themes (Change the look) <sup>2</sup></p> <p><a href="#">Web parts</a> <sup>2</sup></p> <p><a href="#">Work with SharePoint content in Microsoft Teams</a> <sup>2</sup>: (requires a subscription that includes Office 365 and requires the user to be licensed for Team)</p>
<b>Sites and content features:</b> <b>Sites</b> <sup>4</sup>	<p><a href="#">Add Microsoft Teams to sites</a> <sup>2</sup>: (requires a subscription that includes Office 365 and requires the user to be licensed for Teams)</p> <p><a href="#">Classic sites</a> <sup>2</sup> and <a href="#">Communication sites</a> <sup>2</sup></p> <p><a href="#">Connect classic team sites to new Microsoft 365 Groups</a> <sup>2</sup>: (requires a subscription that includes Office 365)</p> <p><a href="#">Home site</a> and <a href="#">Hub sites</a></p> <p>Modern team sites (no Microsoft 365 group)</p> <p><a href="#">Microsoft 365 group-connected team sites</a> <sup>2</sup>: (requires a subscription that includes Office 365)</p> <p><a href="#">Site and hub analytics</a> <sup>2</sup> and <a href="#">Site designs</a> <sup>2</sup></p> <p><a href="#">Site usage reports</a> <sup>2</sup></p> <p><a href="#">Sites: Root site</a></p>

<sup>1</sup> For an overview of customization options, see [Customizing SharePoint](#).

<sup>2</sup> To learn more about the availability of Microsoft Graph, see [Microsoft 365 and Office 365 platform service description](#).

<sup>3</sup> For information about the availability of FastTrack migration services, refer to [Eligible services and plans](#).

<sup>4</sup> For information about features related to sharing, see the [OneDrive service description](#).

<sup>5</sup> For admin help for SharePoint, see [SharePoint Online admin](#).

<sup>6</sup> For information about Delve, see [Microsoft 365 and Office 365 platform service](#)

description.

<sup>7</sup> SharePoint integrates with the advanced security and compliance capabilities of Microsoft 365. For information about the availability of the following features, see [Security & compliance service description](#).

<sup>8</sup> For information about [Azure Information Protection](#), see the [Requirements for Azure Information Protection](#).

<sup>9</sup> For information about the availability of Customer Key, see [Service encryption with Customer Key](#).

## Learn more

### SharePoint Resources

**OneDrive:** OneDrive in Microsoft 365 is online storage for individual users within an organization. It's the place where people can store, sync, and share their work files across multiple devices with ease and security. See the [OneDrive service description](#), to learn how much OneDrive storage comes with each plan. OneDrive is included in SharePoint and can also be purchased as a standalone plan.

**Rights of guests:** If you purchase a plan and create a site that uses enterprise features, guests you invite are granted rights to use and/or view the enterprise features within the site. While you can invite guests to perform a full range of actions on a site, they won't have the same capabilities as a licensed user within your organization. For example, if your plan includes desktop versions of Office applications, guests can't install them on their own computers unless you assign them a license.

**SharePoint for US government:** See [SharePoint for US government environments](#), to learn more about feature differences for US government cloud customers.

**SharePoint mobile:** [Install the SharePoint mobile app for iOS, Android, or Windows](#), to work with SharePoint sites on a mobile device.

**Sync App:** To sync SharePoint files on a computer, users can use the [OneDrive sync app](#) for Windows or Mac. See the [OneDrive service description](#), for feature availability in the sync app.

## General Resources

**Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

**Licensing terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

**Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

**System requirements:** For Microsoft 365 system requirements, see [Microsoft 365 and Office Resources](#).

# SharePoint limits

Article • 01/26/2023 • 5 minutes to read

Learn about the service limits in SharePoint for Microsoft 365.

## Limits by plan

Feature	Microsoft 365 Business Basic, Business Standard, Business Premium, Teams Essentials (MSA and AAD) <sup>7</sup>	Microsoft 365	Microsoft 365
		A3, E3, G3 & A5, E5, G5	F1 or F3, Office 365 F3
Total storage per organization <sup>1, 2, 5</sup>	1 TB plus 10 GB per license purchased <sup>3</sup>	Office 365 A3, E3, G3 & A5, E5, G5	Office 365 A1, E1, G1
Max storage per site (site collection) <sup>4</sup>	25 TB	SharePoint Plan 1 or 2	1 TB <sup>3</sup>
Sites (site collections) per organization	2 million <sup>5</sup>	2 million <sup>5</sup>	2 million
Number of users	Up to 300	1- 500,000 <sup>6</sup>	1- 500,000 <sup>6</sup>

<sup>1</sup> [Learn how to find the total and available storage for your organization](#). You can purchase an unlimited amount of additional SharePoint storage. See [Add storage space for your subscription](#).

<sup>2</sup> We recommend monitoring the Recycle Bin and emptying it regularly. The storage space it uses is part of the organization's total storage limit.

<sup>3</sup> If you have a Microsoft 365 subscription and an Office 365 Extra File Storage add-on, the storage amounts are added.

<sup>4</sup> This is the storage *limit* for a single site (previously called "site collection"), not the amount of storage *provided* for each site. This limit applies to all types of sites, including

Office 365 group-connected team sites and OneDrive. SharePoint admins can [manually set lower storage limits](#).

<sup>5</sup> Not including the OneDrive created for each licensed user.

<sup>6</sup> If you have more than 500,000 users, contact a Microsoft representative.

<sup>7</sup> Microsoft Teams Essentials: 10 GB storage is available per user. For more information regarding Teams Essentials (compared with M365 Business Basics), please check the following - [Microsoft Teams Essentials QuickStart guide for small businesses - Microsoft Teams](#) | Microsoft Docs

## Service limits for all plans

### File size and file path length

- **250 GB - File upload limit.** Applies to each individual file uploaded to Microsoft Teams Files tab, SharePoint document libraries, OneDrive folders, and Yammer conversations.
- **250 MB - File attached to a list item.** Applies to Microsoft Lists and SharePoint lists - both based on same lists platform.
- The entire decoded file path, including the file name, can't contain more than 400 characters for OneDrive, OneDrive for work or school and SharePoint in Microsoft 365. The limit applies to the combination of the folder path and file name after decoding. For more information, go to [File name and path lengths](#).

To learn more about restrictions and limits when using the new OneDrive sync app (OneDrive.exe), see [Invalid file names and file types](#).

### Items in lists and libraries

A list can have up to 30 million items and a library can have up to 30 million files and folders. When a list, library, or folder contains more than 100,000 items, you can't break permissions inheritance on the list, library, or folder. You also can't re-inherit permissions on it. However, you can still break inheritance on the individual items within that list, library, or folder, up to the maximum number of unique permissions in the list or library (see the next section). To learn more about other restrictions for viewing large lists, see [Manage large lists and libraries in Office 365](#).

### Lists and libraries

2,000 lists and libraries combined per site collection (including main site and any subsites).

## Subsites

2,000 per site (site collection). We recommend creating sites and organizing them into hubs instead of creating subsites. If you do use subsites, we recommend limiting their number (especially on heavily trafficked sites). In addition, all navigation types (site, hub, global, and footer) are limited to 500 child links at each level. Additional nodes added after the limit has been reached will receive an error.

 **Note**

Your organization is limited to 2,000 hub sites. You might not need a hub site for every function and it's important to do some planning before you create hubs. For more information, see [Planning your SharePoint hub sites](#).

## Users

2 million per site collection.

 **Note**

There is no distinct limit to the number of guests you can invite to SharePoint sites. For more information about external sharing, see [External sharing overview](#).

## SharePoint groups

A user can belong to 5,000 groups per site (site collection), and each group can have up to 5,000 users. You can have up to 10,000 groups per site (site collection).

 **Note**

For Azure AD group limits, see [Azure AD service limits and restrictions](#) as such limits can impact public and private group sites membership management.

## Unique security scopes per list or library

For large lists, design to have as few unique permissions as possible and remain below 5,000 in total.

## Versions

50,000 major versions and 511 minor versions.

## SharePoint hosted applications

20,000 instances per organization.

## SharePoint workflow

SharePoint 2013 workflows can run in perpetuity by design if there is no end condition or explicit stop action.

## Managed metadata

1 million total terms, having a total of 2 million term labels and 1 million term properties (these limits are for global & site-level terms combined). 1,000 global term sets and 1,000 global groups.

## Overall site metadata

1000 GB per site (metadata rarely reaches this size).

## Hold limits

Holds include eDiscovery case holds and Microsoft 365 retention policies for SharePoint and OneDrive. These count towards the 10,000 per tenant maximum for compliancy policies that also include policies for Microsoft Purview Data Loss Prevention, Microsoft Purview Information Barriers, and sensitivity labels.

Maximum number of holds supported:

- SharePoint or OneDrive (all sites automatically included): 13
- SharePoint or OneDrive (specific locations included or excluded): 2,600

## Sync

- For optimum performance, we recommend **storing** no more than 300,000 files in a single OneDrive or team site library.
- Additionally, relevant to OneDrive Sync, the same performance issues can occur if you have 300,000 items or more across all libraries you are **syncing**, even if you are not syncing all items in those libraries. The 300K file “soft” limit for OneDrive Sync also applies to shortcut folders. For more information, see [Restrictions and limitations in OneDrive and SharePoint \(microsoft.com\)](#).

## Moving and copying across sites

Copying/Moving multiple files in a single operation has three requirements:

- No more than 100 GB total file size
- No more than 30,000 files
- Each file must be less than 15 GB

## See also

[Search limits for SharePoint](#)

# SharePoint Syntex service description

Article • 01/26/2023 • 2 minutes to read

SharePoint Syntex in Microsoft 365 uses advanced artificial intelligence (AI) and machine teaching to amplify human expertise, automate content processing, and transform content into knowledge.

Syntex builds on SharePoint to provide premium capabilities for high-volume content processing, extracting metadata for process automation, and improving security and compliance. And it builds on the intelligence of Microsoft Search, with links to [Microsoft Graph connectors](#).

For a detailed overview and additional product details, see the [SharePoint Syntex product page](#).

## Available plans

Syntex is available through multiple subscription plans to best meet the needs of your organization. Each plan provides the same set of capabilities

Users must have a valid Office 365, Microsoft 365, or SharePoint Online license to be eligible to use Syntex with a Syntex license.

For form processing models, Microsoft PowerApps AI Builder credits are required to train and run them, 3,500 credits are included per SharePoint Syntex license per month pooled at the tenant level, with a maximum allocation of 1M credits per month. These credits are allocated per tenant, not per user, so they won't scale as the number of users increases.

The following table shows the plans that Syntex can be added to. For additional plan details, see [Microsoft 365 and Office 365 plan options](#).

Small business plans	Enterprise plans	Education plans	Government Plans
Microsoft 365 Business Basic	Office 365 E1	Office 365 A1	Office 365 Government G1
Microsoft 365 Business Standard	Office 365 E3	Office 365 A3	Office 365 Government G3

<b>Small business plans</b>	<b>Enterprise plans</b>	<b>Education plans</b>	<b>Government Plans</b>
Microsoft 365 Business Premium	Office 365 E5	Office 365 A5	Office 365 Government G5
	Office 365 F3		Office 365 Government F3
	Microsoft 365 F1		
	Microsoft 365 F3		
	Microsoft 365 E3		
	Microsoft 365 E5		
	SharePoint Online Plan 1		
	SharePoint Online Plan 2		
	SharePoint Online Kiosk		

## Feature availability

The following table lists the major Syntex features available across plans. Certain caveats apply. This table may change without notice. For the most up-to-date, complete list of features, see the [SharePoint Syntex plans and pricing page](#).

<b>Feature</b>	<b>Small business plans</b>	<b>Enterprise plans</b>	<b>Education plans</b>	<b>Government plans</b>
Syntex content center	Yes	Yes	Yes	Yes
Object recognition	Yes	Yes	Yes	Yes
Document understanding	Yes	Yes	Yes	Yes
Form processing	Yes	Yes	Yes	Yes
Microsoft Graph content connectors	Yes	Yes	Yes	Yes
Advanced taxonomy services	Yes	Yes	Yes	Yes

# Learn more

For more information about Syntex, check out the following resources:

- To begin planning your Syntex deployment, visit the [SharePoint Syntex page](#) in the Microsoft Tech Community Resource Center.
- To learn more about Syntex and how to use it, see the [SharePoint Syntex product documentation](#).
- To stay up to date on Syntex features and capabilities, visit our [Microsoft 365 blog](#).

## Licensing terms

Syntex is available as a user-based add-on for Microsoft 365 plans. To sign up for a free trial or to purchase Syntex, visit the [SharePoint Syntex product page](#).

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the [Message center](#). For more information, see [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# SharePoint Syntex features

Article • 01/26/2023 • 2 minutes to read

The following sections describe the major [SharePoint Syntex](#) features available across eligible Microsoft 365, Office 365, and SharePoint Online plans. The available features may change without notice. For the most up-to-date, complete list of features, see the [SharePoint Syntex plans and pricing page](#).

## Syntex content center

Syntex provides a site template—called a *content center*—for managing content at scale, integrating metadata and workflow, and delivering compliance automation. Content centers supply capabilities to teach the cloud how to read and process documents the same way you would manually. Syntex uses those insights to automatically recognize content, extract important information, and apply metadata tags. In addition, you can track the effectiveness of your models with integrated visual analytics.

To learn more about content centers and how to create them, see [Create a content center in SharePoint Syntex](#).

## Object recognition

Syntex can automatically tag images by using a new visual dictionary with thousands of commonly recognized objects. In addition, Syntex can recognize and convert handwritten text into tags for use by search and for further processing.

To learn more about object recognition in Syntex and how to configure image tagging, see [Image tagging in SharePoint Syntex](#).

## Document understanding

You can teach Syntex to read your content the way you would use machine teaching to build artificial intelligence (AI) models with no code. Syntex can automatically suggest or create metadata, invoke custom Power Automate workflows, and attach compliance labels to enforce retention or record management policies.

Document understanding models are based on Language Understanding models in Azure Cognitive Services. These models are created and managed in a Syntex content center, and you can publish and update your models to any library in any content center throughout Syntex.

To learn more about document understanding, see [Document understanding overview](#).

## Form processing

Syntex includes a powerful form processing engine, based on AI Builder, that lets you automatically recognize and extract common values from semi-structured or structured documents, such as dates, figures, names, or addresses. These models are built without code and require only a few documents for reliable results.

To learn more about form processing, see [Form processing overview](#).

## Microsoft Graph content connectors

Syntex uses Microsoft Graph connectors to integrate remote sources—such as file shares, Azure SQL, or third-party sources like Box and IBM FileNet—into the Microsoft Graph, making it searchable and usable throughout Microsoft 365.

With Microsoft Graph connectors, customers can index items in external repositories for inclusion in Microsoft Search results. Microsoft 365 E5 and Office 365 E5 include the ability to index up to 500 items using Microsoft Graph connectors for Microsoft Search (not included with A5). Any user with a suite or standalone license that includes a SharePoint or OneDrive plan can see search results from Microsoft Graph connectors for Microsoft Search.

Today, connectors to more than 130 sources are available from Microsoft or one of our partners. To learn more, see [Overview of Microsoft Graph connectors](#).

## Advanced taxonomy services

Syntex includes capabilities that let you watch and analyze term creation and usage throughout Microsoft 365. These reports are delivered in the SharePoint admin center.

Shared content types can be published to SharePoint and Microsoft Teams through [SharePoint hub sites](#). Publishing content types from the central gallery to hub sites provides a much more flexible way to ensure that commonly used content types—enhanced with content understanding—can be rapidly deployed and upgraded across broad sections of your architecture, as needed. Sites connected to hubs will automatically receive published and updated content types.

# Microsoft Stream service description

Article • 01/26/2023 • 4 minutes to read

Microsoft Stream is an enterprise video management service that lets people in your organization create, store, share, and view videos securely. Stream is deeply integrated within the Microsoft 365 app ecosystem allowing you to add and consume videos within other apps such as Teams, Yammer, Viva, PowerPoint, OneDrive, and SharePoint. Stream is commonly used at work to:

- **Record and watch Microsoft Teams meetings** with automatically generated transcripts
- **Record video** from user's camera, screen or both
- **Share videos** such as leadership, human resources or training/compliance videos
- **Watch videos**
- **Search or read video transcripts**
- **Share and comment on videos**
- **Embed videos** into SharePoint portals and pages

## ⓘ Note

Currently Microsoft offers two versions of Stream: Stream (Classic) and Stream (built on SharePoint). Stream (Classic) is a legacy version of the application that is in the process of being replaced with Stream (on SharePoint). For more information on the differences between the versions, see [Stream \(built on SharePoint\), the new version of Microsoft Stream](#).

## Microsoft Stream (built on SharePoint)

Microsoft Stream (built on SharePoint) allows for high quality video playback and rich media experiences for files stored on SharePoint and OneDrive for Business. The benefit of storing videos in SharePoint/OneDrive is that it offers admin control of storage, management, compliance, governance, & life cycle capabilities. Additionally, SharePoint/OneDrive is compliant across many industry standards and offers enterprise security, sharing and collaboration.

## Available plans

Microsoft Stream (on SharePoint) is available for all Microsoft 365 customers through plans that have SharePoint and OneDrive available. Feature availability may vary across

plans. Please see below for more details.

## Feature availability

The following table lists the major features of Microsoft Stream (on SharePoint) available across plans (certain caveats apply – see the footnotes for further information). This table may change without notice. For the most up-to-date, complete list of Microsoft Stream (on SharePoint) features, see [Current features and upcoming roadmap for Microsoft Stream \(on SharePoint\)](#).

## Microsoft Stream (built on SharePoint) Features

Features	Small business	Enterprise	GCC	GCC	DoD	Education
	plans	–	High			
Upload & view video & audio files	Yes	Yes	Yes	Yes	Yes	Yes
Manage video & audio files via OneDrive, SharePoint, and Teams	Yes	Yes	Yes	Yes	Yes	Yes
Get back to videos across Microsoft 365 that you created or were shared with you via the Office Home & Stream start page	Yes	Yes	Yes	No <sup>1</sup>	No <sup>1</sup>	Yes
Create screen & web cam recordings	No <sup>1</sup>	No <sup>1</sup>	No <sub>1</sub>	No <sup>1</sup>	No <sup>1</sup>	No <sup>1</sup>
Generate transcripts for uploaded videos	No <sup>1</sup>	No <sup>1</sup>	No <sub>1</sub>	No <sup>1</sup>	No <sup>1</sup>	No <sup>1</sup>
Search video & meeting recording transcripts in Microsoft 365	Yes	Yes	Yes	No <sup>1</sup>	No <sup>1</sup>	Yes

<sup>1</sup> Coming soon, see roadmap for details: [Microsoft 365 roadmap](#) ↗

## Microsoft Stream (Classic)

Microsoft Stream (Classic) is in the process of being replaced by Microsoft Stream (built on SharePoint). Microsoft Stream (Classic) is a Microsoft 365 application with independent video storage separate from how all other files are stored and managed across the Microsoft 365 app ecosystem. Videos are uploaded directly to the Stream (Classic) application for storage, management, and viewing. Videos in Microsoft Stream (Classic) do not have the same storage, management, governance, and lifecycle as files

in OneDrive and SharePoint. As such if you are a new customer, you should explore using Microsoft Stream (on SharePoint) instead.

## Feature availability

The following table lists the major Microsoft Stream (classic) features available across plans (certain caveats apply -- see the footnotes for further information -- this table may change without notice). Microsoft Stream capabilities vary based on the Microsoft 365 subscription and the following table highlights the functionality differences by subscription. For the most up-to-date, complete list of Microsoft Stream (classic) features across plans, see [Microsoft Stream licensing overview - Microsoft Stream | Microsoft Docs](#).

## Microsoft Stream Classic Features

Features	Firstline F1, GCC	Education A1	Microsoft 365 Business Premium / Essentials	Enterprise E1/E3, Education A3, GCC	Enterprise E5, Education A5, GCC
View videos or live events	Yes	Yes	Yes	Yes	Yes
Create/upload/edit videos	Yes	Yes	Yes	Yes	Yes
Create live events in Microsoft Stream (Classic)	No	No	No	Yes	Yes
Create live events in Microsoft Teams/Yammer	No	No	No	Yes	Yes
Search automatically generated transcripts in Stream (Classic)	Yes	Yes	Yes	Yes	Yes

### ⓘ Note

Microsoft Stream (Classic) is being replaced by Stream (on SharePoint) where video and live event capabilities will be offered through OneDrive, SharePoint, Teams, and Yammer.

# Learn More

For more information about Microsoft Stream, check out the following resources:

- For more help regarding Microsoft Stream, go to [Microsoft Stream documentation](#) - [Microsoft Stream | Microsoft Docs](#).
- See also, [Getting started with Stream](#), [Blog](#), [Community](#).
- **Licensing terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#). Microsoft Stream is classified as a tier D to learn more, go to: [Microsoft Trust Center](#), [Microsoft 365 Compliance Framework paper](#).
- See [Licensing overview](#) for more information on storage.
- For live events, check that you have a valid license and contact your Stream admin to get access to this feature.
- **Messaging:** To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).
- **Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Microsoft Sway service description

Article • 01/26/2023 • 3 minutes to read

Sway is a Microsoft 365 app that helps you and your co-workers express ideas using an interactive, web-based canvas. Sway's design engine helps you quickly and easily produce professional, interactive, and visually appealing designs from images, text, documents, videos, maps, and more. You can also modify the results to get the unique look and feel you want. Sway makes your creation look great in any browser, on any screen, and you can share it with your customers and colleagues by sending a link. To learn more, see [Welcome to Sway](#).

## Available plans

Sway is free to use for anyone with a Microsoft Account (Hotmail, Live, or Outlook.com). You can create more sophisticated Sways with more content when you use Sway as part of the Microsoft 365 subscription. For more information, see [Add more content to your Sways with Microsoft 365](#). For detailed plan information on subscriptions that enable users for Microsoft Sway, see the [Microsoft solutions comparison table](#).

## Feature availability

The following table lists the major Microsoft Sway features available across plans (Certain caveats apply; for more information, see the footnotes. This table may change without notice.). For the most up-to-date information regarding Microsoft Sway features, see [Getting Started with Sway \(microsoft.com\)](#).

Feature	Consumer (Free)	Personal Microsoft 365	Microsoft 365 Business	Microsoft 365 Enterprise	Microsoft 365 Education
Responsive UI – Sways look great on any device	Yes	Yes	Yes	Yes	Yes
Add multimedia and embedded content	Yes	Yes	Yes	Yes	Yes
Save/Export/Print Sways	Yes	Yes	Yes	Yes	Yes
Accessibility View	Yes	Yes	Yes	Yes	Yes
Accessibility Checker	Yes	Yes	Yes	Yes	Yes
Navigation View	Yes	Yes	Yes	Yes	Yes

Feature	Consumer (Free)	Personal Microsoft 365	Microsoft 365 Business	Microsoft 365 Enterprise	Microsoft 365 Education
Remix your design	Yes	Yes	Yes	Yes	Yes
Start your Sway from a topic/document	Yes	Yes	Yes	Yes	Yes
Closed captioning support	Yes	Yes	Yes	Yes	Yes
Audio recording	Yes	Yes	Yes	Yes	Yes
View count	Yes	Yes	Yes	Yes	Yes
Single color branding support	No	Yes	Yes	Yes	Yes
Option to remove Sway branding overlay	No	Yes	Yes	Yes	Yes
Password Protect your Sway	No	Yes	Yes	Yes	Yes
Higher storage and size limits	No	Yes	Yes	Yes	Yes
Logo Support	No	Yes	Yes	Yes	Yes
User created templates	No	Yes	Yes	Yes	Yes
Autoplay a Sway	No	Yes	Yes	Yes	Yes
Personal analytics (for example, % of Sway read)	No	Yes	Yes	Yes	Yes
Secure share with specific people or groups within the tenant	No	No	Yes	Yes	Yes
IT admin can migrate Sways to another user	No	No	Yes	Yes	Yes
Per user licensing capabilities	No	No	Yes	Yes	Yes

## Learn more

For more information about Microsoft Sway, check out the following resources:

- To get started, go to [Getting Started with Sway](#).
- For frequently asked questions, go to [Frequently asked questions about Sway](#).
- For tips and templates, go to [Sway design tips and new templates](#).
- For an introduction, go to [Introduction to Sway](#).

- For help and learning, go to [Sway Help & Learning](#).
- Visit [sway.office.com](#) in any mobile browser, no matter what the platform or device.
- Find the free Sway app for your Windows 10 device [in the Microsoft Store](#).

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information about Sway Accessibility, read the following articles:

- [Accessibility features in Sway](#)
- [Make your Sway design accessible](#)
- [Sway keyboard shortcuts](#)
- For general information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#)

# Microsoft Teams service description

Article • 01/26/2023 • 5 minutes to read

Microsoft Teams is the hub for teamwork in Microsoft 365. The Teams service enables instant messaging, audio and video calling, rich online meetings, mobile experiences, and extensive web conferencing capabilities. In addition, Teams provides file and data collaboration and extensibility features, and integrates with Microsoft 365 and other Microsoft and partner apps.

## Available plans

For detailed plan information on subscriptions that enable users for Microsoft Teams, see the [full subscription comparison table](#).

## Feature availability

The following table lists the major Microsoft Teams features available across plans. Certain caveats apply. See the footnotes for further information. This table may change without notice. Refer to Microsoft 365 Message Center notifications for core service change messaging and to the [Microsoft licensing terms reference documentation](#).

Feature	Small business	Enterprise plans	GCC	GCC - High	DOD	Education
Apps, Bots, & Connectors	Yes	Yes	Yes	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes
Audio conferencing	Yes	Yes	Yes	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes
Channels - Standard	Yes	Yes	Yes	Yes	Yes	Yes
Channels - Private	Yes	Yes <sup>3</sup>	Yes	Yes	Yes	Yes
Channels - Shared	Yes	Yes	Yes	No	No	Yes <sup>4</sup>
Chat	Yes	Yes	Yes	Yes	Yes	Yes
Live Events	No	Yes	Yes	Yes	Yes	Yes
Meetings	Yes	Yes	Yes	Yes	Yes	Yes
Screen sharing PowerPoint Audio/Desktop	Yes	Yes	Yes	Yes	Yes	Yes

<b>Feature</b>	<b>Small business</b>	<b>Enterprise plans</b>	<b>GCC</b>	<b>GCC - High</b>	<b>DOD</b>	<b>Education</b>
Teams	Yes	Yes	Yes	Yes	Yes	Yes
Voice	Yes	Yes	Yes	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes
Webinars	Yes	Yes	Yes	No	No	Yes

<sup>1</sup> Third-party applications and application publishing are not available in these clouds at this time.

<sup>2</sup> Direct routing must be configured for Microsoft Teams voice and audio conferencing to work in GCCH and DoD.

<sup>3</sup> Microsoft Planner is not currently available to access in private channels.

<sup>4</sup> Shared channels are not supported with Class teams.

## Additional Services

### Career Coach for Microsoft Teams

Career Coach is a Microsoft Teams for Education app powered by LinkedIn that provides personalized guidance for higher education students to navigate their career journey. Career Coach offers educational institutions a unified career solution for students to discover their career path, grow real-world skills, and build their network all in one place. To learn more about Career Coach, see [Purchase, configure, and enable Career Coach for Microsoft Teams](#) and [Career Coach - Microsoft Education](#).

### Microsoft eCDN

[Microsoft eCDN](#) (enterprise Content Delivery Network) is a webRTC-based solution that reduces bandwidth usage and the load on the corporate network for delivering seamless live video streaming in Microsoft Teams Live Events. Its mesh networks are self-balancing and automatically scale as the number of viewers increases. The technology does not require additional installation on user endpoints or changes to the physical network infrastructure. For more information, go to [Microsoft eCDN](#) or [Introducing Microsoft eCDN for a New Era of Communications - Microsoft Tech Community](#).

### Learn more

**Microsoft Teams Essentials:** Microsoft Teams Essentials is a standalone Teams subscription that provides an all-in-one solution with meetings, chat, and collaboration for small businesses. Learn more about Teams Essentials and how to get started [here](#).

**Microsoft Teams subscriptions:** All supported subscription plans are eligible for access to the Microsoft Teams web client, desktop clients, and mobile apps. Microsoft Teams is not available as a standalone service.

- **Live Events:** This offering in Office 365 replaces the retired Skype Meeting Broadcast. Live events capabilities are available for licensing plans as detailed within the Stream service. Review the [Microsoft Stream licensing details here](#). The Live Events service can be accessed through Stream, Yammer, or Microsoft Teams. To learn more about live event capabilities, see [Live events across Microsoft 365 in Yammer, Microsoft Teams, and Microsoft Stream](#).
- For detailed plan information on subscriptions that enable users for Microsoft Teams, see the [full subscription comparison table](#). For additional Office 365 in Government plans, see [Office 365 Government plans](#). Office 365 G1 through G5 include access to Teams features.
- **Cloud voice features:** For audio conferencing, your organization must buy and assign an audio-conferencing license to each user who will be setting up dial-in meetings. For Teams features that require calling plans, each user needs a phone system and a domestic or domestic and international calling plan. To learn more, see [Microsoft Teams add-on licenses](#).
- For detailed product feature implementation guidance, see the [Microsoft Teams admin documentation](#). This service description details the key differences between services provided across the various cloud installations.
- Microsoft Teams core functionalities do not differ among the subscriptions. The availability of compliance capabilities depends on your subscription level. To learn more, see [Security and compliance in Microsoft Teams](#). For a detailed list of features available in each subscription, see [Microsoft 365 and Office 365 platform service description](#).

**Microsoft Teams technical information:** For technical information about Microsoft Teams, refer the following resources:

- Microsoft Teams is an entirely new service, built for the cloud from the ground up by leveraging Azure and other service innovations from Microsoft.
- Microsoft Teams is built on Microsoft 365 groups, Microsoft Graph, and with the same enterprise-level security, compliance, and manageability as the rest of Office 365. Teams leverages identities stored in Azure Active Directory (Azure AD). These services are delivered from Microsoft data centers and are accessible to users on a wide range of devices from inside a corporate network or over the Internet. For

more information, see the [Microsoft Teams IT architecture and telephony solutions posters](#).

- Begin planning your Microsoft Teams deployment by visiting the [Microsoft Teams technical documentation](#).
- To understand more about Teams features by operating system platform, review the [Teams features by platform support article](#).
- Stay up to date on Teams features and capabilities by [joining our community](#) and [visiting our Microsoft Teams blog](#).

**Skype for Business Online has retired:** Microsoft-assisted upgrades to Teams begin July 31, 2021. Organizations that are scheduled for assisted upgrades after July 31, 2021, will be able to use Skype for Business Online until their upgrade is complete. For more information, see [The Skype for Business Online service has retired](#).

**Accessibility:** Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

**Licensing terms:** For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

**Messaging:** To keep track of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

# Microsoft 365 Business Voice service description

Article • 01/26/2023 • 2 minutes to read

Microsoft 365 Business Voice is a cloud-based telephony solution in Microsoft Teams that offers phone system capabilities like call park, call forwarding, auto attendants, call queues, audio conferencing, and calling plans. Business Voice can be added to Office 365 and Microsoft 365 subscriptions that include Microsoft Teams (up to 300 licenses). For more information about the Business Voice service, see [Microsoft 365 Business Voice](#).

## Available plans

The following table shows the plans that can utilize the Microsoft 365 Business Voice add-on so you can choose the solution that best meets the needs of your organization. For detailed plan information, see [Microsoft 365 Business Voice](#).

Small business plans	Enterprise plans	Government	Education	Frontline
Microsoft 365 Business Basic	Microsoft 365 Enterprise E1	Microsoft 365 and Office 365 Government G1	Microsoft 365 and Office 365 Education A1	Microsoft 365 F1
Microsoft 365 Business Standard	Microsoft 365 Enterprise E3	Microsoft 365 and Office 365 Government G3	Microsoft 365 and Office 365 Education A3	Microsoft 365 F3
Microsoft 365 Business Premium	Microsoft 365 and Office 365 Nonprofit E1			Office 365 F3
Microsoft 365 Nonprofit Business Basic	Microsoft 365 and Office 365 Nonprofit E3			
Microsoft 365 Nonprofit Business Standard				

## Feature availability

The following table lists the major Microsoft 365 Business Voice features available across plans. Certain caveats apply. For more information, see the footnotes. This table may change without notice. For the most up-to-date, complete list of features, see [Voice and video calling](#).

<b>Feature</b>	<b>Microsoft 365 Business Voice</b>	<b>Microsoft 365 Business Voice Without Calling Plan</b>
Local numbers	Yes	Yes*
VoIP calling	Yes	Yes*
Auto attendants	Yes	Yes*
Call queue	Yes	Yes*
Caller ID	Yes	Yes*
Call routing	Yes	Yes*
Emergency calling	Yes	Yes*
Emergency calling with dynamic location	Yes	Yes*
Voice Mail	Yes	Yes*
Call park	Yes	Yes*
Call forwarding	Yes	Yes*
Call delegation (share a phone line with a delegate)	Yes	Yes*
Music on Hold	Yes	Yes*
Call block	Yes	Yes*
Auto attendant Extension Dialing	Yes	Yes*
Auto attendant/call queue transfer to shared voicemail	Yes	Yes*
Multilingual Interactive Voice Response (IVR)	Yes	Yes*
Calling policy	Yes	Yes*
Domestic Calling Plan	Yes	Requires a third-party calling plan
Toll-free dialing**	Yes	Requires a third-party calling plan

<b>Feature</b>	<b>Microsoft 365 Business Voice</b>	<b>Microsoft 365 Business Voice Without Calling Plan</b>
International Calling Plan**	Yes	Requires a third-party calling plan
Audio Conferencing	Yes	Yes

\* Available with third-party provided calling plan.

\*\* Toll-free dialing and the International Calling Plan are available at additional cost using [Communications Credits](#). To learn more, see [toll-free dialing](#) and [international calling rates](#).

## Learn more

For technical information about Microsoft 365 Business Voice check out the following resources:

- [Microsoft 365 Product overview](#)
- [Microsoft 365 Business Voice service description](#)
- [Microsoft 365 Business Voice documentation hub](#)

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging

To keep track of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

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# Skype for Business Online service description

Article • 01/26/2023 • 20 minutes to read

## ⓘ Note

Microsoft Teams is now the primary client for messaging, meetings, and calling in Office 365. Starting October 1, 2018, new customers with 500 seats or less will be onboarded to Microsoft Teams and will not have access to Skype for Business Online. As of September 1, 2019, this applies to all new customers. Tenants already using Skype for Business Online can continue doing so (including provisioning new users) until they complete their transition to Microsoft Teams.

## ⓘ Note

Skype for Business Online Plan 2 retired from sale on July 1, 2019. This means that you will no longer be able to acquire Skype for Business Online Plan 2 for instant messaging, presence, meetings, and peer-to-peer voice and video. These features will continue to be supported in all plans that include Teams, including Office 365 suites. When your plan expires at the end of your current term, in order to have continued access to these features, you'll have to switch to a different plan. We recommend that you evaluate the Microsoft 365 Business Basic, Business Premium, or any other Office suites for users that currently have Skype for Business Online Plan 2 assigned.

Do you want to know what licenses you need to buy to get certain Skype for Business features? See the [Skype for Business add-on licensing](#).

Skype for Business Online is a communications service that connects people for meetings and conversations anytime and from anywhere. It gives users access to information about presence, and enables instant messaging, audio and video calling, rich online meetings, and extensive web conferencing capabilities.

Skype for Business is hosted on multi-tenant servers that support multiple customers simultaneously. These servers are housed in Microsoft data centers and are accessible to users on a wide range of devices from inside a corporate network or over the internet.

## Find out about Skype for Business Online

For information about new features in Skype for Business Online, see [Explore Skype for Business](#) and [What's new in Skype for Business](#).

## Compare Skype for Business Online features

We recommend that you use our simple comparison page to choose your version of Skype for Business Online. See [Find the right Microsoft Teams for your business](#). If you want a more in-depth comparison, see the feature tables below. If you need extra help with this, call [support](#). You can select your locale from the drop-down list to get a local number.

For detailed plan information on subscriptions that enable users for Skype for Business Online, see the [full subscription comparison table](#). For a more detailed comparison, see [Microsoft 365 plan options](#).

To compare individual features across Skype for Business desktop and web clients, see the [Desktop client feature comparison for Skype for Business Server 2015](#). For a detailed comparison of the Skype for Business mobile clients, see the [Mobile client feature comparison for Skype for Business](#).

For a more detailed comparison, see the following table.

Feature	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office E1	Office E3	Office E5	Office F3
<strong>Clients for Skype for Business Online</strong>							
Skype for Business Full	No	No	No	No	Yes	Yes	No
Skype for Business Basic	No	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>	No	No	Yes <sup>1</sup>
Lync 2013 Basic	No	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>1</sup>	No	No	Yes <sup>1</sup>
Skype for Business Windows Store app	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lync for Mac 2011	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Skype for Business mobile clients	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>
Skype for Business Web App	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Instant messaging, presence, and contacts</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>
PC-to-PC IM and presence	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Multiparty IM and presence	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Contact Card configuration	Yes	Yes	Yes	Yes	Yes	Yes	Yes
My Picture configuration	Yes	Yes	Yes	Yes	Yes	Yes	Yes
My Picture: URL photo experience	Yes	No	No	No	No	No	No
Contact list configuration	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Unified contact store	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Address book search	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Distribution list expansion	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Persistent chat	Yes	No	No	No	No	No	No
Photos of sender/receiver	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Skype-to-Skype audio, video, and media</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>
Desktop sharing over video-based screen sharing (VbSS)	Yes	Yes	Yes	Yes	Yes	Yes	No <sup>4</sup>
Desktop and application sharing over Remote Desktop Protocol (RDP)	Yes	Yes	Yes	Yes	Yes	Yes	No <sup>4</sup>
File transfers	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Video	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Network Quality of Service (QoS) - Differentiated Services Code Point (DSCP)	Yes	No	No	No	No	No	No
<b>Federation and public IM connectivity</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>
Office Communications Server 2007 R2 and Lync Server 2010 (IM, presence, audio, video, conferencing)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
XMPP (used by Google Talk, for example) and Sametime federation	Yes	No	No	No	No	No	No
Skype federation	Yes	Yes	Yes	Yes	Yes	Yes	Yes
AOL and Yahoo! federation	Yes	No	No	No	No	No	No
<b>Skype for Business Online meetings</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>
Ad hoc and schedule audio conferencing	Yes	Yes	Yes	Yes	Yes	Yes	No
Ad hoc and schedule video conferencing	Yes	Yes	Yes	Yes	Yes	Yes	No
Active speaker video	Yes	Yes	Yes	Yes	Yes	Yes	No
H.264 encoding and decoding	Yes	Yes	Yes	Yes	Yes	Yes	No
Multiparty video	Yes	Yes	Yes	Yes	Yes	Yes	No
High definition video or pictures of all attendees	Yes	Yes	Yes	Yes	Yes	Yes	No
Presenter controls	Yes	Yes	Yes	Yes	Yes	Yes	No
Participant selected view	Yes	Yes	Yes	Yes	Yes	Yes	No
OneNote sharing	Yes	Yes	Yes	Yes	Yes	Yes	No
Ad hoc and schedule web conferencing	Yes	Yes	Yes	Yes	Yes	Yes	No
Skype for Business meeting dial-in via Audio Conferencing (first party)	No	No	No <sup>5</sup>	No <sup>5</sup>	No <sup>5</sup>	Yes	No
Skype for Business meeting dial-in via certified Audio Conferencing Provider (ACP)	No	Yes	Yes	Yes	Yes	Yes	No
PowerPoint sharing	Yes	Yes	Yes	Yes	Yes	Yes	No
File transfer	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Whiteboard and annotations	Yes	Yes	Yes	Yes	Yes	Yes	No
PowerPoint upload	Yes	Yes	Yes	Yes	Yes	Yes	No

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>
Polling	Yes	Yes	Yes	Yes	Yes	Yes	No
Client-side recording and playback	Yes	Yes	Yes	Yes	Yes	Yes	No
Server-side recording and playback	No	No	No	No	No	No	No
Meeting lobby	Yes	Yes	Yes	Yes	Yes	Yes	No
Skype Meeting Broadcast	No	No	Yes	Yes	Yes	Yes	No
Guest access to Skype meetings with Skype for Business Web App	Yes	Yes	Yes	Yes	Yes	Yes	No
Schedule Skype for Business meetings in Outlook	Yes	Yes	Yes	Yes	Yes	Yes	No
Schedule Skype for Business meetings in Outlook on behalf of others (Delegation)	Yes	Yes	Yes	Yes	Yes	Yes	No
Schedule Skype for Business meetings with Web Scheduler	Yes	Yes	Yes	Yes	Yes	Yes	No
Schedule online meetings in Outlook on the web	Yes	Yes	Yes	Yes	Yes	Yes	No
Outlook delegation for scheduling meetings	Yes	Yes	Yes	Yes	Yes	Yes	No
Create public meetings with static meeting IDs from Outlook	Yes	No	No	No	No	No	No

Feature	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office E1	Office E3	Office E5	Office F3
Voice calling	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office E1	Office E3	Office E5	Office F3
Auto attendants	No	No	No	No	No	Yes	No
Busy options	Yes	No	No	No	No	No	No
Branch office survivability	Yes	No	No	No	No	No	No
Call admission control	Yes	No	No	No	No	No	No
Call answer/initiate	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Call delegation	Yes	No	No	No	No	Yes	No
Call forwarding and simultaneous ring	No	No	No	No	Yes	Yes	No
Call history	Yes	Yes	Yes	Yes	Yes	Yes	No
Call hold/retrieve	Yes	Yes	Yes	Yes	Yes	Yes	No
Call park	Yes	No	No	No	No	No	No
Call transfer (blind, consult, and mobile)	Yes	Yes	Yes	Yes	Yes	Yes	No
Caller ID	Yes	Yes	Yes	Yes	Yes	Yes	No
Call waiting	Yes	Yes	Yes	Yes	Yes	Yes	No
Camp-on	Yes	Yes	Yes	Yes	Yes	Yes	No
Clients for PC, Mac, and mobile	Yes	Yes	Yes	Yes	Yes	Yes	No
Device switching	Yes	Yes	Yes	Yes	Yes	Yes	No
Distinctive ringing	Yes	No	No	Yes	Yes	Yes	No
Do-not-disturb routing	Yes	Yes	Yes	Yes	Yes	Yes	No

Feature	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office E1	Office E3	Office E5	Office F3
Emergency calling - static location	Yes	No	No	No	No	Yes <sup>7</sup>	No
Emergency calling - dynamic location	Yes	No	No	No	No	No	No
Enterprise calendar call routing	Yes	Yes	Yes	Yes	Yes	Yes	No
Extension dialing	Yes	No	No	No	No	No	No
Group call pickup	Yes	No	No	No	No	No	No
Hunt groups/call queues and treatment	Yes	No	No	No	No	Yes	No
Integrated dial-pad	Yes	No	No	Yes	Yes	Yes	No
Location-based routing	Yes	No	No	No	No	No	No
Music on hold	Yes	Yes	Yes	Yes	Yes	Yes	No
Outbound DID manipulation	Yes	No	No	No	No	No	No
Private line	Yes	No	No	No	No	No	No
Qualified IP desk phones	Yes	No	No	Yes	Yes	Yes	No
Shared line appearance	Yes	No	No	No	No	No	No
Skype and federated calling	Yes	Yes	Yes	Yes	Yes	Yes	No
Team calling	Yes	No	No	Yes	Yes	Yes	No
Video call monitor	Yes	Yes	Yes	Yes	Yes	Yes	No
Voicemail	Yes	No	No	No	Yes	Yes	No
Calling Plans (Domestic Calling Plan, with required add-on purchase)	No	No	No	Yes <sup>3</sup>	Yes <sup>3</sup>	Yes	No

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>
<a href="#">Calling Plans</a> (International Calling Plan, with required add-on purchase)	No	No	No	Yes <sup>3</sup>	Yes <sup>3</sup>	Yes	No
<a href="#">Communication Credits</a>	No	No	No <sup>6</sup>	Yes	Yes	Yes	No
Skype for Business voice	Yes	Yes	Yes	Yes	Yes	Yes	No
<b>Security and archiving</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>
IM and media encryption	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IM and file filtering	Yes	No	No	No	No	No	No
Client version control	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IM content archiving	Yes	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>	Yes	Yes	No <sup>2</sup>
Conference content archiving	Yes	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>	Yes	Yes	No <sup>2</sup>
Application sharing, and desktop sharing archiving	Yes	No	No	No	No	No	No
User-level archiving configuration	Yes	No <sup>2</sup>	No <sup>2</sup>	No <sup>2</sup>	Yes	Yes	No <sup>2</sup>
Login trace files	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Customer Key <sup>8</sup>	No	No	No	No	No	Yes	No
<b>Exchange and SharePoint interoperability</b>	<b>Skype for Business Server 2015</b>	<b>Microsoft 365 Business Basic</b>	<b>Microsoft 365 Business Standard</b>	<b>Office E1</b>	<b>Office E3</b>	<b>Office E5</b>	<b>Office F3</b>

Feature	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office E1	Office E3	Office E5	Office F3
Presence interoperability with Exchange Server	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Presence interoperability with Exchange Online	Yes	Yes	Yes	Yes	Yes	Yes	No
Unified Messaging interoperability with Exchange Server	Yes	No	No	No	No	No	No
Unified Messaging interoperability with Exchange Online	Yes	No	No	No	No	No	No
Outlook on the web interoperability	Yes	Yes	Yes	Yes	Yes	Yes	No
Archiving interoperability with Exchange Server	Yes	No	No	No	No	No	Yes
Archiving interoperability with Exchange Online	Yes	Yes	Yes	Yes	Yes	Yes	No
Skill search with SharePoint Server	Yes	No	No	No	No	No	No
Skill search with SharePoint Online	No	No	No	No	No	No	No
Skype for Business Online administration and management	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office E1	Office E3	Office E5	Office F3
Microsoft Office 365 portal	No	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft 365 admin center	No	Yes	Yes	Yes	Yes	Yes	Yes

Feature	Skype for Business Server 2015	365 Business Basic	Microsoft Business Standard	365 E1	365 E3	365 E5	365 F3
Skype for Business admin center	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Windows PowerShell	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Skype for Business Online reporting in Microsoft 365 admin center	No	Yes	Yes	Yes	Yes	Yes	No

<sup>1</sup> The Skype for Business (Lync) client is supported for use with these subscription options, but it is not included. Lync 2013 Basic is available for all customers. The Lync Basic desktop client is a locally installed application that provides presence, instant messaging, and conferencing features for plans that include Skype for Business Online. Microsoft 365 Apps for enterprise, and Office 365 E3 include the full Skype for Business (Lync) application, which includes additional features such as advanced telephony support, archiving, and compliance features. A Skype for Business Online license must be assigned for each user. For more information on Lync Basic features, see [Desktop client comparison tables for Lync Server 2013](#).

<sup>2</sup> Archiving for Skype for Business Online depends on the Exchange In-Place Hold feature, which is not included in this plan.

<sup>3</sup> You must assign an Exchange Online (Plan 2) plan to users who you want to have voice mail. An Exchange Online ( plan ) plan can't be used for voice mail.

<sup>4</sup> An Office 365 F3 user may participate in a sharing session if invited by a Skype for Business Online Plan 2 or enterprise plan user.

<sup>5</sup> Audio Conferencing can be added to Microsoft 365 Business Standard, Office 365 E1, and Office 365 E3 subscription plans as an add-on.

<sup>6</sup> Communication Credits can be added to Microsoft 365 Business Standard subscription plan as an add-on to support Audio Conferencing only.

<sup>7</sup> Emergency Calling isn't available on Mac and mobile clients.

<sup>8</sup> Customer Key lets you control your organization's encryption keys and then configure Microsoft to use them to encrypt your data at rest in Microsoft data centers. Data at rest includes data from Exchange Online and Skype for Business that is stored in mailboxes and files that are stored in SharePoint Online and OneDrive for Business. Customer Key helps you meet compliance obligations because you control the encryption keys that Microsoft uses to decrypt data. For more information, see [Service encryption with Customer Key](#).

# Feature availability across Skype for Business Online standalone plans

The following table lists Skype for Business Online feature availability across standalone plans. For a description of these features, go to [Skype for Business Online features](#).

## ⓘ Note

Skype for Business Online Standalone Plan 2 licensed users will get the Skype for Business Basic client, not the full Skype for Business client. If you want users to have the Skype for Business client, you will need to upgrade them to a license that includes it, such as an Enterprise-based license. To deploy the Skype for Business client to your users, see [Deploy the Skype for Business client in Microsoft 365 or Office 365](#).

Feature	Skype for Business Server 2015	Skype for Business Online Standalone Plan 1	Skype for Business Online Standalone Plan 2
<b>Clients for Skype for Business Online</b>			
Skype for Business Full	No	No	No
Skype for Business Basic	No	Yes <sup>1</sup>	Yes <sup>1</sup>
Lync 2013 Basic	No	Yes <sup>1</sup>	Yes <sup>1</sup>
Skype for Business Windows Store app	Yes	Yes	Yes
Lync for Mac 2011	Yes	Yes	Yes
Skype for Business mobile clients	Yes	Yes	Yes
Skype for Business Web App	Yes	Yes	Yes
<b>Instant messaging, presence, and contacts</b>	Skype for Business Server 2015	Skype for Business Online Standalone Plan 1	Skype for Business Online Standalone Plan 2
PC-to-PC IM and presence		Yes	Yes
Multiparty IM and presence	Yes	Yes	Yes
Contact Card configuration	Yes	Yes	Yes

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Skype for Business Online Standalone Plan 1</b>	<b>Skype for Business Online Standalone Plan 2</b>
My Picture configuration	Yes	Yes	Yes
My Picture: URL photo experience	Yes	No	No
Contact list configuration	Yes	Yes	Yes
Unified contact store	Yes	Yes	Yes
Address book search	Yes	Yes	Yes
Distribution list expansion	Yes	Yes	Yes
Persistent chat	Yes	No	No
Photos of sender/receiver	Yes	Yes	Yes
<b>Skype-to-Skype audio, video, and media</b>		<b>Skype for Business Server 2015</b>	<b>Skype for Business Online Standalone Plan 1</b>
			<b>Skype for Business Online Standalone Plan 2</b>
Desktop sharing	Yes	No <sup>2</sup>	Yes
Application sharing	Yes	No <sup>2</sup>	Yes
File transfers	Yes	Yes	Yes
Voice	Yes	Yes	Yes
Video	Yes	Yes	Yes
Media path optimization	Yes	No	No
Network Quality of Service (QoS) - Differentiated Services Code Point (DSCP)	Yes	No	No
Video-based screen sharing	Yes	No <sup>2</sup>	Yes
<b>Federation and public IM connectivity</b>		<b>Skype for Business Server 2015</b>	<b>Skype for Business Online Standalone Plan 1</b>
			<b>Skype for Business Online Standalone Plan 2</b>
Office Communications Server 2007 R2 and Lync Server 2010 (IM, Presence, Audio, Video, Conferencing)	Yes	Yes	Yes

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Skype for Business Online Standalone Plan 1</b>	<b>Skype for Business Online Standalone Plan 2</b>
XMPP (used by Google Talk, for example) and Sametime federation	Yes	No	No
Skype federation	Yes	Yes	Yes
AOL and Yahoo! federation	Yes	No	No
<b>Skype for Business Online meetings</b>	<b>Skype for Business Server 2015</b>	<b>Skype for Business Online Standalone Plan 1</b>	<b>Skype for Business Online Standalone Plan 2</b>
Ad hoc and schedule audio conferencing	Yes	No	Yes
Ad hoc and schedule video conferencing	Yes	No	Yes
Active speaker video	Yes	No	Yes
H.264 encoding and decoding	Yes	No	Yes
Multiparty video	Yes	No	Yes
High definition video or pictures of all attendees	Yes	No	Yes
Presenter controls	Yes	No	Yes
Participant selected view	Yes	No	Yes
OneNote sharing	Yes	No	Yes
Ad hoc and schedule web conferencing	Yes	No	Yes
Dial-in audio conferencing via certified Audio Conferencing Provider (ACP)	No	No	Yes
PowerPoint sharing	Yes	No	Yes
Whiteboard and annotations	Yes	No	Yes
PowerPoint upload	Yes	No	Yes
Polling	Yes	No	Yes
Client-side recording and playback	Yes	No	Yes <sup>1</sup>
Server-side recording and playback	No	No	No

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Skype for Business Online Standalone Plan 1</b>	<b>Skype for Business Online Standalone Plan 2</b>
Meeting lobby	Yes	No	Yes
Guest access to Skype for Business meetings with Skype for Business Web App	Yes	No	Yes
Schedule Skype for Business meetings in Outlook	Yes	No	Yes
Schedule Skype for Business meetings in Outlook on behalf of others (Delegation)	Yes	No	Yes
Schedule Skype for Business meetings with Web Scheduler	Yes	No	Yes
Schedule Online meetings in Outlook on the web	Yes	No	Yes
Outlook delegation for scheduling meetings	Yes	No	Yes
Create public meetings with static meeting IDs from Outlook	Yes	No	No
<b>Security and archiving</b>	<b>Skype for Business Server 2015</b>	<b>Skype for Business Online Standalone Plan 1</b>	<b>Skype for Business Online Standalone Plan 2</b>
IM and media encryption	Yes	Yes	Yes
IM and file filtering	Yes	No	No
Client version control	Yes	Yes	Yes
IM content archiving	Yes	No <sup>3</sup>	No <sup>3</sup>
Conference content archiving	Yes	No <sup>3</sup>	No <sup>3</sup>
Application sharing, and desktop sharing archiving	Yes	No	No
User-level archiving configuration	Yes	No <sup>3</sup>	No <sup>3</sup>
Login trace files	Yes	Yes	Yes

<b>Feature</b>	<b>Skype for Business Server 2015</b>	<b>Skype for Business Online Standalone Plan 1</b>	<b>Skype for Business Online Standalone Plan 2</b>
<a href="#">Exchange and SharePoint interoperability</a>	Skype for Business Server 2015	Skype for Business Online Standalone Plan 1	Skype for Business Online Standalone Plan 2
Presence interoperability with Exchange Server	Yes	Yes	Yes
Presence interoperability with Exchange Online	Yes	Yes <sup>5</sup>	Yes
Unified Messaging interoperability with Exchange Server	Yes	No	No
Unified Messaging interoperability with Exchange Online	Yes	No	No
Outlook on the web interoperability	Yes	Yes <sup>5</sup>	Yes
Archiving interoperability with Exchange Server	Yes	No	No
Archiving interoperability with Exchange Online	Yes	Yes	Yes
Skill search with SharePoint Server	Yes	No	No
Skill search with SharePoint Online	No	No	No
<a href="#">Skype for Business Online administration and management</a>	Skype for Business Server 2015	Skype for Business Online Standalone Plan 1	Skype for Business Online Standalone Plan 2
Microsoft Office 365 portal	No	Yes	Yes
Microsoft 365 admin center	No	Yes	Yes
Skype for Business admin center	Yes	Yes	Yes
Windows PowerShell	Yes	Yes	Yes
Skype for Business Online reporting in Microsoft 365 admin center	No	No <sup>4</sup>	No <sup>4</sup>

<sup>1</sup> The Skype for Business (Lync) client is supported for use with these subscription options, but it is not included. Lync 2013 Basic is available for all customers. The Lync Basic desktop client is a locally installed application that provides presence, instant messaging and conferencing features for plans that include Skype for Business Online. Microsoft 365 Apps for enterprise, and Office 365 E3 include the full Skype for Business (Lync) application, which include additional features including advanced telephony support, archiving & compliance features. A Skype for Business Online license must be assigned for each user. For more information on Lync Basic features, see [Desktop client comparison tables for Lync Server 2013](#).

<sup>2</sup> A Skype for Business Online Plan 1 user may participate in a sharing session if the user is invited by a Skype for Business Online Plan 2 user.

<sup>3</sup> Archiving for Skype for Business Online depends on the Exchange In-Place Hold feature, which is not included in this plan.

<sup>4</sup> Tenants with a standalone Skype for Business Online plan can access reporting features if the tenant also has at least one active Exchange license, such as Exchange Online Plan 1 or Exchange Online Plan 2.

<sup>5</sup> Not supported if Exchange Online was purchased as part of a kiosk plan.

## Skype Meeting Broadcast and Calling Plan Licensing Options

The following table shows licensing options for Skype Meeting Broadcast, Audio Conferencing, Phone System, and Calling Plans.

Microsoft 365 plan	Skype for Business Online features
Skype for Business Online Standalone Plan 2	<p>Skype Meeting Broadcast</p> <p>For organizer, producer, event team member, and authenticated attendees, a license is required.</p> <p>For anonymous attendees, a license is not required.</p> <p>With Skype for Business Online Standalone Plan 2 or any suites that contain Plan 2, the following add-ons are available:</p> <ul style="list-style-type: none"><li>- Audio Conferencing (available in limited countries)</li><li>- Phone System</li></ul> <p><b>NOTE</b> When purchased by itself without Calling Plans, Phone System enables hybrid voice capability only. Hybrid voice requires an on-premises customer hybrid voice deployment to enable PSTN calling using your existing PSTN service provider(s). The following Phone System add-ons are available to enable inbound and outbound PSTN calling using Microsoft as your PSTN service provider:</p> <ul style="list-style-type: none"><li>- Domestic Calling Plan (available in limited countries)</li><li>- International Calling Plan (available in limited countries)</li></ul>

<b>Microsoft 365 plan</b>	<b>Skype for Business Online features</b>
Skype for Business Online Standalone Plan 3	<p>Skype for Business Online Standalone Plan 3.</p> <p>This plan is used only for third-party voice service providers and does <i>not</i> provide any calling services such as Audio Conferencing, Phone System, Domestic Calling Plans, or International Calling Plans.</p>
Microsoft 365 Business Standard	<p>Skype Meeting Broadcast:</p> <p>For Organizer, Producer, Event Team member, and authenticated attendees, a license is required.</p> <p>For anonymous attendees, a license is not required.</p> <p>Audio Conferencing (in countries where available).</p>
Office 365 E1	Skype for Business Online Standalone Plan 2 (see Skype for Business Online Standalone Plan 2 above for included features).
Office 365 E3	Skype for Business Online Standalone Plan 2 (see Skype for Business Online Standalone Plan 2 above for included features).
Office 365 E5 with Audio Conferencing	<p>Skype for Business Online Standalone Plan 2 is included (see Skype for Business Online Standalone Plan 2 above for included features).</p> <p>Audio Conferencing is included.</p> <p>Phone System is included.</p> <p><b>NOTE</b> When purchased by itself without Calling Plans, Phone System enables hybrid voice capability only. Hybrid voice requires a customer on-premises hybrid voice deployment to enable PSTN calling using your existing PSTN service provider(s). The following Phone System add-ons are available to enable inbound and outbound PSTN calling using Microsoft as your PSTN service provider:</p> <ul style="list-style-type: none"> <li>- Domestic calling plan (available in limited countries)</li> <li>- International calling plan (available in limited countries)</li> </ul>
Office 365 E5 without Audio Conferencing	<p>Skype for Business Online Standalone Plan 2 is included (see Skype for Business Online Standalone Plan 2 above for included features).</p> <p>Phone System is included.</p> <p><b>NOTE</b> When purchased by itself without Calling Plans, Phone System enables hybrid voice capability only. Hybrid voice requires an on-premises customer hybrid voice deployment to enable PSTN calling using your existing PSTN service provider(s). The following Phone System add-ons are available to enable inbound and outbound PSTN calling using Microsoft as your PSTN service provider:</p> <ul style="list-style-type: none"> <li>- Domestic calling plan (available in limited countries).</li> <li>- International calling plan (available in limited countries).</li> </ul>

# Skype for Business Online features

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If you are an admin, you can find detailed instructions for setting up Skype for Business Online features in [Set up Skype for Business Online](#).

## Clients for Skype for Business Online

### Important

The clients that are supported in Skype for Business Online are licensed separately.

- To find out what your Skype for Business Online client options are for Windows or Mac, see [Install Skype for Business](#).
- To find out what your Skype for Business options are on a mobile device, see [Install Skype for Business on a mobile device](#).
- For a detailed comparison of the Skype for Business desktop and web clients, see [Skype for Business Online client comparison tables](#). For a detailed comparison of the Skype for Business mobile clients, see the [Mobile client comparison tables](#).

To download the client for your mobile device, PC, or Mac, go to [Download Skype for Business across all your devices](#).

Skype for Business provides support for the conference room devices listed here. For additional information, work with your account team or call [Microsoft support](#). To get a local number, you can choose your locale from the drop-down list.

## Instant messaging, presence, and contacts

Using Skype for Business, users can:

- Display their presence status—for example, Available, Away, Do Not Disturb, or Offline—to let others know their availability. Skype for Business presence information is presented throughout the suite.
- Send and receive text messages in real time over an Internet Protocol (IP) network, such as the internet, or an organization's corporate network. Instant messaging is available for both Skype-to-Skype and multiparty communication. IM text is encrypted for enhanced security.

- Configure how their own Skype for Business contact card appears to other people.

You can read more about instant messaging, presence, and contacts in [Send an IM in Skype for Business](#).

## Skype-to-Skype audio, video, and media

Skype for Business Online users can make one-to-one computer-based audio and video calls to other Skype for Business users using a PC and a web camera. A Skype for Business Online user can initiate Skype-to-Skype audio and video calls with another user in the same Skype for Business Online organization (within or outside the corporate firewall), or with another Skype for Business user in a Skype for Business federated domain if the two Skype for Business domains are correctly configured, supported, and permitted for federation.

See [Set audio device options in Skype for Business](#) to find out how to set audio device options in Skype for Business.

## Federation and public IM connectivity

Skype for Business external connectivity (federation) lets Skype for Business users connect with users in other organizations that use Skype for Business, as well as those that host their own Skype for Business Server on premises. Federated contacts can see presence, communicate by using IM, and make Skype-to-Skype audio and video calls. All federated communications are encrypted between the IM systems using access proxy servers. Microsoft does not control encryption after messages are passed to the federated partner's network (if the partner is federated with an on-premises Skype for Business Server or third-party network).

Skype for Business external connectivity requires the consent and correct configuration of both parties of the federation relationship. After the federation is set up by the administrators of both sides, users in each organization can see presence and communicate with users in the other organization. Federation is only supported between other Skype for Business environments, with appropriately configured Access Proxy or Edge servers. To learn more about Edge server configuration, see [Components required for external user access in Lync Server 2013](#).

## Skype for Business Online meetings

Users can start or join an ad-hoc Skype for Business meeting easily in the Skype for Business client or in Office. Skype for Business lets users escalate simple instant

messaging conversations or email conversations to PC-based, multiparty (three or more users) audio and video meetings with shared desktops, applications, and documents.

Skype for Business multiparty audio provides users with an adaptive audio codec for optimal performance under varying bandwidth conditions, visual call and roster controls, network quality indicator, and powerful user management features (for example, drag and drop a participant name to add them to a meeting).

In addition to audio, Skype for Business lets users connect through high quality video sessions. Both person-to-person and multiparty (three or more users) sessions are supported. Active speaker video is available only for multiparty sessions. With Skype for Business, users can easily schedule an online meeting with video or seamlessly escalate an IM session to a video call.

To find out more about Skype for Business online meetings, see [Start using Skype for Business for IM and online meetings](#).

 **Important**

Multiparty Skype for Business audio and video capabilities might not be available in certain countries due to regulatory restrictions. For details, see [About license restrictions](#).

## Security and archiving

Microsoft traffic (both signal and media traffic) is encrypted using the Transport Layer Security (TLS) protocol. Anyone who intercepts a communication sees only encrypted text. For example, if a user accesses Skype for Business Online IM, calls, and presentations while using a public Wi-Fi network, such as at an airport, the user's communications are encrypted to potential interception by network "sniffers."

Skype for Business provides archiving of peer-to-peer instant messages, multiparty instant messages, and content upload activities in meetings. The archiving capability requires Exchange and is controlled by the user's Exchange mailbox In-Place Hold attribute, which archives both email and Skype for Business contents.

All archiving in Skype for Business is considered "user-level archiving" because you enable or disable it for one or more specific users or groups of users by creating, configuring, and applying a user-level archiving policy for those users. There is no direct control of archiving settings from within the Skype for Business admin center.

# Exchange and SharePoint interoperability

Skype for Business Online includes high definition pictures, presence status updates based on Exchange calendar information, unified contact store, archiving, out-of-office messages in Skype for Business, and presence status and click-to-communicate in Outlook. This interoperability requires running the Skype for Business client on the user's desktop.

In certain subscription plans, Skype for Business can integrate with Exchange Online Unified Messaging (UM) to:

- Combine voice messaging and email messaging into a single messaging infrastructure that is available from the Skype for Business client. Exchange UM and Skype for Business work together to provide call answering, Outlook Voice Access, and auto attendant services.
- Enable Outlook on the web to provide IM, presence, status updates based on Exchange calendar information, and Skype for Business Meeting scheduling.

Skype for Business interoperates with on-premises Microsoft SharePoint Server for presence and click-to-communicate in SharePoint sites. This interoperability requires running the Skype for Business client on the user's desktop.

## Skype for Business Online administration and management

Although Microsoft directly controls all Skype for Business Online data centers and is responsible for overall system performance, it can control only a portion of the elements that combine to provide the total experience for users. Organizations themselves are responsible for the network connections to the data centers, the customer's wide area network (WAN), and the customer's local area networks (LANs). Additionally, they manage user devices and their configuration. They are also responsible for maintaining the required licensing per user for any desired feature, including, but not limited to, the ability to manage these features, for as long as the user needs access to the feature.

Skype for Business Online therefore provides customer administrators with the following tools to manage several messaging-related tasks:

- Microsoft Office 365 portal
- Microsoft 365 admin center
- Skype for Business admin center

- Windows PowerShell

To see the latest Skype for Business Online Admin help topics and how-to articles, see [Skype for Business Online - Admin Help](#).

## Audio Conferencing in Office 365

Audio Conferencing is any conference in which at least one participant dials in to the audio portion by using a phone. The ability to use a phone to access a meeting is useful for individuals who are on the road or otherwise can't attend a meeting using a mobile device or PC. Using a phone also can be a better option in other scenarios, such as when internet connectivity is limited or when a meeting is audio only.

With Audio Conferencing, users in your organization can host or create meetings that contain dial-in phone numbers. Callers can then use those phone numbers to call into a meeting using their phones (users who are dialing into a meeting will only get audio, not instant messages, shared desktops, or files being shared in the meeting). You only need to set up dial-in conferencing for users who plan to schedule or lead meetings. Unless the organizer has locked the meeting, anyone who has the dial-in number and conference ID can join the meeting. For details, see [Getting started with Audio Conferencing](#) and [Dial-in numbers available for Audio Conferencing](#).

You can enable dial-in conferencing either by using Microsoft as your dial-in conferencing provider, or by using a third-party dial-in conferencing provider (also called an audio conferencing provider, or ACP).

Audio Conferencing is not available in all countries or regions. For a list of the countries or regions in which you can purchase Audio Conferencing, see [Where can you get Audio Conferencing?](#).

## Calling Plans

Skype for Business includes calling capabilities found on the public switched telephone network (PSTN). Calling Plans are an add-on to the [Phone System](#) that allow you to search for, acquire, and assign phone numbers to users in your organization so that they can make calls to and receive calls from people inside and outside of the organization, directly from Office 365. Users who are assigned phone numbers can make voice calls across all Skype for Business devices, including VoIP phones, PCs, and mobile devices. They also can control their calls through mute/unmute, hold/resume, call transfers, and call forwarding features, and if necessary, make emergency calls.

For information about available Calling Plans, go to [Calling Plans for Office 365](#). For more information and to set up a Calling Plan, see [Which Calling Plan is right for you?](#)

## Phone System

The Phone System lets you use Skype for Business and either your organization's existing phone lines or the Phone System for inbound and outbound calls. With the Phone System in Office 365, your users can use Skype for Business to complete basic tasks such as placing, receiving, transferring, and muting or unmuting calls, from nearly anywhere that has internet access.

The Phone System allows you to replace your existing PBX system with a set of features that are directly delivered from Microsoft and tightly integrated into Microsoft's cloud productivity experience. You can choose a completely in-the-cloud experience, or a hybrid deployment that takes advantage of the Phone System while keeping some functionality on your premises.

## Skype Meeting Broadcast

Skype Meeting Broadcast lets users produce and broadcast a meeting on the internet to up to 10,000 attendees, who can attend from a browser on virtually any device. With Skype Meeting Broadcast, you can host large virtual meetings such as internal "town hall" style meetings and public webinars. You can record meetings, and you can customize them to gauge audience involvement and satisfaction.

### Note

Currently, Skype Meeting Broadcast isn't available to educational or non-profit organizations.

For more information, go to [What is a Skype Meeting Broadcast?](#).

The Skype Meeting Broadcast portal can be found at  
<https://portal.broadcast.skype.com>.

# Skype for Business Online limits

Article • 01/26/2023 • 4 minutes to read

The limits in Skype for Business Online fall into the following categories:

- [Peer-to-peer limits](#)
- [Meeting limits](#)
- [Meeting retention limits](#)
- [Minute limits](#)

## ⓘ Note

The limits applied to a Microsoft 365 organization can differ depending on how long the organization has been enrolled in the service. When a limit is changed in the Microsoft data centers, it can take some time to apply the change to all existing customers.

## Peer-to-peer limits

- **File transfer limit** - The maximum size of a file that can be transferred in a Skype for Business Online IM conversation. To learn which file types are blocked for file transfer, see the Microsoft Support article about [sending and receiving files or attachments in Skype for Business Online](#).
- **Open tabbed conversations limit** - The maximum number of conversation tabs that a Skype for Business user can have open at one time.

## Peer-to-peer limits

Feature	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office 365 E1	Office 365 E3	Office 365 F3
File transfer limit	No limit	No limit	No limit	No limit	No limit	Not applicable
Conversation limit <sup>1</sup>	99	99	99	99	99	99

Feature	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office 365 E1	Office 365 E3	Office 365 F3
Open tabbed conversations limit	50	50	50	50	50	Not applicable

① Note

<sup>1</sup> A client can start a chat with up to 99 users by either manually adding them or sending an instant message from the context menu of a group or distribution list. For more information about instant messaging in Skype for Business Online, see [Send an IM in Skype for Business](#).

## Peer-to-peer limits across standalone options

Feature	Skype for Business Server 2015	Skype for Business Online Standalone Plan 1	Skype for Business Online Standalone Plan 2
File transfer limit	No limit	No limit	No limit
Conversation limit <sup>1</sup>	99	99	99
Open tabbed conversations limit	50	50	50

① Note

<sup>1</sup> A client can start a chat with up to 99 users by either manually adding them or sending an instant message from the context menu of a group or distribution list. For more information about instant messaging in Skype for Business Online, see [Send an IM in Skype for Business](#).

## Meeting limits

- **File upload limit** - The maximum size of files that can be uploaded to a Skype for Business meeting, including handouts and PowerPoint presentations.

- **Participants in a Skype for Business meeting** - The maximum number of participants (including the presenter) who can join a single Skype for Business meeting.
- **Presenters in a Skype for Business meeting** - The maximum number of presenters in a single Skype for Business meeting.
- **Skype for Business web app meeting participants** - The maximum number of Skype for Business web app meeting participants who can join a meeting.
- **Skype for Business web app anonymous participants** - The maximum number of Skype for Business web app meeting participants who can anonymously join a meeting.
- **Guests joining by phone** - The maximum number of guests who can call in to a meeting.

## Meeting limits

Feature	Skype for Business Server 2015	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office E1	Office E3	Office 365 F3
File upload limit	500 MB	500 MB	500 MB	500 MB	500 MB	Not applicable
Participants in a Skype for Business meeting <sup>1</sup>	250	250	250	250	250	Not applicable
Presenters in a Skype for Business meeting	250	250	250	250	250	Not applicable
Skype for Business web app meeting participants	250	250	250	250	250	Not applicable
Skype for Business web app anonymous participants	250	250	250	250	250	Not applicable
Guests joining by phone	250	250	250	250	250	Not applicable

Feature	Skype for Business Server 2015	Microsoft 365 Business	Microsoft 365 Business Standard	Office E1	Office E3	Office 365 F3
Individuals in a team-call group	25	25	25	25	25	Not applicable

 **Note**

<sup>1</sup> If the number of participants in a Skype for Business meeting exceeds 75 participants, then the participant list (presenters and attendees) in the meeting roster will be truncated so that an individual attendee sees only the presenters and the individual attendee's own name. The full participant list remains visible to the presenters in the meeting. Also, Gallery View and IM errors are hidden from the attendees.

## Meeting limits across standalone options

Feature	Skype for Business Server 2015	Skype for Business Online Standalone Plan 1	Skype for Business Online Standalone Plan 2
File upload limit	500 MB	Not applicable	500 MB
Participants in a Skype for Business meeting	250	Not applicable	250
Presenters in a Skype for Business meeting	250	Not applicable	250
Skype for Business web app meeting participants	250	Not applicable	250
Skype for Business web app anonymous participants	250	Not applicable	250
Guests joining by phone	250	Not applicable	250
Individuals in a team-call group	25	Not applicable	25

## Meeting retention limits

- **Meeting content retention period** - The amount of time after the last person leaves a meeting that any uploaded meeting content is retained in Skype for Business before it is permanently deleted.
- **Meeting expiration period** - The amount of time after a meeting has ended that users can access the meeting.

## Meeting retention limits across plans

 **Note**

Each person can have a maximum of 1000 conferences in the database at any time.

Meeting Type	Description
One-time meeting	Meeting will be accessible at least until 14 days after the scheduled time, or the last meeting activation, or last meeting update, whichever is latest.
Recurring meeting with end date	Meeting will be accessible at least until 14 days after the scheduled end time of the last meeting occurrence, or the last meeting activation, or last meeting update, whichever is latest.
Recurring meeting without end date	Meeting will always be accessible, provided there are new conference joins (activations) or scheduling updates at least once per year
Meet Now	Meeting will be accessible for at least 8 hours.

## Minute limits

For information about minute limitations in the Domestic Calling Plan or the International Calling Plan, go to [Country and region availability for Audio Conferencing and Calling Plans](#).

# Universal Print service description

Article • 01/26/2023 • 2 minutes to read

[Universal Print](#), a Microsoft 365 cloud printing service, enables printers to be placed on zero-trust setup and removes the need for custom drivers on user devices. This service enables workplace-joined Windows 10/11 endpoints to select and print to Azure AD registered printers without the need to install another client software.

Users benefit from driverless printing, streamlined location-based printer discovery, and an intuitive printing experience with no learning curve that leverages the existing print flow on their device.

Universal Print is a print infrastructure cloud service that can be extended with advanced functionality by [Microsoft Partner software solutions, multifunctional printing devices, and cloud services](#).

## Available subscriptions

Universal Print is included in the following subscriptions, to best meet the needs of a wide range of organizations.

Small Business	Enterprise Microsoft 365	Education Microsoft 365
Microsoft 365 Business Premium	Windows 10/11 Enterprise E3	Windows 10/11 Education E3
	Windows 10/11 Enterprise E5	Windows 10/11 Education E5
	Microsoft 365 F3	Microsoft 365 A3
	Microsoft 365 E3	Microsoft 365 A5
	Microsoft 365 E5	

## Feature availability

For a complete list of all Universal Print features, see the [Universal Print documentation](#).

Feature	Small business plans	Enterprise plans	Education plans
Core print functionality	Yes	Yes	Yes
Document conversion	Yes	Yes	Yes

Feature	Small business plans	Enterprise plans	Education plans
Universal Print connector software	Yes	Yes	Yes
Universal Print PowerShell scripting	Yes	Yes	Yes

## Learn more

For additional information about Universal Print, check out the following resources:

- [Universal Print Partner Integrations](#)
- [Universal Print API reference](#)
- [Universal Print Tech Community](#) ↗

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#) ↗.

## Service Updates

To keep track of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the [Message Center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) ↗ of our services. For more information, see the [Microsoft Trust Center](#) ↗ and the [Office Accessibility Center](#) ↗.

# Visio service description

Article • 01/26/2023 • 2 minutes to read

With the Visio desktop and web applications, you can view, edit, and share Visio diagrams on the web. Start with a basic diagram to express common ideas, such as depicting a plan, making a proposal, or describing a sequence of steps in a process. It's simple and easy to create first-class diagrams with commonly used diagram types and rich shape sets. Visio desktop users can view and collaborate by sharing diagrams and inserting comments in files uploaded to SharePoint Online or OneDrive for Business Online.

For help when using Visio, see [Visio help & learning](#).

## Available plans

For more information and to get started, see [Compare Visio Options](#).

## Feature availability

The following table lists the major Visio features available across web and desktop apps. Certain caveats apply. See the footnotes for further information. This table may change without notice. For the most up-to-date, complete list of Visio features across plans, see [Compare Visio Options](#).

Application feature	Visio for the web	Visio desktop application
Apply rich formatting to text and shapes	Yes	Yes
Arrange objects	Yes	Yes
Build mashup solutions	Yes	Yes
Create diagrams	Yes	Yes
Cut, copy, and paste	Yes	Yes
Edit diagrams	Yes	Yes
Embed diagram in a SharePoint, web, or blog page	Yes	No
Find	Yes	Yes

Application feature	Visio for the web	Visio desktop application
Font formatting	Yes	Yes
Hyperlinks <sup>1</sup>	Yes <sup>3</sup>	Yes
Navigation	Yes	Yes
Office Add-ins	No	Yes
Offline viewing	No	Yes
Print to PDF	Yes <sup>4</sup>	Yes
Proofing tools	No	Yes
Real-time co-authoring	Yes	No
Save As or Download a copy	Yes	Yes
Share a diagram <sup>2</sup>	Yes	Yes
Tell Me	No	Yes
Undo and redo	Yes	Yes
View and add comments	Yes	Yes
View shape data	Yes <sup>3</sup>	Yes
View Visio files in the browser	Yes	Yes
Zoom	Yes <sup>5</sup>	Yes

<sup>1</sup> Follow hyperlinks (cannot insert or edit them).

<sup>2</sup> Share via SharePoint or One Drive for Business and share with users who do not have SharePoint or OneDrive.

<sup>3</sup> Not available in Visio for the web Editor.

<sup>4</sup> Not available in Visio for the web Viewer.

<sup>5</sup> Available in Visio for the web Editor.

## Learn more

### Supported file types in Visio for the web

Visio diagram created in Visio 2010 or later

View mode

Edit mode

<b>Visio diagram created in Visio 2010 or later</b>	<b>View mode</b>	<b>Edit mode</b>
Open XML (.vsdx)	Yes	Yes
Binary (.vsd)	Yes	No
Macro (.vsdm)	Yes	No

For more information about Visio, check out the following resources:

- [Compare plans](#)
- [Visio tech community](#)
- [Visio blog](#)
- [Featured Visio templates and diagrams](#)
- [Deployment guide for Visio](#)

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Visio Features

Article • 01/26/2023 • 4 minutes to read

Visio web and desktop apps allow users to create and edit diagrams from the browser or desktop and save in the cloud. Microsoft 365 customers can view, print, and share diagrams and insert comments on the go. Visio users can use rich features, such as those described in the following sections.

## Apply rich formatting to text and shapes

Editing features, such as more colors, gradients, effects, and styles, are available in Visio for the web, as well as in the desktop application. You can also add a text box or choose from a gallery of shapes and apply styles, which define fill, outline, and shadow effects.

## Arrange objects

You can move, resize, rotate, flip, or order shapes and text boxes, and you can ungroup shapes to work with them individually.

## Build mashup solutions

The Visio JavaScript Mashup API lets developers access and manipulate a Visio web diagram, its pages, and its shapes.

## Create diagrams

You can easily create diagrams in Visio and save them in SharePoint or OneDrive for Business. You can then share them with others.

## Cut, copy, and paste

Cut, copy, and paste features are available in Visio. You can use these features to move or remove shapes and text within a diagram.

## Edit diagrams

Visio includes rich editing capabilities, which you can use to make changes to your diagram. You can also modify your diagram's design with a variety of theme colors and layouts.

## Embed diagram in a SharePoint, web, or blog page

You can use Visio for the web to insert a Visio diagram (created in the Visio desktop application) on a SharePoint, web, or blog page. For more information, see [Visio for the web: frequently asked questions ↗](#).

## Find

In Visio for the web, you can search for every occurrence of a word, number, or phrase on the page by selecting **More** (the ellipses button) and then selecting **Find** (or press **Ctrl+F**). Results appear next to your diagram. Visio will search in shape names, shape text, shape data, and user-defined cells.

## Font formatting

You can change the font, font size, and other font appearance attributes (such as bold, italics, superscript, or underlining) in Visio for the web.

## Hyperlinks

In Visio for the web, you can directly access hyperlinks by selecting the shape.

## Navigation

In Visio for the web, you can go to other pages by selecting the tabs in the lower left.

## Office add-ins

Office add-ins are available in Visio for desktop but not yet available in Visio for the web.

## Offline viewing

Not available in Visio for the web. Microsoft 365 for the web requires an Internet connection and an Internet browser. You need the Visio desktop application installed on your computer to view and edit a diagram while disconnected from the Internet or from your organization's on-premises Office Web Apps Server. If you have the Visio desktop application installed, you can use the full functionality of Visio to view and edit your diagram offline. When you save, the online diagram is updated with your changes. You can also download and save an offline copy of your diagram, but it will not be in sync with the online version. To learn more about Office Web Apps Server, see [Office Web Apps Server](#).

## Print to PDF

You can print to PDF or printers with Visio for the web.

## Proofing tools

Proofing tools such as check spelling, translation, and custom dictionaries are not available in Visio for the web. However, an accessibility checker and alt text descriptions are available.

## Real-time co-authoring

With Visio for the web, you can view, add, or delete comments.

## Save As or Download a copy

Visio for the web allows you to use Save As or download a copy of your diagram, but you must have the Visio desktop application to edit a local copy.

## Share a diagram

If your diagram is saved in a SharePoint document library or in OneDrive for Business, then your diagram is online and you can share it by sending a link instead of an email attachment. People with appropriate permissions can view it in a web browser or mobile device. Just select **Share** in the upper-right. We recommend sharing a link to avoid creating duplicate data-connected diagrams.

## Tell Me

The Tell Me feature is not available in Visio for the web. In the Visio desktop application, you can use the Tell Me search feature to quickly find help with a task you want to perform.

## Undo and Redo

The Undo and Redo features are available in Visio for the web.

## View and add comments

In Visio for the web, you can collaborate with others by viewing, adding, and responding to comments in your diagram.

## View shape data

You can use Visio for the web to see the metadata for a diagram: just select the shape and then select **Shape Info**.

## View Visio files in the browser

Because your Visio diagram is saved online, you can send a link to it. People can then view it in any browser. They do not need to have the Visio desktop application installed or a Visio license to view a diagram in the browser.

## Zoom

Visio for the web includes a slider that lets you zoom in and out. Also, you can use the Pan & Zoom feature to zoom in on a region of the diagram.

# Microsoft Viva service description

Article • 03/09/2023 • 11 minutes to read

Microsoft Viva builds on the power of Teams and Microsoft 365 to unify the employee experience across five key areas - Engagement, Wellbeing, Learning, Objectives, and Knowledge in an integrated experience that empowers people to be their best. The initial set of modules for Viva provide built-in capabilities, integrations from a strong and growing ecosystem of Viva partners, and platform extensibility that will enable customers to integrate their existing employee experience systems and tools with Viva to make them more accessible and discoverable to employees.

- **Microsoft Viva Connections** provides a personalized gateway to your digital workplace where employees can access internal communications and company resources like policies and benefits and participate in communities like employee resource groups, all from a single customizable app in Microsoft Teams. Viva Connections is available to all Microsoft 365 or Office 365 enterprise plan users.
- **Microsoft Viva Topics** delivers a knowledge discovery experience that helps people connect to information and experts across the company. Using AI to reason over a customer's Microsoft 365 data, Viva Topics automatically surfaces topic cards within conversations and documents across Microsoft 365 and Teams. Clicking on a card opens a topic page with related documents, conversations, videos, and people. Viva Topics is now generally available as an add-on to Microsoft 365 commercial plans.
- **Microsoft Viva Insights** provides data-driven visibility into how work patterns affect wellbeing, productivity, and business performance. Personal, manager, and leader insights are available now within the Viva Insights app in Microsoft Teams, on the web, and in Outlook. Some personal insights are available to all Microsoft 365 users, and others are available to those who have a Viva Insights subscription. Viva Insights also offers advanced tools and capabilities, including flexible out-of-the-box reports, a custom query engine, and a library of prebuilt accelerators, visualizations, and interactive report. These advanced capabilities enable organizations to deep-dive into their data and generate insights that help them address complex business challenges.

## ⓘ Note

Microsoft MyAnalytics and Workplace Analytics are part of Viva Insights and have been updated to reflect the Microsoft Viva branding.

- **Microsoft Viva Learning** brings learning into the flow of work by simplifying the learning experience to promote a culture of growth and development. Discover, share, recommend, and track learning across the organization by connecting Learning Management Systems, third party learning content, and your own custom-built resources

into a center of learning in Microsoft Teams. Intelligent tools enable a highly personalized and relevant employee-learning experience to close the skills gap and drive growth - both personally and professionally.

- **Microsoft Viva Goals** is a comprehensive Objectives and Key Results (OKR) management platform for your entire organization, team, managers, and IWs to set and collaborate on the most important goals you have. Manage and surface goals with a variety of interfaces and integrations, such as Microsoft Teams, web, mobile and email. Viva Goals web app can be purchased and used without any other Microsoft product or subscription. A Microsoft Teams product license is a prerequisite to use the Viva Goals app in Teams.
- **Microsoft Viva Sales** is a seller experience application that enables sellers to use Microsoft 365 and Microsoft Teams to automatically capture customer engagement data and syncs with CRM systems. As sellers are working in their productivity applications, they can tag contacts as customers and enrich a customer record with all the relevant customer activity data that can easily be shared with team members in the flow of work without going into the CRM. Viva Sales eliminates manual data entry and keeps CRM systems such as Dynamics 365 Sales and Salesforce CRM up to date with automatic writeback of key customer information.  
Viva Sales functionality occurs in Outlook and Teams. Users must have M365 E3/E5 products and capabilities as well as a CRM system to connect to Viva Sales. If they are using Dynamics 365 Sales (Enterprise, Premium, MRSs), they will receive Viva Sales at no additional cost. Customers using Dynamics Pro license, or a Salesforce CRM can purchase Viva Sales.
- **Microsoft Viva Engage** is a new app, integrated in Teams, that surfaces existing and new community experiences powered by Yammer and Microsoft 365 services. **Viva Engage** delivers high-value employee experiences including community building, leadership engagement, knowledge sharing, virtual events, and self-expression. Viva Engage is available to all Microsoft 365 or Office 365 enterprise and frontline plan users.

## Feature availability

The following table lists the major Microsoft Viva features available across plans. Certain caveats apply. For more information, see the footnotes. This table may change without notice. For the most up-to-date and complete list of features, see [Employee Experience Platform Overview | Microsoft Viva](#).

<b>Feature</b>	<b>Description</b>	<b>Microsoft 365 F1/F3 Office 365 F3</b>	<b>Office 365 A1 (faculty)</b>	<b>Office E1</b>	<b>Microsoft 365 (faculty) Office 365 E3/A3 (faculty)</b>	<b>Microsoft 365 E5/A5 (faculty) Office 365 E5/A5 (faculty)</b>	<b>Microsoft 365 Business Basic, Standard, and Premium</b>
Viva Connections	Viva Connections - Desktop, Dashboard, Mobile <sup>2</sup>	Yes	Yes	Yes	Yes	Yes	Yes
	Customize Viva Connections with your company branding	Yes	Yes	Yes	Yes	Yes	Yes
	Create a centralized destination that's personalized for employees	Yes	Yes	Yes	Yes	Yes	Yes
	Provide a unified communications channel to aggregate and share essential information	Yes	Yes	Yes	Yes	Yes	Yes
	Target communications and dashboard items to individuals or groups	Yes	Yes	Yes	Yes	Yes	Yes
	Boost critical items to maximize exposure	Yes	Yes	Yes	Yes	Yes	Yes
	Build a modern employee experience on your existing infrastructure	Yes	Yes	Yes	Yes	Yes	Yes
	Integration with partner providers and human resources systems	Yes	Yes	Yes	Yes	Yes	Yes

	Create custom adaptive cards to connect to your existing applications	Yes	Yes	Yes	Yes	Yes	Yes
<b>Viva Topics<sup>4</sup></b>	Search connectors (index items)	No	No	No	No	No	No
	Topic center, topic pages and topic cards	No	No	No	No	No	No
	Expertise finding	No	No	No	No	No	No
	Topic highlights in SharePoint, Office, and Microsoft Search	No	No	No	No	No	No
	Topic highlights in Microsoft Teams, Outlook, and Yammer	No	No	No	No	No	No
	Graph content connectors <sup>2, 4</sup> - capacity for 500 indexed <sup>3</sup> remote items per user, pooled	No	No	No	No	Yes <sup>2</sup>	No
<b>Microsoft Viva Engage</b>	Create and join employee communities	Yes	Yes	Yes	Yes	Yes	Yes
	Post and pin announcements	Yes	Yes	Yes	Yes	Yes	Yes
	Start a variety of conversation types	Yes	Yes	Yes	Yes	Yes	Yes

	Find insights about community or conversation engagement	Yes	Yes	Yes	Yes	Yes	Yes
	Post questions, crowdsource solutions, and mark best answers	Yes	Yes	Yes	Yes	Yes	Yes
	Create, find, and follow storyline posts	Yes	Yes	Yes	Yes	Yes	Yes
	Host and attend virtual event	Yes	Yes	Yes	Yes	Yes	Yes
Viva Insights <sup>5</sup>	Personal insights with the Viva Insights app in Teams and web apps	Yes <sup>12</sup>	No	Yes	Yes	Yes	Yes
	Personal insights in your daily briefing email and semi-monthly digest email	No	No	Yes	Yes	Yes	Yes
	Viva Insights add-in and inline suggestions in Outlook	No	No	Yes	Yes	Yes	Yes
	Premium personal insights - meeting categories, meeting feedback, praise trends, and email open rates	No <sup>10</sup>	No <sup>10</sup>	No <sup>10</sup>	No <sup>10</sup>	No <sup>10</sup> (except email open rates)	No <sup>10</sup>

	Plans for healthy collaboration - scheduled emails, effective meetings, recurring time booking, shared focus time, and no-meeting days	No <sup>10</sup> (except email open rates)	No <sup>10</sup>				
	Manager insights for leading strong teams	No <sup>10</sup>	No <sup>10</sup>				
	Leader insights for seeing trends across the enterprise	No <sup>10</sup>	No <sup>10</sup>				
	Custom analysis tools and accelerators	No <sup>10</sup>	No <sup>10</sup>				
Viva Learning <sup>7</sup>	Teams app (desktop + mobile) with search, share, chat, learning tabs	Yes	Yes	Yes	Yes	Yes	Yes
	Organization generated learning content hosted on SharePoint	Yes	Yes	Yes	Yes	Yes	Yes
	125 LinkedIn Learning courses + full libraries of Microsoft Learn and Microsoft 365 Training	Yes	Yes	Yes	Yes	Yes	Yes





<b>Microsoft Viva Sales<sup>11</sup></b>	Conversation intelligence	No <sup>10</sup>					
	Connect to your CRM	No <sup>10</sup>					
	Identify customers in emails	No <sup>10</sup>					
	Teams meeting insights	No <sup>10</sup>					
	Share and collaborate on business data	No <sup>10</sup>					
	Admin enablement	No <sup>10</sup>					

<sup>1</sup> The full LinkedIn Learning library is included with a LinkedIn Learning subscription.

<sup>2</sup> Graph connectors capacity given only in Microsoft 365/Office 365 E5. Not included with Microsoft 365/Office 365 A5.

<sup>3</sup> 500 indexed items per user pooled at the tenant level.

<sup>4</sup> Viva Topics is available as an add-on to Microsoft 365 F1/F3/E3/A3/E5/A5/Business Basic/Business Standard/Business Premium, Office 365 F3/E1/A1/E3/A3/E5/A5, or a standalone SharePoint plan (US Gov GCC, GCC-High, and DoD are not in scope at this time).

<sup>5</sup> Viva Insights for personal insights is generally available for free to Microsoft 365 Commercial, Education, and GCC plans. Users must be licensed with Microsoft 365 E3/A3/E5/A5/Business Basic/Business Standard/Business Premium, Office 365 E1/E3/A3/E5/A5/G3/G5, or GCC (US Gov GCC-High or DoD or Office 365 Operated by 21Vianet are not in scope at this time).

<sup>6</sup> Viva Insights for managers, leaders, and analysts (in Teams and in the advanced insights app) is available for a fee as an add-on to a Microsoft 365 or Office 365 product that contains either Exchange Online Plan 1 or Exchange Online Plan 2 for companies who are a Cloud Solution Provider (CSP), a web direct subscriber, or have an [Enterprise Agreement \(EA\)](#) with Microsoft. This add-on is only supported for the analysis of the faculty at this time, not for students.

<sup>7</sup> For education customers (A-SKUs), Viva Learning is only available for faculty/staff.

<sup>8</sup> These Viva Learning features require purchase of the Viva Learning SKU, or Viva Suite SKU.

<sup>9</sup> Viva Goals is only available as a standalone SKU or as part of the Viva Suite.

<sup>10</sup> Viva Sales users must have M365 E3/E5 products and capabilities as well as Dynamics 365 Sales (Enterprise, Premium, MRSs), to receive and use Viva Sales at no additional cost.

Customers using Dynamics Pro license, or a Salesforce CRM can purchase Viva Sales.

<sup>11</sup> Viva Sales users must have M365 E3/E5 products and capabilities as well as Dynamics 365 Sales (Enterprise, Premium, MRSs), to receive and use Viva Sales at no additional cost.

Customers using Dynamics Pro license, or a Salesforce CRM can purchase Viva Sales.

<sup>12</sup> Limited to Headspace, send praise, reflect, and virtual commute.

## Learn more

- **Plan information:** For detailed Microsoft 365 and Office 365 plan information, see the [full subscription comparison table](#).
- **Technical information:** For technical information about Microsoft Viva check out the following resources:
  - [Microsoft Viva Topics overview](#)
  - [Add Viva Connections for Microsoft Teams desktop](#)
  - [Viva Insights documentation | Microsoft](#)
  - [Microsoft Viva - Microsoft Tech Community](#)
  - [Microsoft Viva Learning](#)

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Messaging

To keep track of the latest Microsoft Viva updates, go to [Microsoft 365 roadmap](#). For more information on upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the [Message center](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

# Microsoft Viva Engage Features service description

Article • 02/22/2023 • 3 minutes to read

Viva Engage delivers high-value employee experiences by connecting leaders, communicators, and employees to build communities, share knowledge, and engage everyone. Viva Engage is currently available as an app in Microsoft Teams and will soon replace Yammer as the web, mobile, and endpoint experience that introduces new features related to community building, leadership engagement, knowledge sharing, self-expression, and events.

## Elements

Viva Engage consists of the following elements.

**Communities** - A collection of members that serves the purpose of knowledge-sharing, employee experience, company-wide communications, and leadership engagement by providing a central place for your conversations, files, events, and updates. Communities can be public or private.

**Announcements** - If you're a community administrator, you can also make announcements to share need-to-know information with the entire community. When you make an announcement in a community, members will be notified in both Viva Engage and in email. Members can change their notification preferences.

**Home Feed** - Keep up with what's happening in your organization. It's useful for finding out what your leadership team, coworkers, and people in other departments are talking about and seeing news from SharePoint.

**Conversations** - Post conversations, questions, polls, and praise in a community or on your storyline. Conversations include a media editor with options for attaching files, images, videos, gifs, topics, and rich text editor (bullets, numbers, bold, italics, underline, etc.).

**Virtual Events** - Host a live video event including Viva Engage conversations and Q&A before, during, and after the event.

**Q&A and Best Answers** - Ask and respond to questions in Yammer communities to share knowledge with other members of the community. Members can upvote answers to highlight them for others. An answer can be marked Best Answer by the member who

posted the question or by a community admin. The marked Best Answer appears at the top of the conversation, under the original question.

**Storyline** - Post and share to your followers and other interested people from within your organization to express yourself, amplify your work, and share what you're passionate about. People interested in knowing what you have shared can go to your profile page in Viva Engage to view your storyline feed or follow storyline posts in Viva Engage, Viva Connections, Teams, and Outlook.

**Leadership Corner\*** - A space for leaders to encourage open dialog and feedback across communities and teams through news, Ask Me Anything (AMA) events, surveys, and more.

**Social Campaigns\*** - Dedicated spaces to drive important initiatives that support business goals and objectives.

**Ask Me Anything (AMA) Events\*** - Modernize the standard townhall Q&A so leaders can hear what really matters to their employees. Ask Me Anything events are moderated question and answer periods where leaders and employees can ask and address questions.

**Advanced Analytics\*** - Gain a deeper understanding of engagement and trends happening across Viva Engage with views for My Analytics, Org Analytics, My Answers, and Global Answers.

**Answers in Viva\*\*** - Automatically organize content and expertise across your organization, making it easy for people to find information and put knowledge to work with this community-based Q&A experience.

\* Licensed through Viva Suite

\*\* Licensed through Viva Topics or Viva Suite

## Viva Engage distributions

The elements of Viva Engage are available in varying levels to users of different Microsoft 365, Office 365, and Microsoft Viva plans. To see which plans include different elements, [click here](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office](#)

[Accessibility Center](#).

## System requirements

For system requirements for Office 365, the monthly subscription-based service available for business, education, and government organizations, see [Microsoft 365 and Office Resources](#).

## Supported Clients and integrations

The following are generally available today:

- [New Yammer](#) (becoming Viva Engage in CY2023)
- [Viva Engage](#) for Microsoft Teams
- [New Yammer desktop app](#)
- [SharePoint Highlights and Conversations web parts](#)
- [Yammer Embed \(New and Classic Yammer\)](#)
- [Interactive emails in Outlook](#)
- [Yammer mobile apps on iPhone, iPad, and Android](#) (becoming Viva Engage in CY2023)

## Prerequisite

Native mode

Azure AD

# Workplace Analytics service description

Article • 01/26/2023 • 2 minutes to read

## Workplace Analytics is becoming part of Microsoft Viva

Viva Insights helps people and business thrive with insights and recommendations to improve productivity and wellbeing.

[Learn more >](#)



Microsoft Workplace Analytics provides rich, actionable insights into your organization's communication and collaboration trends to help you make more effective business decisions.

## Transform unprecedented insights into action

- Address collaboration overload
- Break down org silos
- Up-level manager practices
- Accelerate acquisitions
- Root out process inefficiencies
- Drive sales productivity
- Transform employee experience
- Workspace planning

## Gain objective, actionable insights

See how your organization spends time and collaborates internally and externally with unprecedented insights from Office 365. Workplace Analytics gives business leaders dozens of actionable behavioral metrics about time and networks to inform a variety of strategic decisions, including teaming models, resource allocation, and workspace planning.

## Drive organizational change with data

Workplace Analytics provides a rich set of objective data to make better business decisions. Guided exploration dashboards highlight potential problem areas, while flexible queries answer targeted business questions about hiring strategies, new

organizational structures, and business programs. Augment data with business outcome information to establish best practices, predictive models, and benchmarks. Introduce change initiatives based on behavioral data and measure the success of programs over time. Contact your Microsoft Customer Service representative to learn more about available consulting services that you can use to quantify business challenges and implement change.

## Privacy and compliance designed for you

Workplace Analytics provides privacy controls to meet your needs and compliance to protect your data. Customers decide which populations to analyze and maintain control over data aggregation and de-identification standards. Workplace Analytics only analyzes Microsoft metadata. Data viewability and aggregation levels are based on role and customer preferences.

For more information, see [Workplace Analytics](#). To learn more about how to use Workplace Analytics, see [Workplace Analytics documentation](#).

## Licensing requirements

Exchange Online Plan 1 or Plan 2 is a prerequisite.

# Windows 365 service description

Article • 01/26/2023 • 3 minutes to read

Windows 365 securely streams your Windows desktop, apps, settings, and content from the Microsoft cloud to a Cloud PC so you can access a personalized Windows 10 or Windows 11 experience from any Windows, iOS, or Android device.

With Windows 365, organizations have more options to build the end user computing environment that is the best fit for a particular user or role. This could be a PC with a locally installed OS, a Cloud PC with a cloud-based OS, or a combination of both.

Windows 365 is for organizations of all sizes that need secure and agile hybrid work solutions for elastic workforces, distributed employees, or specialized workloads with versatile computing and storage capabilities, accessible on any device.

Windows 365 is available in three editions: Business, Enterprise, and Government.

- [Windows 365 Business](#) is for smaller organizations (up to 300 users) that want a simple way to buy, deploy, and manage Cloud PCs. [See more details and compare options](#).
- [Windows 365 Enterprise](#) is for organizations that want to manage their Cloud PCs with Microsoft Intune and take advantage of integrations with other Microsoft services, including Azure Active Directory and Microsoft Defender for Endpoint. Windows 365 Enterprise has no license limit. To use Windows 365 Enterprise, each user must be licensed for Windows 11 Enterprise or Windows 10 Enterprise, Microsoft Intune, and Azure Active Directory P1. Microsoft Intune and Azure Active Directory P1 are included in Microsoft 365 F3, Microsoft 365 E3, Microsoft 365 E5, Microsoft 365 A3, Microsoft 365 A5, Microsoft 365 Business Premium, and Microsoft 365 Education Student Use Benefit subscriptions, or they can be purchased separately.
- [Windows 365 Government](#) is designed according to United States Defense, Federal, State, Local, and Tribal agency security and compliance requirements. Government contractors who are sponsored to hold and process certain controlled data types are also eligible for the Microsoft Government Cloud. To use Windows 365 Government, each user must be licensed for Windows 11 Enterprise or Windows 10 Enterprise, Microsoft Intune, and Azure Active Directory P1. Microsoft Intune and Azure Active Directory P1 are included in Microsoft 365 G3, Microsoft 365 G5, Microsoft 365 F3, Microsoft 365 E3, Microsoft 365 E5, Microsoft 365 A3, Microsoft 365 A5, Microsoft 365 Business Premium, and Microsoft 365 Education

Student Use Benefit subscriptions, or they can be purchased separately. [Learn more about how to buy Windows 365 Government](#).

## Available plans

For detailed plan information on subscriptions that enable users for Windows 365, go to [Windows 365 enterprise plans and pricing | Microsoft](#).

## Feature availability

The following table lists the major Windows 365 features available across plans. This table may change without notice (certain caveats apply). For the most up-to-date list of Windows 365 features across plans, go to [Welcome to Windows 365](#).

Feature	Business Plan	Enterprise Plan
Click-to-provision directly from product page	Yes	No
Setup without domain	Yes	No
Self-serve troubleshooting – reset	Yes	No
Self-serve upgrades	No	Yes
Universal Print (UP) Integration	Yes <sup>1</sup>	Yes <sup>2</sup>
Partner/programmatic enablement (Graph APIs, MSP tooling)	No	Yes
Custom images	No	Yes
Image Management [store, replicate, deploy]	No	Yes
Microsoft Intune policy-driven provisioning, management and guided scenarios	No	Yes
Endpoint Analytics (EA) based reporting, monitoring	No	Yes
Service health, operational health alerts	No	Yes
Connection to on-premises [networks, apps, resources] + diagnostics	No	Yes
Advanced Microsoft Intune based troubleshooting and device management	No	Yes

<sup>1</sup> Universal Print is part of M365 Business Premium.

<sup>2</sup> Universal Print is part of Enterprise / M365 E3/A3, E5/A5 and F3.

## Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the [Message center](#).

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

## Learn more

For more information about Windows 365, check out the following resources:

- [Windows 365 Cloud PC | Microsoft](#)
- [Windows 365 Product Docs](#)
- [Windows 365 Business Documentation](#)

<sup>1</sup> Hybrid in the context of the Cloud PC refers to the Windows client OS.

# Windows 365 Government - how to buy

Article • 01/26/2023 • 5 minutes to read

In response to the unique and evolving requirements of the United States public sector, Microsoft has created specific Windows 365 Government environments for US public sector customers. This service description provides an overview of the environments and more information on how to buy. It's recommended that you read this service description alongside other [Windows 365 service descriptions](#).

## What's Windows 365 Government?

Windows 365 Government is tailored for US government agencies and contractors sponsored to hold controlled, unclassified information. Delivered through unique environments that meet the most stringent of compliance requirements, Windows 365 Government is a cloud offer for US government customers that matches as closely as possible the features and capabilities of Windows 365 commercial cloud enterprise offerings.

## What makes Windows 365 Government different from Windows 365 for enterprise offerings?

Windows 365 Government is uniquely designed to address the compliance requirements of US government agencies in four key areas:

**Exclusive community:** Government data centers are available only to government agencies or departments—or commercial companies that have been authorized to hold and process-controlled information on behalf of the US government.

**Screened personnel:** Access to your organization's customer content is restricted to screened Microsoft personnel who are US citizens and have passed required background checks.

**Third-party audits:** All of the infrastructure is audited by a certified third-party auditor who provides a security assessment report or attestation letter used by federal agencies to issue an authorization to operate (ATO).

**Content storage:** Data is stored within the continental United States with compliant infrastructure. The following table summarizes Windows 365 Government environments

and commitments.

Offerings	Commitments
Windows 365 Government GCC	FedRamp High, DFARS, CJIS, IRS 1075, DISA SRG L2
Windows 365 Government GCC High	FedRamp High, ITAR, DFARS, DISA SRG L4 controls

For more information about Microsoft security and compliance accreditation, visit the [Microsoft Trust Center](#).

## Windows 365 Government eligibility and validation

Windows 365 Government is available to eligible government customers and non-government organizations sponsored to hold or process controlled information. The eligibility criteria for these two categories of customers is consistent across the Microsoft Government Cloud.

Both GCC and GCC High offerings are available to any customer that is eligible for the Microsoft Government Cloud. Service availability and price differ, and GCC remains the hero offering for all customers that don't hold FedRAMP High or DoD controlled unclassified information (CUI).

An eligible government customer is defined by one the following:

- A federal agency, defined as a bureau, office, agency, department, or other entity of the U.S. Government.
- A state/local entity, defined as one of the following:
  - Any agency of a state or local government in the U.S.
  - Any U.S. County, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of a customer's state and located within the customer's state's jurisdiction and geographic boundaries.
  - The District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Northern Mariana Islands.
- A tribal entity, defined as a federally recognized tribal entity eligible for funding and services from the U.S. Department of Interior by virtue of its status as an Indian tribe, or, in Alaska, a native village or Alaska Regional Native corporation.

Non-government organizations who hold the following types of data and can provide the listed proofs qualify for the Microsoft Government Cloud validation process:

A commercial private entity with data that is subject to regulations. Accepted government data types include:

- International Traffic in Arms (ITAR)
- Controlled Unclassified Information (CUI)
- Department of Defense (DoD) Unclassified Controlled Nuclear Information (UCNI)
- Department of Energy (DoE) UCNI
- Criminal Justice Information (CJI)
- Department of Defense Impact Level Data
- Other types of data that require Microsoft 365 Government

An international commercial entity may qualify, though regulated data may be required to purchase the service through their US subsidiary.

Proof of membership in one of the groups listed above will be required for access to Windows 365 Government offerings.

## What sales channels are available for Windows 365 Government?

The following table shows the options that can accommodate the needs of each segment.

Item	GCC	GCC High
SKU	Gov for government	GCC-High
Channel	EA (LSP), AOS-G, CSP	EA (LSP), AOS-G

## How do I buy Windows 365 Government?

Follow these steps to purchase Windows 365 Government licenses:

1. Complete and submit the form for GCC or GCC High to validate your organization's eligibility [here](#) if you are a new Microsoft customer). Existing customers with a Microsoft 365 GCC or GCC High tenant do not require an eligibility check, and they can directly contact their desired licensing partner to add Windows 365 Government onto their existing agreement.
2. Work with the Microsoft account team or a qualified partner to place an order. Customers can purchase Windows 365 for US Government licenses only through select partners.

## LSPs GCC and GCC High (+500 seats)

- CDW
- Connection (formerly PC Connection)
- Crayon
- Dell
- Hewlett Packard
- Insight
- Minburn Technology Group
- PCM (also owns En Pointe Technologies)
- SHI
- SoftwareOne
- Softchoice
- Zones International

## AOS-G partners GCC and GCC High (under 500 seats)

- 12:34 MicroTechnologies, Inc.
- Accenture Federal Services, LLC
- Accenture LLP
- Agile IT, Inc
- American Technology Services LLC
- Applied Information Sciences, Inc.
- Arctic Information Technology, Inc.
- BAH
- C3 Integrated Solutions
- CACI
- Carahsoft
- CGI Federal Inc.
- Conquest Cyber (UDT)
- CyberSheath
- Daymark Solutions, Inc.
- DLT
- Dox Electronics Inc.
- ECF Data, LLC
- eTrepid Inc.
- Enlighten
- F1 Solutions Inc.
- Four Points Technology, LLC
- GDIT

- Golden Five LLC
- Johnson Technology Systems, Inc.
- KAMIND IT, Inc.
- KTL Solutions, Inc.
- LiftOff, LLC
- ManTech
- Nimbus Logic LLC
- Pax8
- Planet Technologies, Inc.
- Project Hosts, Inc.
- Quiet Professionals, LLC
- R3, LLC
- Red River
- Summit 7 Systems
- TechTrend, Inc.
- Vexcel

## AOS-G partners GCC (under 500 seats)

- American Technical Services
- Catapult Systems, Inc.
- Imager Software, Inc. d.b.a ISC
- Permuta Technologies, Inc.
- Valcom Salt Lake City, LC dba VCLM
- VC3, INC

### Note

All Microsoft licensing solution providers (LSPs) in the preceding list can transact both GCC and GCC High through Enterprise Agreement (EA) to create the customer price sheet (CPS). Organizations that don't qualify for EA can purchase GCC licenses through the listed AOS-G partners or CSP partner program.

If you work with a CSP partner, contact them or [find a CSP](#).

# Yammer service description

Article • 01/26/2023 • 2 minutes to read

Engaging your people is more critical than ever. Yammer connects leaders, communicators, and employees to build communities, share knowledge, and engage everyone. Yammer helps you connect and engage across your organization, so you can discuss ideas, share updates, and network with others.

## Available plans

For the full list of plans that include plan information on subscriptions that enable users for Yammer, see the [full subscription comparison table](#).

## Feature availability

The following table lists the major Yammer features available. This table may change without notice (certain caveats apply).

Feature	Small Business	Enterprise	Education
<a href="#">Yammer feeds</a>	Yes	Yes	Yes
<a href="#">Communities</a>	Yes	Yes	Yes
<a href="#">Community Insights</a>	Yes	Yes	Yes
<a href="#">Discussions, Polls, Praise, Announcements, and Questions</a>	Yes	Yes	Yes
<a href="#">Topics and Hashtags</a>	Yes	Yes	Yes
<a href="#">Mark best answer to questions</a>	Yes	Yes	Yes
<a href="#">Files</a>	Yes	Yes	Yes
<a href="#">Live Events</a>	Yes	Yes	Yes
<a href="#">Inbox</a>	Yes	Yes	Yes
<a href="#">External Network &amp; Guests</a>	Yes	Yes	Yes
<a href="#">Yammer platform</a>	Yes	Yes	Yes
<a href="#">Admin features</a>	Yes	Yes	Yes

# Messaging

To stay informed of upcoming changes, including new and changed features, planned maintenance, or other important announcements, visit the Message Center. For more information, see [Message center](#).

## Communication channels

The channels used to communicate will depend on the impact.

Change type	Office 365	Microsoft 365 Message center	Yammer Tech Community Blog, for example, Monthly Roundups	External community, Twitter
Changes requiring action (plan for change) - Changes that require admin action to keep the service running, updates that may have an impact on your organization's compliance	Yes	Yes	Yes	Yes
Changes requiring awareness (stay informed) - Changes that do not require admin action, visual design changes	Yes	Yes	Yes	Yes

### Note

With changes that affect a targeted set of users, we may notify those users directly. Changes that are non-critical and do not require action or awareness will not be communicated broadly (even though they may be observable by some users).

## Yammer enterprise service communications policy

Yammer adheres to the [Microsoft 365 Change Management policy](#), but does not use Targeted release to roll out some Microsoft 365 updates. Yammer users are subject to A/B feature testing or flighting. This allows Microsoft to test features for stability, performance, and experience improvement across many environments and devices.

Users within the same network may have varying experiences due to testing. It is not possible for customers to opt out of A/B testing.

## Licensing terms

For licensing terms and conditions for products and services purchased through Microsoft Commercial Volume Licensing Programs, see the [Product Terms site](#).

## Accessibility

Microsoft remains committed to the security of your data and the [accessibility](#) of our services. For more information, see the [Microsoft Trust Center](#) and the [Office Accessibility Center](#).

## Learn more

For more information about Yammer, check out the following resources:

- [Limits in Yammer](#)
- [Yammer Adoption](#)
- [Yammer help & learning - Microsoft Support](#)
- [Yammer video training - Office Support \(microsoft.com\)](#)
- [Yammer Blog \(microsoft.com\)](#)

## System requirements

For system requirements for Office 365, the monthly subscription-based service available for business, education, and government organizations, see [Microsoft 365 and Office Resources](#).

## Supported Clients and integrations

The following are generally available today:

- [New Yammer](#)
- [Classic Yammer](#)
- [Viva Engage for Microsoft Teams](#)
- [New Yammer desktop app](#)
- [SharePoint Highlights and Conversations web parts](#)
- [Yammer Embed \(New and Classic Yammer\)](#)

- Interactive emails in Outlook ↗
- Yammer mobile apps on iPhone, iPad, and Android ↗

# Limits in Yammer

Article • 01/26/2023 • 5 minutes to read

Learn about the service limits in Yammer for Microsoft 365.

## Network limits

Feature	Details
Native Mode	<a href="#">Native mode</a> is recommended for the best support over the long term. Yammer networks in Microsoft 365 Native mode have different features than legacy Yammer networks.
Bulk Update for Network Admins	Bulk updates to users are supported for non-Native Mode networks of 2000 users or less.
Home Networks	Home networks can't be deleted and recreated.

## File limits

Feature	Details
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Feature	Details
Maximum file size and storage	<p>Migrating to Microsoft 365 Native Mode for Yammer is recommended to ensure all files are stored in SharePoint Online.</p> <p>For Yammer files stored in SharePoint:</p> <ul style="list-style-type: none"> <li>• The maximum size for a single file attachment is 15 gigabytes (GB).</li> <li>• There are no dimension limitations for images, but the SharePoint maximum size settings in your organization apply.</li> <li>• Any file type can be added, but preview and editing is limited to certain file types.</li> </ul> <p><b>SharePoint limits</b> apply to Microsoft 365 <a href="#">connected communities</a> in Yammer.</p> <p>For files stored in Yammer file storage:</p> <ul style="list-style-type: none"> <li>• The maximum size for a single file attachment is 5 gigabytes (GB) for Yammer Enterprise networks and 100 megabytes (MB) for Yammer Basic networks.</li> <li>• The maximum dimensions are 7,680 pixels wide and 4,320 pixels high, and the maximum image size is 10 megabytes (MB).</li> </ul> <p>For more information on image use, including templates and dimensions for cover photos, see <a href="#">Yammer Adoption Resources</a>.</p>
Number of file attachments per post	Each post can have a maximum of 100 files.
Supported video formats	<p>The following video types are supported for inline playback: .wmv, .avi, .mpeg, .3gp, .flv, .mov, .mp4, .mpg, .ogm, .mkv, .ogv, and .ogg.</p> <p>Yammer uses Azure Media Services to display videos uploaded in Yammer.</p>
Inline video playback	Microsoft Stream, SharePoint Online, YouTube, and Vimeo are supported for inline playback.
Guest access	Microsoft 365 Native Mode for Yammer is required for full guest support. Legacy network-level guests may experience file access issues.
Link previews (Open Graph objects)	Links to internal systems that can't be publicly resolved, or requiring authentication won't display valid previews because metadata can't be extracted.
Stories File Upload	3 minute video
Storyline Attachments	The limit is associated with the type of file uploaded to a person's storyline, for example images 5GB and other attachments 15GB.

# Yammer live event limits

Feature	Details
Number of live event viewers	Currently, the limit is 10,000 participants. For events of a higher size, work through the <a href="#">Live Events Assistance Program</a> .
Live event creation permissions	Permission to create live events in Stream is required. Community admins in Yammer can create or schedule live events.
Guest access	Members of your canonical network can create or attend live events in Yammer.
Closed captioning	Closed captions aren't available for live events in Yammer. A future update will add support for closed captions.
Duration of event	4 hours
Concurrent live events running in Microsoft 365 or Office 365 organization	50 events per tenant
Limit of presenters?	100 presenters

For more limits regarding Microsoft Teams live events and meetings, see [Teams Live Events](#).

# Yammer community limits

Feature	Details
Number of members in a community	Varies based on whether community is <a href="#">connected to an Microsoft 365 group</a> , is a <a href="#">dynamic community</a> , or is the <a href="#">All Company</a> community. Dynamic community membership limit: 500K
Number of communities you can be a member	7,000 (We recommend the user to have less than 800 joined <b>private</b> groups since they might begin to experience performance issues if they own more than the suggested number of communities)
Number of updates via Address book import to add multiple users at once	200 community member per batch upload.
Limit of dynamic communities	No limit

<b>Feature</b>	<b>Details</b>
Number of admins per community	In native mode, admins can set a minimum. Non-native mode networks have a limit of 100 admins per community.
Number of network admins	Varies depending on Native mode configuration. No limit of network admins.
Connected Communities and Azure AD Sync	Latency with sync may occur with a community membership over 100K.
Members in All Company	Includes all users in the tenant.
Number of Official Communities	No limit
Number of favorites communities	10
Community name character limit	Depends on the naming convention of the network. Maximum 255 characters including any prefix.
Community description character limit	150 characters
Community info length	No character limit (up to 1 GB)
Limit of pinned resources	No limit
Limit of related communities	No limit for normal communities but best practices are 3-5 related communities. Related communities aren't available for All Company.
Limit on pending members for private communities	No limit.
Limits on community management in Native Mode	Connected groups should be managed using tools designed to update Microsoft 365 groups, including the Microsoft 365 admin portal, Azure AD portal, and the Azure AD PowerShell module.
Post by email	No limit

## Yammer messaging limitations

<b>Feature</b>	<b>Details</b>
Character limit per message	10K character limit

Feature	Details
Deleting conversations	<p>Deleting an entire thread requires all messages to be deleted. Deleting the conversation starter will promote the first reply to become the thread starter.</p> <p>Network admins can delete messages from any conversation thread if <a href="#">Private Content Mode</a> is enabled.</p> <p>Community admins can delete messages in the community they administer.</p> <p>Original author can only delete their own posts.</p>
Message limit per conversation thread	A conversation can have up to 10,000 posts.
Link Previews (Open Graph metadata)	<ul style="list-style-type: none"> <li>Previews of link content can only be generated for public content and some supported Microsoft 365 resources.</li> <li>Preview generation depends on successful metadata extraction at the time of posting which can vary based on the availability of the site being linked to.</li> <li>Links to systems inside the organization's firewall or requiring authentication aren't supported.</li> <li>Link preview metadata may not be updated after the first usage of the link within the network.</li> </ul>
Private content mode	Verified admins can't access private content by default. Private content mode must be enabled to access private messages and private communities.
Nested Replies and legacy threads	Legacy threads will allow creation of new nested replies. The older 'in reply to' messages would stay as top level comments, for now.

## External Network limits

Feature	Details
External Networks	<p>Limitation of 5 external networks that an administrator can create if those 5 external networks have a single member (usually, that one member is the network's creator).</p> <p>If there is at least one other user in an external network, it doesn't count towards that limit.</p>
Files	Files are stored in Yammer storage and aren't accessible through SharePoint.
Communities	Communities aren't connected to Microsoft 365 Groups.
Native Mode	<a href="#">Native mode features and restrictions</a> don't apply to external networks.