

Microsoft 365 Licensing Options



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Overview



Overview of Microsoft 365 licensing

Buying Microsoft 365 licenses



Overview of Microsoft 365 Licensing



Microsoft 365 Licensing Is Flexible



Microsoft 365 is a Software-as-a-Service offering

- No servers to install / deploy
- Buy the license and you are good to go

Multiple license options – each with different things included

- Microsoft 365 licenses
- Office 365 licenses
- Standalone product licenses
- Add-Ons

Licensing is per user / per month



Licensing can get very complicated! We'll cover the basics – but always check with your licensing professional!



What's Included in Microsoft 365

Office 365

Cloud Productivity Services (SharePoint, OneDrive, Teams, etc.)

Microsoft 365 Apps
(previously called Microsoft Office)

Windows

Windows license for your
Desktops / Laptops

Enterprise Mobility + Security (EMS)

Set of Security, Compliance, and Identity features for Microsoft 365. Includes features such as Azure AD Premium, Intune, & more!



Microsoft 365 vs. Windows 365

Microsoft 365 does not include Windows 365

Windows 365 is a virtual desktop infrastructure solution delivered as SaaS

Think of it as a Windows desktop in the cloud you can connect to from any device!

Windows 365 is an example of an add-on you can buy for select users



Microsoft 365 Plan Categories

Microsoft 365 For Home

Microsoft 365 plan for use at home with your family.

Microsoft 365 for Frontline Workers

Microsoft 365 plan optimized for field / frontline workers in order to keep them connected.

Microsoft 365 Business

Microsoft 365 offering for small to medium-sized organizations. Only available for organizations up to 300 users.

Microsoft 365 Government

Microsoft 365 plan for government institutions. Only approved government institutions can get a plan in this community cloud.

Microsoft 365 Enterprise

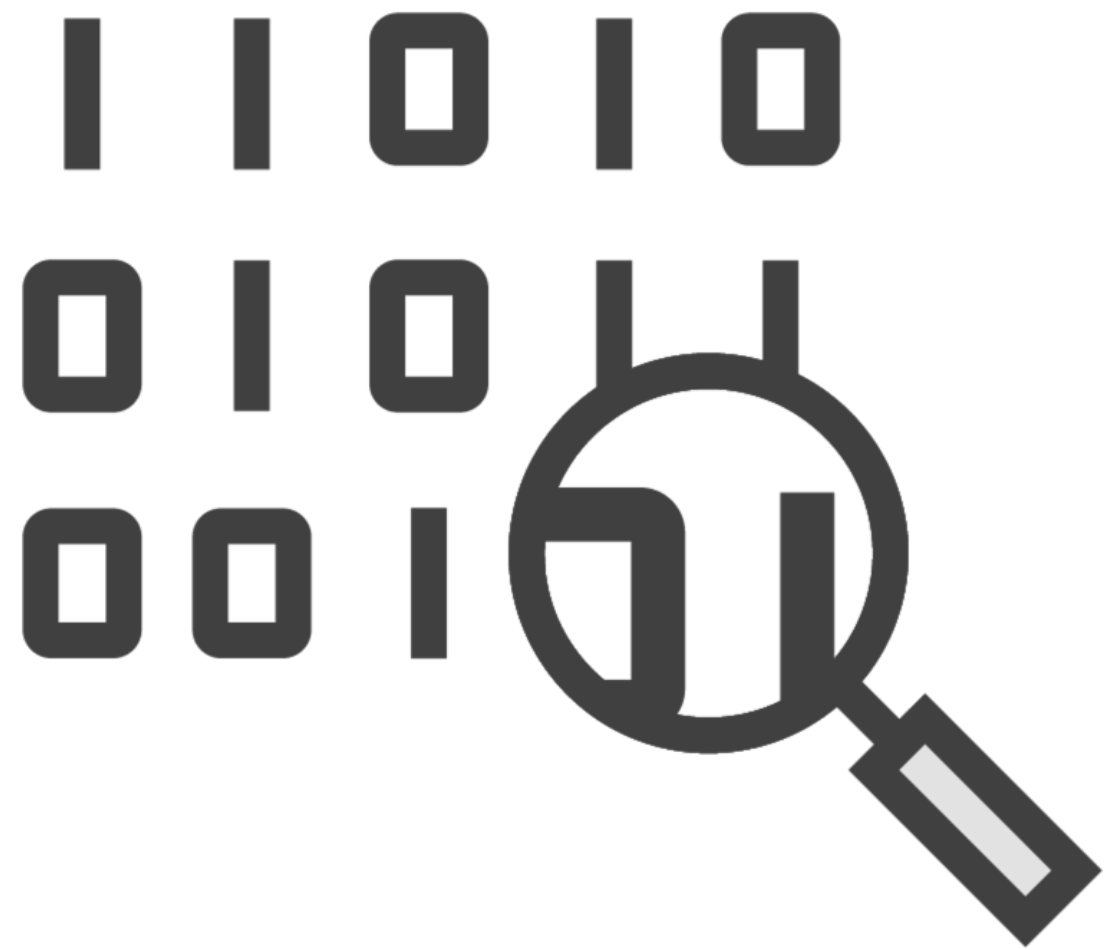
Microsoft 365 offering for enterprise-sized organizations.

Microsoft 365 Education

For educational institutions. Different options for students, as well as teachers, faculty, and staff.



Decoding Microsoft 365 Plans



There are many Microsoft 365 licensing combinations

First letter in the plan will usually tell you category

- E for Enterprise (ex: E3)
- A for Education (ex: A1)
- G for Government (ex: G5)
- F for Field Workers (ex: F1)

The number will tell you the license level

- Higher number = more services!

Microsoft 365 Business has different naming conventions



Microsoft 365 Versions (Enterprise & Frontline)

E5

57\$/user/month

- **Office 365 E5**
- **Windows 11 E5**
- **Enterprise Mobility + Security E5**

E3

36\$/user/month

- **Office 365 E3**
- **Windows 11 E3**
- **Enterprise Mobility + Security E3**

F3

8\$/user/month

- **Office 365 F3** (*extra limitations such as 1TB OneDrive / 2 GB Mailbox / Microsoft 365 apps can only be installed on mobile devices*)
- **Windows 11 E3**
- **Enterprise Mobility + Security E3**

F1

2.25\$/user/month

- **Limited Office 365 Services**
- **Enterprise Mobility + Security E3**





Breakdown of Each Service

Microsoft 365 Services and Concepts

Microsoft 365 Security, Compliance, and Identity Concepts



Other Microsoft 365 Plans Also Have Versions

Microsoft 365 Government

- **G3**
- **G5**

Microsoft 365 Education

- **A1**
- **A3**
- **A5**



Not Everyone Needs the Same License



Not every company – or every user in the company needs the same license

- Some users might only need an Office 365 license since they don't work on a computer

Office 365 also has multiple versions

- E1 / E3 / E5 / F3

Customize your licenses to fit your organization needs

- Licenses for as low as 2.25\$ / user / month



Get the Most Up To Date Info On M365 Plans



Microsoft 365 Enterprise Plans & Pricing

<https://www.microsoft.com/en-us/microsoft-365/compare-microsoft-365-enterprise-plans>



Microsoft 365 Government Plans & Pricing

<https://www.microsoft.com/en-us/microsoft-365/government/>



Microsoft 365 Education Plans & Pricing

<https://www.microsoft.com/en-us/education/products/microsoft-365>



Microsoft 365 Business Plans & Pricing

<https://www.microsoft.com/en-us/microsoft-365/business/compare-all-microsoft-365-business-products>



Demo



Explore Microsoft 365 Enterprise Plans

Explore Microsoft 365 add-ons



Buying Microsoft 365 Licenses



Acquiring Microsoft 365 Licenses



Buy it yourself from Microsoft directly (self-service)



Buy it from a Cloud Solution Provider (CSP)



Buy it through a Microsoft Enterprise Agreement (EA)



Self-Service Directly From Microsoft 365



You can open a Microsoft 365 account yourself

Buy your own licenses with a credit card

Different plans require different commitments

- Monthly
- Yearly

Billing can be monthly or yearly



Manage licenses from the Microsoft 365 Admin Center

Add / remove licenses to your tenant

Assign them to users

Microsoft 365 admin center

Search

Dark mode

Home > Purchase services > Product details

Office 365 E3

The Office suite for PC and Mac with apps for tablets and phones, plus email, instant messaging, HD video conferencing, 1 TB personal file storage and sharing, and available add-ons like PSTN calling.

Select license quantity

1

Select billing frequency

☒ CA\$30.60 license/month

Pay monthly, annual commitment

☐ CA\$367.20 license/year

Pay yearly, annual commitment

Subtotal before applicable taxes

CA\$30.60

Buy

Start free trial

Compare details

Add-ons (23)

Included

Partially included

Not included

License coverage

Installable on PCs or Macs

Phones and tablets/user

Office 365 E3

From CA\$30.60 licenses/month

5 per user

5

Microsoft 365 E3

From CA\$47.90 licenses/month

5 per user

5

Office 365 E5

From CA\$50.60 licenses/month

5 per user

5

Office apps

Office apps empower your employees to create, collaborate, and share work wherever they are, on any device.



Cloud Solution Provider (CSP) Model

Microsoft certified partners that resell M365 as well as consulting services

CSPs can provide billing & technical support

Often at very attractive prices

CSP has admin access to your tenant

CSPs provide a pay-as-you-go subscription model

Per-user / Per-month without necessarily needing a yearly commitment

Allows you to scale up / down as your needs change



Microsoft Enterprise Agreement (EA)



Designed for organizations who want to license software & cloud services for a minimum 3-year period

Targeted at organizations with over 500 users or devices

With Software Assurance you get multiple benefits directly from Microsoft

- Training
- Technical Support
- Planning / Adoption / Migration services



Demo



**Managing licenses from the Microsoft 365
admin center**



Conclusion



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Microsoft 365 Education

Microsoft 365 Government

Microsoft 365 Business

Microsoft 365 Enterprise

Microsoft 365 for Frontline Workers

Buying Microsoft 365 licenses

Self Service Direct Billing

Cloud Solution Providers

Enterprise Agreements



Up Next:

Microsoft 365 Service Lifecycle and Support

