



# Office 365

# MICROSOFT 365 PACKAGE OVERVIEW



## Microsoft 365 Business Basic

(formerly Office 365 Business Essentials)

Best for businesses that need Microsoft Teams and cloud storage. Desktop versions of Office apps not included.

**Office apps included**

(Web and mobile versions of Word, Excel, and PowerPoint included.)<sup>3</sup>

**Services included**

Exchange OneDrive SharePoint Teams

## Microsoft 365 Business Standard

(formerly Office 365 Business Essentials)

Best for businesses that need Office apps across devices plus business email, cloud file storage, and online meetings and chat.

**Office apps included**

Outlook Word Excel PowerPoint  
Publisher (PC only) Access (PC only)

**Services included**

Exchange OneDrive SharePoint Teams

## Microsoft 365 Premium

(formerly Microsoft 365 Business)

Best for businesses that need everything included in Business Standard plus advanced cyberthreat protection and device management.

**Office apps included**

Outlook Word Excel PowerPoint  
Publisher (PC only) Access (PC only)

**Services included**

Exchange OneDrive SharePoint Teams  
Intune Azure Information Protection



# WEB AND MOBILE EMAIL AND CALENDARING



	Microsoft 365 Business Basic (formerly Office 365 Business Essentials)	Microsoft 365 Business Standard (formerly Office 365 Business Essentials)	Microsoft 365 Premium (formerly Microsoft 365 Business)
— Web and mobile versions of Office apps	✓	✓	✓
Web versions of Word, Excel, PowerPoint, and OneNote	✓ Plus a web version of Outlook	✓ Plus a web version of Outlook	✓ Plus a web version of Outlook
Always up-to-date versions of Word, Excel, PowerPoint, and OneNote for iOS and Android on up to 5 mobile devices and 5 tablets <sup>1</sup>	✓ Plus Outlook	✓ Plus Outlook	✓ Plus Outlook
Real-time coauthoring so multiple users can work in the same document, simultaneously	✓	✓	✓
— Email and calendaring	✓	✓	✓
Email hosting with 50 GB mailbox	✓	✓	✓
Use your own custom domain name (for example, yourname@yourcompany.com)	✓	✓	✓
Business-class email on mobile devices, tablets, desktops, and the web with Exchange	✓	✓	✓
Manage your calendar, share available meeting times, schedule meetings, and get reminders	✓	✓	✓
Schedule meetings and respond to invitations with ease using shared calendars	✓	✓	✓
Set up new user emails, restore deleted accounts, create custom scripts, and more from anywhere	✓	✓	✓

# TEAMWORK AND COMMUNICATION FILE STORAGE AND SHARING



	Microsoft 365 Business Basic (formerly Office 365 Business Essentials)	Microsoft 365 Business Standard (formerly Office 365 Business Essentials)	Microsoft 365 Premium (formerly Microsoft 365 Business)
<b>— Teamwork and communication</b>	✓	✓	✓
Host online meetings and video calls for up to 250 people with Microsoft Teams <sup>2</sup>	✓	✓	✓
Chat with your team from your desktop or on the go with Microsoft Teams	✓	✓	✓
Bring together all your team's chats, meetings, files, and apps so you can easily connect and collaborate from one place with Microsoft Teams	✓	✓	✓
Create team sites to share information, content, and files throughout your intranet using SharePoint	✓	✓	✓
<b>— File storage and sharing</b>	✓	✓	✓
1 TB of OneDrive storage for file storage and sharing	✓	✓	✓
Work on a file and save it directly to OneDrive or SharePoint; your changes are updated across your synced devices	✓	✓	✓
Share files with external contacts by providing access or guest links	✓	✓	✓
Securely share documents and send emails so only those with the right permissions can access the information	✓	✓	✓
Access and sync files on PC or Mac and mobile devices	✓	✓	✓

	Microsoft 365 Business Basic (formerly Office 365 Business Essentials)	Microsoft 365 Business Standard (formerly Office 365 Business Essentials)	Microsoft 365 Premium (formerly Microsoft 365 Business)
— Security and compliance	✓	✓	✓
Protect your email against spam, malware, and known threats with Exchange Online Protection	✓	✓	✓
Meets key international, regional, and industry-specific standards and terms, with more than 1,000 security and privacy controls	✓	✓	✓
Control who and when someone has access to your business information with security groups and custom permissions	✓	✓	✓
Create password policies that require users to reset their passwords after a specified number of days.	✓	✓	✓
— Support and deployment	✓	✓	✓
Around the clock phone and online support	✓	✓	✓
99.9 percent uptime guarantee	✓	✓	✓
Maximum number of users	300	300	300
Licensed for commercial use	✓	✓	✓

# TOOLS TO BUILD AND MANAGE DESKTOP VERSION FOR PC AND MAC



	Microsoft 365 Business Basic (formerly Office 365 Business Essentials)	Microsoft 365 Business Standard (formerly Office 365 Business Essentials)	Microsoft 365 Premium (formerly Microsoft 365 Business)
<b>Tools to build and manage your business</b>	✓	✓	✓
Plan schedules and daily tasks with Microsoft Teams	✓	✓	✓
Make it easier for your customers to schedule and manage appointments with Microsoft Bookings		✓	✓
Have real-time, accurate mileage tracking and reporting in the palm of your hand with MileIQ		✓	✓
<b>Desktop versions of Office apps for PC and Mac</b>		✓	✓
Fully installed and always up-to-date versions of Outlook, Word, Excel, PowerPoint, OneNote for Windows or Mac (plus Access and Publisher for PC only)		✓	✓
Each user can install the Office apps on up to 5 PCs or Macs <sup>1</sup>		✓	✓

# ADVANCED THREAT PROTECTION



Microsoft 365  
Business Basic  
(formerly Office 365  
Business Essentials)

Microsoft 365  
Business Standard  
(formerly Office 365  
Business Essentials)

Microsoft 365  
Premium  
(formerly Microsoft  
365 Business)

## — Advanced threat protection



Help protect against sophisticated threats hidden in email attachments and links, and get cutting-edge defenses against zero-day threats, ransomware, and other advanced malware attempts with Office 365 Advanced Threat Protection



Remotely wipe company data from lost or stolen devices with selective wipe from Intune



Restrict the copying or saving of company information to unauthorized apps and locations with app protection for Office mobile apps



Control who has access to company information by applying restrictions like do not copy and do not forward with Information Rights Management



Apply policies that provide prebreach threat resistance in Windows 10 with Windows Defender Exploit Guard



Enforce malware protection to help keep your Windows 10 devices safe from viruses, spyware, and other malicious software with Windows Defender



Enable unlimited cloud archive and long-term preservation policies to ensure you never lose an email with Exchange Online Archiving



# PC AND MOBILE DEVICE MANAGEMENT



Microsoft 365  
Business Basic  
(formerly Office 365  
Business Essentials)

Microsoft 365  
Business Standard  
(formerly Office 365  
Business Essentials)

Microsoft 365  
Premium  
(formerly Microsoft  
365 Business)

## PC and mobile device management



Configure security features and settings on Windows 10 PCs and mobile devices running iOS or Android® with an easy-to-use setup wizard



Use simplified controls to manage policies applied to Windows 10 PCs



Automatically deploy the Office apps to Windows 10 PCs



Configure your PCs to automatically install Office and Windows 10 updates



Apply security policies to protect business data on all your devices, including iOS, Android®, and Windows PCs with mobile device management from Intune





# MICROSOFT OFFICE 365 ENTERPRISE E1



## Office 365 Enterprise Plans

Office 365 Business plans are great for companies just starting out or that only require limited functionality. For organizations with 300+ users or those looking for a more robust solutions, Office365 Enterprise plans are available. With Enterprise plans, you can choose from Office 365 E5, E3 or E1 licenses.

## Office 365 Enterprise E1

E1 is the cheapest Enterprise plan (costs less than the Business Premium license) Here is what you get with the E1 license:

### The Basics:

Who It's For: Users that don't need desktop versions of Outlook or Office applications but still require eDiscovery and data governance.

### What You Will Get:

- Email 50 GB mailbox (only accessible from Outlook online)
- Skype for Business web conferencing, IM, online meetings and presence
- OneDrive for Business
- Yammer
- SharePoint
- Video Sharing
- Web versions of Office applications: Outlook, Word, Excel, and Powerpoint
- File Sharing and 1 TB OneDrive Storage
- HD Video Conferencing
- Team Sites
- eDiscovery Search
- Data Governance manual classifications and manual policies for retention and deletion

## Here is how Office 365 Enterprise E1 differs from Business Premium

- With E1, you can only access email via the online application
- With E1, you lose desktop versions of Office applications. You must use the online versions of Outlook and other Office applications like Word or PowerPoint Online.

# MICROSOFT OFFICE 365 ENTERPRISE E3



## Office 365 Enterprise Plans

Office 365 Business plans are great for companies just starting out or that only require limited functionality. For organizations with 300+ users or those looking for a more robust solutions, Office365 Enterprise plans are available. With Enterprise plans, you can choose from Office 365 E5, E3 or E1 licenses.

## Office 365 Enterprise E3

The E3 license is one of the more popular options for digital-driven businesses. You gain email, archiving, information protection and more storage options for only \$5-\$7.50 more per user per month than Business Premium.

## The Basics:

Who It's For: Businesses that need more advanced BI, compliance, email, security and voice capabilities.

## What You Will Get:

- Everything included in the Office E1 License
- Office Client Apps
- Legal compliance and archiving needs for email: archiving, eDiscovery hold and export, mailbox hold
- Information protection: message encryptions, rights management, data loss prevention
- Azure Rights Management and document management functions: archiving, rights management, data loss prevention and document-level encryption.
- Email storage for in-place archive
- Unlimited OneDrive storage
- eDiscovery legal hold
- eDiscovery export and case management
- Hosted voicemail support

The Office 365 Business Premium plan is most comparable to the Enterprise E3 plan in terms of base features. Unlike Business Premium, E3 includes:

- Exchange Online Archiving (EOA) and Legal Hold
- Unified eDiscovery Center
- Rights management, data loss prevention and encryption
- Ability to add on PSTN

# MICROSOFT OFFICE 365 ENTERPRISE E5



## Office 365 Enterprise Plans

Office 365 Business plans are great for companies just starting out or that only require limited functionality. For organizations with 300+ users or those looking for a more robust solutions, Office365 Enterprise plans are available. With Enterprise plans, you can choose from Office 365 E5, E3 or E1 licenses.

## Office 365 Enterprise E5

Building off the E1 and E3 business plans, Office 365 E5 is the highest tier Microsoft offers.

## The Basics:

Who It's For: If you use or plan to use Skype for Business Cloud PBX, we recommend the Office 365 E5 license.

## What You Will Get:

- Everything included in E3 and E5 licenses
- Enhanced security features: Advanced eDiscovery, secure attachments and URLs and access controls
- Microsoft's Business Intelligence tools for end user organizational analytics
- Enterprise voice with Skype for Business (on-premises only)
- Skype for Business Cloud PBX
- Unlimited OneDrive storage
- PSTN conferencing to dial in to Skype meetings from anywhere
- Cloud-based call management
- Advanced analytics with Power BI Pro and Microsoft MyAnalytics
- Advanced eDiscovery
- Advanced Data Governance
- Advanced security with Advanced Threat Protection and Customer Lockbox
- Enhanced visibility and control of your Office 365 environment