Microsoft 365 Comparison

Business Basic

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.)

SERVICES INCLUDED









Exchange Only

Email

Office Exchange Email Account



Email with 50GB mailbox

Apps for **Business**

Best for businesses that need Office apps across devices and cloud file storage.

Business email and Microsoft Teams not included.

OFFICE APPS INCLUDED













Access

SERVICES INCLUDED



OneDrive file storage and sharing Fully-installed Office on PC/Mac Office apps for tablets and phones 1TB of OneDrive storage

Business Standard

All the features of Business Basic & Apps for Business.

OFFICE APPS INCLUDED



























Email with 50GB mailbox

OneDrive and SharePoint for file storage and sharing

Fully-installed Office on PC/Mac

Office apps for tablets and phones

1TB of OneDrive storage



SharePoint









ToDo

SharePoint

Enterprise E3

Access core products and features

within Microsoft 365 to enhance

workplace productivity and drive

innovation, securely.

INCLUDED







Bookings

OneNote

Sway





Advanced email with archiving and legal hold Unified eDiscovery center

Rights management, data loss prevention, and encryption

Shared hosting capabilities









