Reimagine productivity with Microsoft 365 and Microsoft Teams

	Microsoft 365 Business Basic $6.00 User/month[4] (annual commitment)	Microsoft 365 Business Standard $12.50 User/month[4] (annual commitment)	Microsoft 365 Business Premium $22.00 User/month[4] (annual commitment)
Teamwork and communication			
Online meeting and video call hosting for up to 300 people with Microsoft Teams[2]	✔	✔	✔
Bring together all your team's chats, meetings, files, and apps with Microsoft Teams	✔	✔	✔
Team sites to share information, content, and files throughout your intranet using Microsoft SharePoint	✔	✔	✔
Desktop, web and mobile versions of Office apps			
Fully installed and always up‑to‑date versions of Microsoft Outlook, Word, Excel, PowerPoint, and OneNote *(plus Access and Publisher for PC only)* on up to 5 PCs or Macs[1]		✔	✔
Web versions of Word, Excel, PowerPoint, and OneNote *(plus a web version of Outlook)*	✔	✔	✔
Always up‑to‑date versions of Word, Excel, PowerPoint, and OneNote *(plus Outlook)* for iOS and Android on up to 5 mobile devices and 5 tablets[1]	✔	✔	✔
Real‑time coauthoring so multiple users can work in the same document, simultaneously	✔	✔	✔
Email and calendaring			
Microsoft Exchange Online email with 50 GB mailbox	✔	✔	✔
Use your own custom domain name (for example, yourname@yourcompany.com)	✔	✔	✔
Manage calendars, share available meeting times, and schedule meetings	✔	✔	✔
Exchange Online Archiving			✔
File storage and sharing			
1 TB of OneDrive storage for each user to access, and sync files on any device	✔	✔	✔
eDiscovery and Audits			
eDiscovery			✔
Litigation Hold			✔
Email Archiving			✔
Information Protection			
Azure Information Protection Plan 1			✔
Data Loss Prevention			
Message Encryption			✔
Data Loss Prevention			✔
Cloud App Discovery			✔
Email and Collaboration Security			
Safe Links in email, chat			✔
Safe Attachments for email			✔
Anti‑Phishing			✔
Device Management			
Windows device setup and management			✔
Autopilot			
Mobile Device Management			✔
Mobile App Management			✔
Identity and Access Management and Security			
Conditional Access			✔
Multi‑Factor Authentication			✔
Shared Computer Activation and AVD			
Shared Computer Activation			✔
Azure Virtual Desktop			Win10/11
Endpoint Security – NEW [Microsoft Defender for Business](link)[3]			
Cross Platform Next Gen AV (Windows, MacOS, iOS, Android)[5]			✔
Endpoint Detection and Response, Automated Investigation and Remediation, Threat and Vulnerability Management			✔

1. **Compatible with Windows 10 or later. For complete requirements for PC and Mac see system requirements.**
2. **For HD calling, compatible HD hardware and broadband connection with at least 4 Mbps required.**
3. **Microsoft Defender for Business is available in Microsoft 365 Business Premium and as a standalone SKU. Read the blog post to learn more.**
4. **Price is subject to change based on subscription term, currency and region.**
5. **iOS, and Android requires Microsoft Intune. Intune is included in Microsoft 365 Business Premium. Please see Documentation for more detail.**

For the most current Microsoft 365 Business Premium SKU information, please refer to [Microsoft 365 Business Premium service description](link)