Microsoft 365 User Subscription Suites for Small and Medium-sized Businesses

Maximum 300 users

Microsoft 365

	Microsoft 365		
	Basic	Standard	Premium
Microsoft 365 Apps			
Desktop client apps[1]		●	●
Office Mobile apps[2]	●	●	●
Install apps on up to 5 PCs/Mac + 5 tablets + 5 smartphones	●[3]	●	●
Office for the web	●	●	●
Visio for the web[4]	●	●	●
Microsoft Editor premium features		●	●
Multilingual user interface for Office apps		●	●

[1] Includes Word, Excel, PowerPoint, OneNote, Outlook, Access (PC only), and Publisher (PC only)
[2] Includes Word, Excel, PowerPoint, Outlook, and OneNote mobile Apps

[3] Mobile apps only
[4] Available beginning August – December 2021 depending on region

	Basic	Standard	Premium
Email, calendar, and scheduling			
Exchange Plan 1	●	●	●
50 GB mailbox	●	●	●
Calendar	●	●	●
Outlook desktop client		●	●
Auto-expanding email archive			●
Exchange Online Protection	●	●	●
Public folder mailboxes	●	●	●
Resource mailboxes	●	●	●
Microsoft Shifts	●	●	●
Microsoft Bookings		●	●

	Basic	Standard	Premium
Meetings, calling, and chat			
Microsoft Teams	●	●	●
Unlimited chat	●	●	●
Online meetings	●	●	●
Webinars		●	●
Screen sharing and custom backgrounds	●	●	●
Record meetings	●	●	●
Priority notifications	●	●	●

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	Microsoft 365		
	Basic	Standard	Premium
Knowledge, insights, and content			
Microsoft Graph API	•	•	•
Microsoft Search	•	•	•
Microsoft Lists	•	•	•
Microsoft Forms[1]	•	•	•
Microsoft Stream	•	•	•
Delve	•	•	•

[1] Licensed users can create/share/manage forms. Completing/responding does not require a Forms license.

Analytics			
Productivity Score	•	•	•
Secure Score	•	•	•
Compliance Management	•	•	•
Viva Insights - Personal insights[1]	•	•	•

[1] Premium personal insights and experiences, manager and leader insights and experiences, and custom analysis tools and accelerators aviable with the Viva Insights or Viva suite add-on license.

Project and task management			
Microsoft Planner	•	•	•
Microsoft To-Do	•	•	•
Briefing Email		•	•

Automation, app building, and chatbots[1]			
Power Apps for Microsoft 365	•	•	•
Power Automate for Microsoft 365	•	•	•
Power Virtual Agent for Teams	•	•	•
Dataverse for Teams	•	•	•

[1] Refer to the licensing FAQs and Licensing Guide at https://docs.microsoft.com/power-platform/admin/powerapps-flow-licensing-faq for details including functionality limits.

Social, intranet, and storage			
SharePoint Plan 1	•	•	•
10 GB additional storage per license[1]	•	•	•
1TB OneDrive personal storage	•	•	•
Microsoft Viva Connections	•	•	•
Yammer Enterprise	•	•	•

[1] In addition to 1TB storage provided per organization.

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	Basic	Standard	Premium
Viva Learning[1]			
Viva Learning in Teams	●	●	●
Create learning tabs in Teams channels	●	●	●
Search, share, and chat about learning content	●	●	●
Microsoft Learn and Microsoft 365 Training libraries + 125 top LinkedIn Learning courses	●	●	●
Organization-generated content with SharePoint and Viva Learning	●	●	●

[1] Course recommendations and progress tracking, integration with 3rd party content providers and Learning Management Systems, and learning content surfaced across Microsoft 365 suite available with the Viva Learning or Viva suite add-on license.

	Basic	Standard	Premium
Threat protection			
Microsoft Defender Exploit Guard			●
Microsoft Defender Credential Guard			●
BitLocker and BitLocker To Go			●
Windows Information Protection			●
Microsoft Defender for Office 365 Plan 1			●
Endpoint and app management			
Microsoft Intune			●
Mobile Device Management	●	●	●
Microsoft Endpoint Manager			●
Mobile application management			●
Windows AutoPilot			●
Group Policy support			●
Shared computer activation for Microsoft 365 Apps			●
Endpoint Analytics			●
Cortana management			●
Identity and access management			
Azure Active Directory Premium Plan 1			●
User Provisioning			●
Self Service Password Reset			●
Multi Factor Authentication	●	●	●
Conditional Access			●
On-premises Active Directory sync for SSO			●
Windows Hello for Business			●

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	Basic	Standard	Premium
Cloud Access Security Broker			
Microsoft Defender for Cloud Apps[1] Discovery			●

[1] Formerly named Microsoft Cloud App Security (MCAS)

	Basic	Standard	Premium
Information governance			
Manual retention labels			●
Basic org-wide or location-wide retention policies			●
Teams message retention policies	●[1]	●[1]	●[1]

[1] 30-day minimum retention period.

	Basic	Standard	Premium
Information Protection			
Azure Information Protection			Plan 1
Manual sensitivity labels			●
Office 365 Data Loss Prevention (DLP) for emails and files			●
Basic Office Message Encryption			●

	Basic	Standard	Premium
eDiscovery and auditing			
Content Search	●	●	●
Litigation Hold			●
Basic Audit	●	●	●

	Basic	Standard	Premium
Windows			
Windows 11 Edition			Business
Azure Virtual Desktop			●
Universal Print			●

Add-on licenses for Small and Medium-sized Businesses

● = Included
+ = Can be added
N/A = Not available

	Microsoft 365		
	Basic	**Standard**	**Premium**

Security and Compliance

	Basic	Standard	Premium
Microsoft 365 E5 Info Protection and Governance	+[1]	+[1]	+
Microsoft 365 E5 Insider Risk Management	+	+	+
Microsoft 365 E5 eDiscovery and Audit	+	+	+
Microsoft Defender for Office 365 Plan 1	+	+	+
Microsoft Defender for Office 365 Plan 2	+	+	+
Microsoft Defender for Cloud Apps[2]	+	+	+
App governance add-on for Microsoft Defender for Cloud Apps	+[3]	+[3]	+[3]
Microsoft Defender for Endpoint Plan 1	+	+	+
Microsoft Defender for Endpoint Plan 2	+	+	+
Premium Assessments add-on for Compliance Manager[1]	+	+	+
Office 365 Data Loss Prevention	+	+	●
Exchange Archiving	+	+	●

[1] Requires EMS E3 or Azure Information Protection Plan 1 standalone required
[2] Formerly named Microsoft Cloud App Security (MCAS)
[3] Requires Microsoft Defender for Cloud Apps
[4] For details on available assessments see https://docs.microsoft.com/en-us/office365/servicedescriptions/microsoft-365-service-descriptions/microsoft-365-tenantlevel-services-licensing-guidance/microsoft-365-security-compliance-licensing-guidance#compliance-manager.

Teams Services[1]

	Basic	Standard	Premium
Audio Conferencing	+	+	+
Extended Dial-out Minutes to US and Canada	+[2]	+[2]	+[2]
Phone System	+	+	+
Domestic Calling Plan	+[3]	+[3]	+[3]
Domestic Calling 240 Minute Plan	+[3]	+[3]	+[3]
Domestic Calling 120 Minute Plan	+[3]	+[3]	+[3]
International Calling Plan (includes Domestic Plan)	+[3]	+[3]	+[3]
Teams Calling Essentials for US and Canada[4]	+	+	+
Business Voice[5]	+	+	+

[1] Availability and included minutes may vary by region. To verify service availability, refer to https://docs.microsoft.com/en-us/microsoftteams/country-and-region-availability-for-audio-conferencing-and-calling-plans/. Consumption charges may apply for additional services, such as toll-free, international minutes for domestic plans, etc. Customers can disable these features to avoid additional billing.
[2] Audio Conferencing or Business Voice required.
[3] Phone System required.
[4] Includes Phone System and Domestic Calling Plan. Available for purchase in US (including Puerto Rico) and Canada only.
[5] 300 seat maximum. Limited geo availability.

Add-on licenses for Small and Medium-sized Businesses

● = Included
+ = Can be added
N/A = Not available

	Microsoft 365		
	Basic	**Standard**	**Premium**
Microsoft Viva			
Viva Topics	+	+	+
Viva Insights	+	+	+
Viva Insights Capacity[1]	+	+	+
Viva Learning	+	+	+
Viva suite	+	+	+
Viva suite with Glint add-on	+	+	+

[1] Requires Vina Insights user subscription license

	Basic	Standard	Premium
Content Services			
SharePoint Syntex	+	+	+
Power Platform			
Power BI Pro	+	+	+
Power BI Premium	+	+	+
Power Apps per-app (1 app/user/month)	+	+	+
Power Apps per-user (unlimited apps/user/month)	+	+	+
Power Automate per-user (unlimited flows/user/month)	+	+	+
Power Automate per-user w/ Unattended RPA (unlimited flows + 5K AI Builder credits/user/month)	+	+	+
Power Automate per-flow (5 flows/month for unlimited users)	+	+	+
Storage			
Office 365 Extra File Storage	+	+	+
eDiscovery Storage	+	+	+
Other			
Scheduler[1]	N/A	+	+
Universal Print Volume Add-on (500 print jobs)[2]	N/A	N/A	+
High Efficiency Video Codec (HEVC)[2]	N/A	N/A	+

[1] Only meeting organizers require a Scheduler license. Meeting attendees can be anyone with an email address (internal/external) and do not need to be licensed.
[2] Universal Print and HEVC require Windows. Plans that do not include Windows licenses are marked as "N/A".

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