



## Microsoft 365

Microsoft 365 is the best-in-class productivity solution that gives you up-to-date apps and services that will help your employees get more done and work better together.



## Run and grow your business

Be more productive from virtually anywhere with mobile and web-based applications together with cloud-based collaboration services such as business-class email, web conferencing, and online file storage.

### Get the apps you need

Get the Office apps (Word, Excel, Outlook, PowerPoint, and OneNote) and access files from anywhere with secure online storage.

### Stay connected

Use business-class email and scheduling through an Outlook experience you can access from your desktop computer or mobile device.

### Meet online

Host secure high-quality audio, video and web meetings with features such as screen sharing, collaborative note taking, and recording and transcription for easy sharing and replay.

### Collaborate easily

Enable real time teamwork with co-workers, customers, and partners using Microsoft Teams for easy file sharing, group chat, and online meetings all in one place, from anywhere across desktop, web, and mobile.

### Safeguard your data

Help protect your business from cybercriminals with Advanced Threat Protection, access and policy controls, AI-powered malware scanning, ransomware protection, and other integrated security features.

### Manage and secure your devices and apps

Gain greater visibility and control over devices, apps, and access via a centralized management console, including the ability to remotely wipe/lock lost or stolen devices to prevent data theft.

Contact me for more information:

# Microsoft 365 for Business feature comparison

	Business Basic	Business Standard	Business Premium
<b>Web and mobile versions of Office apps</b> Real time collaboration and always up-to-date versions of Outlook, Word, Excel, PowerPoint, and OneNote on up to 5 phones and 5 tablets <sup>1</sup>	■	■	■
<b>Email and calendaring</b> Host email with 50GB mailbox with custom domain name, business-class email on phones, tablets, desktops, and web, manage calendar, schedule meetings, and set up and manage user emails from anywhere	■	■	■
<b>File storage and sharing with 1TB OneDrive cloud storage</b> Work from anywhere with changes synched across devices as well as securely share documents and emails with access control	■	■	■
<b>Teamwork and communication</b> Host online meetings and video calls for up to 250 users with Teams, bring together team chats, meetings and files to easily work together, chat with your team, and create team sites to share files and information	■	■	■
<b>Security and compliance</b> Protect email against spam, malware, known threats with Exchange Online Protection, control access to business information, create password policies, and, meet standards with security and privacy controls	■	■	■
<b>Manage your business</b> Plan schedules and daily tasks (Teams), make it easier for your customer to schedule and manage appointments (Bookings), and real time mileage tracking and reporting (MileIQ)		■	■
<b>Desktop versions of Office apps for PC and Mac</b> Fully installed and up-to-date for up to 5 per user PCs or Macs per user with Access and Publisher for PC		■	■
<b>Advanced security</b> Advanced threat protection, remote wipe of lost or stolen devices, policy restrictions and controls, malware protection, and unlimited cloud archive			■
<b>Device management</b> Configure security features and settings on Windows 10 PCs and iOS or Android mobile devices, manage policies, and deploy Office apps to Windows 10 PCs			■



<sup>1</sup>Includes Word, Excel, PowerPoint, Outlook, OneNote, Publisher. 300 seat cap.

Qualifying business account required. All sales final; no refunds/returns. Coverage not available in some areas. Network Management: Service may be slowed, suspended, terminated, or restricted for misuse, abnormal use, interference with our network or ability to provide quality service to other users, or roaming. See T-Mobile.com/OpenInternet for details. See Terms and Conditions (including arbitration provision) at www.T-Mobile.com or your T-Mobile service contract for additional information. T-Mobile, the T logo, Magenta and the magenta color are registered trademarks of Deutsche Telekom AG. ©2022 T-Mobile USA, Inc.

©2022 Microsoft Corporation. All rights reserved. This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it. This document does not provide you with any legal rights to any intellectual property in any Microsoft product.