

## Records Management Software Comparison Chart

# Microsoft 365 and Collabspace

Got Microsoft 365 (formerly Office 365)? Use this Comparison Chart as a tool to see which solution level or pairing is optimal to cover your organization's end-to-end compliance and discovery needs.

Microsoft 365 Enterprise comes in 3 levels: E1, E3 and E5. The higher two enterprise levels offer a solid foundation for basic retention and categorization needs. However, most organizations have regulations and mandates that require evolved security, content discovery, recovery and disposition features.

We compare costs and key features of Microsoft 365 levels E3/[G3](#) and E5/G5\* along with our cloud-based solution, [Collabspace](#), to show the enhancements and process improvements this add-on solution brings to any Microsoft 365 level for a complete and fully regulatory-compliant RM system.

Spoiler alert: both are great tools but we *work better together!*

Feature	Microsoft 365 E3/G3*	Microsoft 365 E5/G5	Collabspace
<b>PHILOSOPHY</b>			
<b>Ensuring All Information Is Properly Protected And Managed</b>	Protection needs to be configured. Pre-configuration, content is vulnerable to accidental deletion.	Protection needs to be configured. Pre-configuration, content is vulnerable to accidental deletion.	Collabspace has <a href="#">WORM-compliant storage</a> so protection is on by default to avoid tampering and accidental deletion. Destruction needs to be configured.
<b>Managing Both Electronic &amp; Physical Content</b>	Electronic non-records only.	Electronic-only.	Fully integrated electronic and <a href="#">physical content</a> management.
<b>Managing Electronic Content Across Systems</b>	Microsoft 365 content only. Limited social connectors.	Microsoft 365 content only. Limited social connectors.	Manages content across <a href="#">multiple systems</a> through integrated connectors using a <a href="#">Data Lake approach</a> . Connectors include all Microsoft solutions, SAP, FileShares, Document Vault & many more.
<b>MANAGEMENT</b>			
<b>Centrally Manage Hierarchal File Plan(s)</b>	Not available.	Single, non-hierarchical File Plan.	Multiple, hierarchical File Plans which are individually secured and managed. There are no limitations to the number of levels that can be built out.
<b>Permission Control for File Plan Categories and Actions</b>	Not available.	Single Compliance Admin role for all actions.	File Plan category-level permission assignment for actions. Also available for non-RM users.
<b>Automated Content Lifecycle Management Workflows</b>	Not available.	Not available.	Flexible, design-your-own visual document lifecycle workflows, including retention, audit, destruction actions & more.

Feature	Microsoft 365 E3/G3*	Microsoft 365 E5/G5	CollabSpace
<b>CATEGORIZATION</b>			
<b>Automatic Content Categorization</b>	Not available.	Keyword and metadata equality matching with AND/OR operators. Takes up to 7 days to apply.	Keyword and metadata comparison matching using multiple types of operators and AND/OR groupings. Applies immediately on match.
<b>Support All Content Types</b>	Not available.	Supports matching text content in standard text document types (i.e. Office documents).	Supports all content types and formats including images, scanned pdf, video, etc. Performs automatic OCR and audio/video transcription.
<b>Automatic OCR and Transcription</b>	Not available.	Not available.	OCR is automatically applied to detect text in images, PDFs, scans, video, diagrams, etc. Automatically transcribes audio/video files for thorough eDiscovery.
<b>Preview Matching Content Before Publishing Automation</b>	Not available.	Not available.	Available.
<b>PRESERVATION</b>			
<b>Ensure Content Is Protected Immediately</b>	Not available.	Content is protected when Retention label is applied. Takes up to 7 days to apply. Content can be deleted during this period.	All content is preserved immediately by default. With WORM-compliant storage, there is immediate insurance against tampering or accidental deletion.
<b>Block Changes Once Preserved</b>	Not available.	Retention labels can make Microsoft 365 content immutable, but metadata can still be edited.	All content, across all sources, is immutable using WORM storage (including metadata). This can also be applied directly to Microsoft 365 content.
<b>Re-Categorizing Records</b>	Not available.	Label cannot be changed once a Retention label is applied.	Authorized Records Managers can re-categorize records.
<b>Backup, Archive &amp; Recovery</b>	Not available. Microsoft leaves data backup responsibility in hands of license holder.	Not available. Microsoft leaves data backup responsibility in hands of license holder.	Automatic backup and archive with retention policies applied. Content is always searchable and accessible for recovery.

Feature	Microsoft 365 E3/G3*	Microsoft 365 E5/G5	CollabSpace
<b>RETENTION</b>			
<b>Apply Time &amp; Event-Based Retention With Multiple Retention Stages</b>	Not available.	Single-stage time and event-based retention available.	Multi-stage time and event-based retention available using <a href="#">visual workflow system</a> . Supports multiple time periods and/or event combinations.
<b>Support Dynamic Retention Changes Based On Content And/Or Metadata</b>	Not available.	Single-stage with no logic options.	Supports dynamic logic to alter retention based on content and/or metadata values.
<b>DISCOVERY</b>			
<b>Locating Content For <a href="#">Legal Discovery</a> Or FOIA Request</b>	Keyword and metadata equality matching with AND/OR operators. Only indexes first 2 million characters of each file.	Keyword and metadata equality matching with AND/OR operators. Only indexes first 2 million characters of each file.	Keyword and metadata comparison matching using multiple types of operators and AND/OR groupings. Unlimited character indexing.
<b>Searching For All Content Types Across All Content Locations</b>	Searches within standard text documents located within Microsoft 365.	Searches within standard text documents located within Microsoft 365.	Searches within all document formats across all <a href="#">connected content sources</a> (including all versions). Automatically performs <a href="#">OCR and audio/video transcription</a> to search within images, scanned documents, and media files.
<b>DISPOSITION</b>			
<b>Taking Any Action On Completion Of Review</b>	Not available.	Supports delete, defer, or re-label (if not a record).	Supports any action, including transfer and accessioning, using visual workflow system.
<b>Multi-Stage Review &amp; Acceptance Before Destruction</b>	Not available.	Provides single-stage, single participant review.	Provides multi-stage, multi-participant review capabilities.
<b>Defensible Disposition Certificate At The End Of The Process</b>	Not available.	Provides CSV document with list of reviewed items, not including metadata (non-defensible).	Provides PDF/A Certificate including participants, comments, actions, items and associated metadata (defensible).

Feature	Microsoft 365 E3/G3*	Microsoft 365 E5/G5	CollabSpace
<b>AUDIT</b>			
<b>Maintain Audit History for Content Actions</b>	Available for 90 days.	Available for 90 days.	Available indefinitely.
<b>Track Audit Activity for Records Actions, such as Retention Policy Creation and Disposition Approval.</b>	Not available.	Not available.	All activities performed throughout CollabSpace are tracked and logged with the audit history, which is retained indefinitely.
<b>PRICING</b>			
	Microsoft 365 E3/G3*	Microsoft 365 E5/G5	CollabSpace
<b>Cost Comparison Per 1,000 Users, Per Year</b>	\$240,000	\$420,000	As low as \$72,000**

While Microsoft 365 E1 is not included in this feature differentiation, it should be noted that pairing E1 capabilities with CollabSpace still covers complete and compliant records management. CollabSpace is "SaaS agnostic" and can stand alone, or it can be paired or connected to content management systems outside the Microsoft solution stack.




\*G3 and G5 Microsoft solutions are versions offered specifically to Government organizations.

\*\*Conditions apply, contact us for more information on pricing for your organization.

## Contact Us

To find out how to get more out of your Microsoft 365 investment by pairing it with [CollabSpace](#) and achieving your records and data management goals, reach out for more info and a personalized demo.



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