



Microsoft 365 User Subscriptions for Small and Medium-sized Businesses

Maximum 300 users

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

Email, calendar, and scheduling

	Plan 1	Plan 1	Plan 1
Exchange	Plan 1	Plan 1	Plan 1
Mailbox size	50 GB	50 GB	50 GB
Calendar	•	•	•
Outlook desktop client		•	•
Auto-expanding email archive			•
Exchange Online Protection	•	•	•
Public folder mailboxes	•	•	•
Resource mailboxes	•	•	•
Microsoft Shifts	•	•	•
Microsoft Bookings		•	•

Meetings, calling, and chat

Microsoft Teams	•	•	•
Unlimited chat	•	•	•
Online meetings	•	•	•
Webinars		•	•
Screen sharing and custom backgrounds	•	•	•
Record meetings	•	•	•
Priority notifications	•	•	•



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Social, intranet, and storage

	Plan 1	Plan 1	Plan 1
SharePoint	Plan 1	Plan 1	Plan 1
Additional storage per license ¹	10 GB	10 GB	10 GB
OneDrive personal storage	1 TB	1 TB	1 TB
Microsoft Viva Connections	•	•	•
Yammer Enterprise	•	•	•

¹In addition to 1TB storage provided per organization.

Knowledge, insights, and content

Microsoft Graph API	•	•	•
Microsoft Search	•	•	•
Microsoft Lists	•	•	•
Microsoft Forms ¹	•	•	•
Microsoft Stream	•	•	•
Delve	•	•	•

¹Licensed 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	•	•	•

Project and task management

Microsoft Planner	•	•	•
Microsoft To-Do	•	•	•
Briefing Email		•	•

Automation, app building, and chatbots

Power Apps for Microsoft 365 ¹	•	•	•
Power Automate for Microsoft 365 ¹	•	•	•
Power Virtual Agent for Teams ¹	•	•	•
Dataverse for Teams ¹	•	•	•

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



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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			•

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

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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Cloud Access Security Broker

Cloud App Security Discovery					•
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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.

Information Protection

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

eDiscovery and auditing

Content Search	•		•		•
Litigation Hold					•
Basic Audit	•		•		•

Windows

Windows 11 Edition					Business
Azure Virtual Desktop					•
Universal Print					•