



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

Maximum 300 users

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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

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		•	•

Meetings, calling, and chat

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



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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	•	•	•
Personal insights ¹	•	•	•

¹ Premium personal insights and experiences, manager and leader insights and experiences, and custom analysis tools and accelerators available 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 chatbots¹

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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Viva Learning¹

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.

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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Cloud Access Security Broker

Microsoft Defender for Cloud Apps ¹ Discovery			•
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¹ Formerly named Microsoft Cloud App Security (MCAS)

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			•



Add-on licenses for Small and Medium-sized Businesses

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

	Microsoft 365		
	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	+	+	●

Security and Compliance

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 Services¹

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.



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Microsoft 365			
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Microsoft Viva

Viva Topics	+	+	+
Viva Insights	+	+	+
Viva Insights Capacity ¹	+	+	+
Viva Learning	+	+	+
Viva suite	+	+	+
Viva suite with Glint add-on	+	+	+

¹ Requires Viva Insights user subscription license

Content Services

SharePoint Syntex	+	+	+
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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".