



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

300 users maximum



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- = Included
- + = Available by adding the Microsoft Teams Enterprise/Teams EEA

Microsoft Teams Enterprise / Teams EEA ¹	Microsoft Teams Essentials ²	Microsoft 365 Business					
		Basic	Basic (no Teams) ³	Standard	Standard (no Teams) ³	Premium	Premium (no Teams) ³

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³Includes EEA (no Teams) plans.

Microsoft 365 apps

Desktop client apps ¹					●	●	●	●
Microsoft 365 for mobile ²	●	●	●	●	●	●	●	●
Install apps on up to 5 PCs/Mac + 5 tablets + 5 smartphones	● ³	● ³	● ³	● ³	●	●	●	●
Microsoft 365 for the web	●	●	●	●	●	●	●	●
Visio for the web			●	●	●	●	●	●
Microsoft Loop components	●	●	●	●	●	●	●	●
Create and share Loop pages ⁴ and workspaces							●	●
Contribute to Loop pages and workspaces	●	●	●	●	●	●	●	●
Clipchamp Standard							●	●
Microsoft Editor premium features					●	●	●	●
Multilingual user interface for Microsoft 365 apps					●	●	●	●

¹Includes Word, Excel, PowerPoint, OneNote, Outlook, Access (PC only), and Publisher (PC only).

²Includes Word, Excel, PowerPoint, Outlook, and OneNote mobile Apps.

³Mobile apps only.

⁴Any user can create and share pages within a workspace to which they have been invited.

Email, calendar, and scheduling

Exchange Kiosk 2 GB mailbox	●	●						
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			●		●		●	

¹The non-Entra/AAD ID version of Microsoft Teams Essentials available for online purchase directly from Microsoft includes the Exchange Kiosk service plan to enable Teams calendar only. It does not include a mailbox or voicemail.

Meetings, calling, and chat

Microsoft Teams	●	●	●		●		●	
Unlimited chat	●	●	●		●		●	
Online meetings	●	●	●		●		●	
Webinars					●		●	
Screen sharing and custom backgrounds	●	●	●		●		●	
Record meetings	●	●	●		●		●	
Avatars for Teams	●	●	●		●		●	
Priority notifications	●	●	●		●		●	
Audio Conferencing ¹	●	●	●		●		●	

¹Check country and region availability. Available via the no-cost [Audio Conferencing with Dial-out to US and Canada supplemental license](#).



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Intranet and storage

SharePoint Plan 1			●	●	●	●	●	●
10 GB additional storage per license ¹	●	●	●	●	●	●	●	●
OneDrive personal storage	● (10 GB)	● (10 GB)	● (1 TB)	● (1 TB)	● (1 TB)	● (1 TB)	● (1 TB)	● (1 TB)

¹In addition to 1TB storage provided per organization.

Content services

Microsoft Graph API			●	●	●	●	●	●
Microsoft Search	●	●	●	●	●	●	●	●
Microsoft Lists			●	●	●	●	●	●
Microsoft Forms ¹	●	●	●	●	●	●	●	●
Delve			●	●	●	●	●	●

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

Project and task management

Microsoft Planner			●	●	●	●	●	●
Microsoft To-Do			●	●	●	●	●	●

Analytics and Insights

Productivity Score			●	●	●	●	●	●
Secure Score			●	●	●	●	●	●
Compliance Management			●	●	●	●	●	●

Viva Insights¹

Viva Insights app in Teams			●		●		●	
Personal insights and experiences			●		●	●	●	●

¹Requires Exchange Online. Analyst workbench tools and accelerators, Manager and leader insights and experiences, and Premium personal insights and experiences are available with the Viva Insights and Viva Suite add-ons.

Viva Engage¹

Communities, Conversations, and Storylines			●	●	●	●	●	●
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¹Leadership Corner, AMAs, Storyline Delegate Posting, Advanced Analytics, and Answers in Viva available with the Viva Suite add-on. Answers in Viva also available with the Viva Topics add-on.

Viva Connections

Dashboard, Feed, Resources, and Teams app			●	+	●	+	●	+
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Viva Learning¹

	Microsoft Teams Enterprise / Teams EEA ¹	Microsoft Teams Essentials ²	Basic	Basic (no Teams) ³	Standard	Standard (no Teams) ³	Premium	Premium (no Teams) ³
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.

Automation, app building, and chatbots¹

	Microsoft Teams Enterprise / Teams EEA ¹	Microsoft Teams Essentials ²	Basic	Basic (no Teams) ³	Standard	Standard (no Teams) ³	Premium	Premium (no Teams) ³
Power Apps for Microsoft 365			●	●	●	●	●	●
Power Automate for Microsoft 365			●	●	●	●	●	●
Copilot Studio for Teams			●		●		●	
Dataverse for Teams			●		●		●	

¹ Refer to the [licensing FAQs and Licensing Guide](#) at for details including functionality limits.

Threat protection

	Microsoft Teams Enterprise / Teams EEA ¹	Microsoft Teams Essentials ²	Basic	Basic (no Teams) ³	Standard	Standard (no Teams) ³	Premium	Premium (no Teams) ³
Microsoft Defender for Business							●	●
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 Teams Enterprise / Teams EEA ¹	Microsoft Teams Essentials ²	Basic	Basic (no Teams) ³	Standard	Standard (no Teams) ³	Premium	Premium (no Teams) ³
Microsoft Intune Plan 1							●	●
Mobile Device Management	●	●	●	●	●	●	●	●
Mobile application management							●	●
Windows Autopilot							●	●
Group Policy support for Windows					●	●	●	●
Group Policy support for Microsoft 365 apps					● ¹	● ¹	● ¹	● ¹
Office cloud policy support					● ¹	● ¹	● ¹	● ¹
Shared computer activation for Microsoft 365 Apps							●	●
Endpoint Analytics							●	●

¹ Limited to policies for web apps and privacy policies for client apps.



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Identity and access management

Microsoft Entra ID ¹ Plan 1								●	●
User Provisioning								●	●
Cloud user self-service password change			●		●	●		●	●
Cloud user self-service password reset					●	●		●	●
Hybrid user self-service password change/reset with on-premises write-back								●	●
Conditional Access								●	●
Single sign-on (SSO)	●	●	●	●	●	●		●	●
Windows Hello for Business								●	●

¹Formerly Azure Active Directory Premium.

Cloud access security broker

Microsoft Defender for Cloud Apps Discovery								●	●
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Information protection

Azure Information Protection ¹								Plan 1	Plan 1
Manual, default, and mandatory sensitivity labeling in Office 365								●	●
Data Loss Prevention (DLP) for emails and files								●	●
Basic Message Encryption								●	●

¹The AIP Unified Labeling add-in for Office is retiring on April 15, 2024.

Data lifecycle management

Manual retention labels								●	●
Basic org-wide or location-wide retention policies								●	●
Teams message retention policies ¹	●	●	●		●			●	

¹30-day minimum retention period (no maximum period).

eDiscovery and auditing

Content Search	●	●	●	●	●	●		●	●
Litigation Hold								●	●
Audit (Standard)	●	●	●	●	●	●		●	●

Windows

Windows 11 Edition								Business	Business
Azure Virtual Desktop								●	●
Universal Print (5 jobs/user/month pooled)								●	●
Windows Update for Business deployment service								●	●



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³Includes EEA (no Teams) plans.

Copilot

Copilot for Microsoft 365	N/A	N/A	N/A	N/A	+	+	+	+
Copilot Studio per tenant per month	+	+	+	+	+	+	+	+

Security and Compliance

Microsoft 365 E5 Info Protection and Governance	+ ¹	+ ¹	+ ¹	+ ¹	+ ¹	+ ¹	+	+
Microsoft 365 E5 Insider Risk Management	+	+	+	+	+	+	+	+
Microsoft 365 E5 eDiscovery and Audit	+	+	+	+	+	+	+	+
Microsoft Defender for Business	+	+	+	+	+	+	●	●
Microsoft Defender for Business for servers add-on for Defender for Business ²	+	+	+	+	+	+	+	+
Microsoft Defender for Identity	+	+	+	+	+	+	+	+
Microsoft Defender for Office 365 Plan 1	+	+	+	+	+	+	●	●
Microsoft Defender for Office 365 Plan 2	+	+	+	+	+	+	+	+
Microsoft Defender for Cloud Apps	+	+	+	+	+	+	+	+
App governance add-on for Microsoft Defender for Cloud Apps ³	+	+	+	+	+	+	+	+
Microsoft Defender for Endpoint Plan 1	+	+	+	+	+	+	+	+
Microsoft Defender for Endpoint Plan 2	+	+	+	+	+	+	+	+
Microsoft Defender for Endpoint for servers ⁴	+	+	+	+	+	+	+	+
Microsoft Defender Vulnerability Management (standalone)	+	+	+	+	+	+	+	+
Microsoft Defender Vulnerability Management (add on) ⁵	+	+	+	+	+	+	+	+
Microsoft Defender Vulnerability Management add-on to Defender for Endpoint for servers ⁶	+	+	+	+	+	+	+	+
Premium Assessments add-on for Compliance Manager ⁷	+	+	+	+	+	+	+	+
Microsoft Entra ⁸ ID Plan 1	+	+	+	+	+	+	●	●
Microsoft Entra ⁸ ID Plan 2	+	+	+	+	+	+	+	+
Microsoft Intune Plan 1	+	+	+	+	+	+	●	●
Microsoft Intune Plan 2	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+	+
Microsoft Intune Suite	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+	+
Microsoft Intune Remote Help	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+	+
Microsoft Intune Advanced Analytics	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+	+
Microsoft Intune Enterprise Application Management	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+	+
Microsoft Cloud PKI	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+	+
Microsoft Intune Endpoint Privilege Management	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+ ⁹	+	+
Microsoft Purview Data Loss Prevention (for email and files)	+	+	+	+	+	+	●	●
Exchange Archiving	+	+	+	+	+	+	●	●

¹ Requires EMS E3 or Azure Information Protection Plan 1 standalone required.

² Requires Microsoft Defender for Business or Microsoft 365 Business Premium. Maximum quantity/seat cap is 60 licenses per customer.

³ Requires Microsoft Defender for Cloud Apps.

⁴ Separate license required for each OSE (e.g., servers or virtual machines). See OSE definition in the [Product Terms glossary](#).

⁵ Requires Microsoft Defender for Endpoint Plan 2 standalone or subscription/suite that includes Defender for Endpoint P2.

⁶ Requires Microsoft Defender for Endpoint for servers.

⁷ [Get details on available assessments](#).

⁸ Formerly Azure Active Directory Premium.

⁹ Requires Microsoft Intune Plan 1.



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³Includes EEA (no Teams) plans.

Teams Services¹

Teams EEA	●	●	●	+	●	+	●	+
Teams Premium	+	+	+	N/A	+	N/A	+	N/A
Audio Conferencing with Dial-out to US and Canada ²	+	+	+	N/A	+	N/A	+	N/A
Extended Dial-out Minutes to US and Canada	+	+	+ ²	N/A	+ ²	N/A	+ ²	N/A
Teams Phone Standard ³	+	+	+	N/A	+	N/A	+	N/A
Domestic Calling Plan ⁴	+	+	+	N/A	+	N/A	+	N/A
Domestic Calling 120 Minute Plan ⁴	+	+	+	N/A	+	N/A	+	N/A
International Calling Plan ^{4,5}	+	+	+	N/A	+	N/A	+	N/A
Teams Phone with Domestic Calling Plan	+	+	+	N/A	+	N/A	+	N/A
Teams Phone with International Calling Plan ⁵	+	+	+	N/A	+	N/A	+	N/A
Teams Phone with Pay-as-you-go Calling Plan	+	+	+	N/A	+	N/A	+	N/A

¹ [Check country and region availability.](#)

² Available to add at no cost. Includes unlimited toll dial-out, 60 minutes/user/month dial-out to phone numbers in the US and Canada, and Operator Connect Conferencing.

³ Audio Conferencing, Audio Conferencing with Dial-out to US and Canada, or Business Voice required.

⁴ Teams Phone Standard required.

⁵ Includes full Domestic Calling Plan.

⁶ Requires Teams Enterprise/Teams EEA.

Microsoft Viva

Viva Suite	N/A	N/A	+	+	+	+	+	+
Viva Workplace Analytics and Employee Feedback	N/A	N/A	+	+	+	+	+	+
Viva Employee Communications and Communities	N/A	N/A	+	+	+	+	+	+
Viva Insights	N/A	N/A	+	+	+	+	+	+
Viva Glint	N/A	N/A	+	+	+	+	+	+
Viva Learning	N/A	N/A	+	+	+	+	+	+
Viva Pulse	N/A	N/A	+	+	+	+	+	+
Viva Goals	N/A	N/A	+	+	+	+	+	+

SharePoint, Storage and Migration

SharePoint Advanced Management	+	+	+	+	+	+	+	+
Cross-tenant user data migration	+	+	+	+	+	+	+	+
Microsoft 365 Extra File Storage	+	+	+	+	+	+	+	+
Advanced Data Residency	+	+	+	+	+	+	+	+



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³Includes EEA (no Teams) plans.

Power Platform

Power BI Pro per user/month	+	+	+	+	+	+	+	+	+
Power BI Premium per user/month ¹	+	+	+	+	+	+	+	+	+
Power Apps per-app (1 app OR website + 250 AI Builder credits ² per user/month)	+	+	+	+	+	+	+	+	+
Power Apps Premium unlimited apps and websites + 500 AI Builder credits ² per user/month)	+	+	+	+	+	+	+	+	+
Power Automate per-user (unlimited flows per user/month)	+	+	+	+	+	+	+	+	+
Power Automate Premium (unlimited flows + 5K AI Builder credits ² per user/month)	+	+	+	+	+	+	+	+	+
Power Automate Process per bot/month	+	+	+	+	+	+	+	+	+
Power Automate per flow/month for unlimited users ³	+	+	+	+	+	+	+	+	+
Copilot Studio per tenant/month	+	+	+	+	+	+	+	+	+
Power Pages Authenticated users per website/month	+	+	+	+	+	+	+	+	+
Power Pages Anonymous users per website/month	+	+	+	+	+	+	+	+	+
Power Apps per app pay-as-you-go meter ⁴	+	+	+	+	+	+	+	+	+
Power Pages Authenticated users pay-as-you-go meter	+	+	+	+	+	+	+	+	+
Power Pages Anonymous users pay-as-you-go meter	+	+	+	+	+	+	+	+	+
Dataverse Database Capacity Add-on	N/A	N/A	+	+	+	+	+	+	+
Dataverse File Capacity Add-On	N/A	N/A	+	+	+	+	+	+	+
Dataverse Log Capacity Add-On	N/A	N/A	+	+	+	+	+	+	+

¹ Requires Power BI Pro, Microsoft 365 E5, or Office 365 E5.

² Accrued capacity capped at 1,000,000 credits per tenant. Additional AI Builder capacity available per 1M service credits/month via the AI Builder capacity add-on.

³ Minimum purchase of 5 flows.

⁴ Power Apps pay-as-you-go requires an existing Azure subscription.

Other

Clipchamp Standard	+	+	+	+	●	●	●	●
Clipchamp Premium	+	+	+	+	N/A	N/A	N/A	N/A
Clipchamp Premium Add-on	N/A	N/A	N/A	N/A	+	+	+	+
Universal Print Volume Add-on ¹	N/A	N/A	N/A	N/A	N/A	N/A	+	+
High Efficiency Video Codec (HEVC) ¹	N/A	N/A	N/A	N/A	N/A	N/A	+	+

¹ Universal Print and HEVC require Windows. Plans that do not include Windows licenses are marked as "N/A".