



Microsoft 365 vs Google Workspace

Features	Microsoft 365	Google Business
Intranet building tools	✓	✗
E-Discovery tools	✓	✓
Advanced Reporting	✓	✓
Email Archiving	✓	✓
Legal Hold on inbox	✓	✓
Data Loss Prevention tools	✓	✓
Mailbox rights management	✓	N/A
Cloud based phone call Hosting services	✓	N/A
Personal and organizational analytics	✓	N/A
Efficient offline work	✓	N/A

Apps equivalents	Microsoft 365	Google Business
	Word	Google Docs
	Excel	Google Sheets
	PowerPoint	Google Slides
	Microsoft Teams	Google Meet
	Yammer	Currents
	Whiteboard	Jamboard
	Stream	-
	Sway	-
	Intune	Endpoint Manager
	Defender	-
	Planner	-
	Booking	-
	Visio for 365	-
	Project for 365	-
	Outlook Online	Gmail
	One Note online	Google keep
	Sharepoint	Google sites
	Flow	Appsheets

