



What is included in Microsoft 365 Business

Microsoft 365 Business Features & Apps	Microsoft 365 Business Basic		Microsoft 365 Business Standard		Microsoft 365 Business Premium	
	Office apps	Word, Excel, PowerPoint				
	Exchange email	50 GB email storage 50 GB email archive Contacts and calendar synchronization				
	One Drive	1 TB of cloud storage Save and Update files across synched devices Access and sync files on PC or Mac and mobile devices				
	SharePoint	Create team sites to share information, files, and resources				
	Exchange online protection	Multi-factor authenticator				
	Teams	Chat with your team Host online meetings for up to 300 users				
	Forms	Gather feedback from your customers and employee				
	Visio	Create, edit, share, and co-author professional diagrams and flowcharts				
	Bookings	Schedule and manage appointments	N/A			
	Publisher	Create polished, professional layouts without the hassle	N/A			
	Defender for business	Your devices are protected from ransomware, malware, phishing and other threats.	N/A	N/A		
	Microsoft Endpoint manager	Apply security policies to help protect business data on all your organization's devices.	N/A	N/A		
	Azure AD premium	Conditional access. Apply the right access controls when needed to keep your organization secure.	N/A	N/A		



Microsoft
Partner



Silver Cloud Platform
Gold Cloud Productivity
Gold Small and Midmarket Cloud Solutions