



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

Maximum 300 users

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| Microsoft Teams Essentials <sup>1</sup> | Microsoft 365 Business |          |         |
|---|------------------------|----------|---------|
|   | Basic                  | Standard | Premium |

<sup>1</sup>Reflects Microsoft Teams Essentials (AAD Identity) licenses purchased through a Microsoft Partner. For important differences with Microsoft Teams Essentials licenses purchased directly from the Microsoft website or customer admin portal, please refer to <https://docs.microsoft.com/MicrosoftTeams/get-started-with-teams-essentials>.

## Microsoft 365 Apps

|   | Microsoft Teams Essentials <sup>1</sup> | Basic          | Standard | Premium |
|---|---|----------------|----------|---------|
| Desktop client apps <sup>1</sup>                            |   |                | •        | •       |
| Office Mobile apps <sup>2</sup>                             | •                                       | •              | •        | •       |
| Install apps on up to 5 PCs/Mac + 5 tablets + 5 smartphones | • <sup>3</sup>                          | • <sup>3</sup> | •        | •       |
| Office for the web  | •                                       | •              | •        | •       |
| Visio for the web   |   | •              | •        | •       |
| Microsoft Editor premium features                           |   |                | •        | •       |
| Multilingual user interface for Office apps                 |   |                | •        | •       |

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

<sup>2</sup> Includes Word, Excel, PowerPoint, Outlook, and OneNote mobile Apps.

<sup>3</sup> Mobile apps only.

## Email, calendar, and scheduling

|                               | Microsoft Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|-------------------------------|---|-------|----------|---------|
| Exchange Plan 1 50 GB mailbox | See footnote 1                          | •     | •        | •       |
| Calendar                      | •                                       | •     | •        | •       |
| Outlook desktop client        |   |       | •        | •       |
| Auto-expanding email archive  |   |       |          | •       |
| Exchange Online Protection    |   | •     | •        | •       |
| Public folder mailboxes       |   | •     | •        | •       |
| Resource mailboxes            |   | •     | •        | •       |
| Microsoft Shifts              |   | •     | •        | •       |
| Microsoft Bookings            |   |       | •        | •       |

<sup>1</sup> Microsoft Teams Essentials includes the Exchange Kiosk service plan to enable Teams calendar only. It does not include mailbox rights.

## Meetings, calling, and chat

|                                       | Microsoft Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|---------------------------------------|---|-------|----------|---------|
| Microsoft Teams                       | •                                       | •     | •        | •       |
| Unlimited chat                        | •                                       | •     | •        | •       |
| Online meetings                       | •                                       | •     | •        | •       |
| Webinars                              |   |       | •        | •       |
| Screen sharing and custom backgrounds | •                                       | •     | •        | •       |
| Record meetings                       | •                                       | •     | •        | •       |
| Priority notifications                | •                                       | •     | •        | •       |
| Audio Conferencing <sup>1</sup>       | •                                       | •     | •        | •       |

<sup>1</sup> [Check country and region availability](#). Available beginning March 1, 2022, via the no-cost "Audio Conferencing select dial-out" license that includes unlimited toll dial-out, 60 minutes/user/month dial-out to phone numbers in the US and Canada, and Operator Connect Conferencing.



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## Knowledge, insights, and content

|                              | Microsoft Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|------------------------------|---|-------|----------|---------|
| Microsoft Graph API          |   | •     | •        | •       |
| Microsoft Search             | •                                       | •     | •        | •       |
| Microsoft Lists              |   | •     | •        | •       |
| Microsoft Forms <sup>1</sup> |   | •     | •        | •       |
| Microsoft Stream             |   | •     | •        | •       |
| Delve                        |   | •     | •        | •       |

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

## Analytics

|  | Microsoft Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|--|---|-------|----------|---------|
| Productivity Score                             |   | •     | •        | •       |
| Secure Score                                   |   | •     | •        | •       |
| Compliance Management                          |   | •     | •        | •       |
| Viva Insights - Personal insights <sup>1</sup> |   | •     | •        | •       |

<sup>1</sup>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 Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|-------------------|---|-------|----------|---------|
| Microsoft Planner |   | •     | •        | •       |
| Microsoft To-Do   |   | •     | •        | •       |
| Briefing Email    |   |       | •        | •       |

## Automation, app building, and chatbots<sup>1</sup>

|                                  | Microsoft Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|----------------------------------|---|-------|----------|---------|
| Power Apps for Microsoft 365     |   | •     | •        | •       |
| Power Automate for Microsoft 365 |   | •     | •        | •       |
| Power Virtual Agent for Teams    |   | •     | •        | •       |
| Dataverse for Teams              |   | •     | •        | •       |

<sup>1</sup>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

|   | Microsoft Teams Essentials <sup>1</sup> | Basic    | Standard | Premium  |
|---|---|----------|----------|----------|
| SharePoint Plan 1                                 |   | •        | •        | •        |
| 10 GB additional storage per license <sup>1</sup> |   | •        | •        | •        |
| OneDrive personal storage                         | • (10 GB)                               | • (1 TB) | • (1 TB) | • (1 TB) |
| Microsoft Viva Connections                        |   | •        | •        | •        |
| Yammer Enterprise                                 |   | •        | •        | •        |

<sup>1</sup>In addition to 1TB storage provided per organization.



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## Viva Learning<sup>1</sup>

|  | Microsoft Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|--|---|-------|----------|---------|
| 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                         |   | •     | •        | •       |

<sup>1</sup> 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 Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|--|---|-------|----------|---------|
| 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 Essentials <sup>1</sup> | Basic | Standard       | Premium        |
|---|---|-------|----------------|----------------|
| Microsoft Intune                                  |   |       |                | •              |
| Mobile Device Management                          | •                                       |       |                | •              |
| Mobile application management                     |   |       |                | •              |
| Windows AutoPilot                                 |   |       |                | •              |
| Group Policy support                              |   |       | • <sup>1</sup> | • <sup>1</sup> |
| Office cloud policy support                       |   |       | • <sup>1</sup> | • <sup>1</sup> |
| Shared computer activation for Microsoft 365 Apps |   |       |                | •              |
| Endpoint Analytics                                |   |       |                | •              |
| Cortana management                                |   |       |                | •              |

<sup>1</sup> Limited to policies for web apps and privacy policies for client apps.

## Identity and access management

|   | Microsoft Teams Essentials <sup>1</sup> | Basic | Standard | Premium |
|---|---|-------|----------|---------|
| 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 <sup>1</sup> Discovery |  |  |  | • |
|--|--|--|--|---|

<sup>1</sup> Formerly named Microsoft Cloud App Security (MCAS)

## Information governance

|  |   |   |   |   |
|--|---|---|---|---|
| Manual retention labels                            |   |   |   | • |
| Basic org-wide or location-wide retention policies |   |   |   | • |
| Teams message retention policies <sup>1</sup>      | • | • | • | • |

<sup>1</sup> 30-day minimum retention period (no maximum period).

## Information Protection

|   |  |  |  |        |
|---|--|--|--|--------|
| Azure Information Protection                                      |  |  |  | Plan 1 |
| Manual, default, and mandatory sensitivity labeling in Office 365 |  |  |  | •      |
| Manual labeling with the AIP app and plugin                       |  |  |  | •      |
| 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       |  |  |  | •        |



# Supplemental Licenses for Small and Medium-sized Businesses

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

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|---|------------------------|----------|---------|
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## Security and Compliance

|  |     |                |                |                |
|--|-----|----------------|----------------|----------------|
| Microsoft 365 E5 Info Protection and Governance                | N/A | + <sup>1</sup> | + <sup>1</sup> | +              |
| Microsoft 365 E5 Insider Risk Management                       | N/A | +              | +              | +              |
| Microsoft 365 E5 eDiscovery and Audit                          | N/A | +              | +              | +              |
| Microsoft Defender for Identity                                | N/A | +              | +              | +              |
| Microsoft Defender for Office 365 Plan 1                       | N/A | +              | +              | ●              |
| Microsoft Defender for Office 365 Plan 2                       | N/A | +              | +              | +              |
| Microsoft Defender for Cloud Apps <sup>2</sup>                 | N/A | +              | +              | +              |
| App governance add-on for Microsoft Defender for Cloud Apps    | N/A | + <sup>3</sup> | + <sup>3</sup> | + <sup>3</sup> |
| Microsoft Defender for Endpoint Plan 1                         | N/A | +              | +              | +              |
| Microsoft Defender for Endpoint Plan 2                         | N/A | +              | +              | +              |
| Premium Assessments add-on for Compliance Manager <sup>1</sup> | N/A | +              | +              | +              |
| Azure Active Directory Premium Plan 1                          | N/A | +              | +              | ●              |
| Azure Active Directory Premium Plan 2                          | N/A | +              | +              | +              |
| Microsoft Intune   | N/A | +              | +              | ●              |
| Office 365 Data Loss Prevention                                | N/A | +              | +              | ●              |
| Exchange Archiving   | N/A | +              | +              | ●              |

<sup>1</sup> Requires EMS E3 or Azure Information Protection Plan 1 standalone required.

<sup>2</sup> Formerly named Microsoft Cloud App Security (MCAS).

<sup>3</sup> Requires Microsoft Defender for Cloud Apps.

<sup>4</sup> For details on available assessments see <https://docs.microsoft.com/en-us/office365/servicesdescriptions/microsoft-365-service-descriptions/microsoft-365-tenantlevel-services-licensing-guidance/microsoft-365-security-compliance-licensing-guidance#compliance-manager>.

## Teams Services<sup>1</sup>

|  |                |                |                |                |
|--|----------------|----------------|----------------|----------------|
| Audio Conferencing select dial-out <sup>6</sup>                  | +              | +              | +              | +              |
| Extended Dial-out Minutes to US and Canada                       | +              | + <sup>2</sup> | + <sup>2</sup> | + <sup>2</sup> |
| Teams Phone <sup>3</sup>   | +              | +              | +              | +              |
| Domestic Calling Plan <sup>4</sup>                               | +              | +              | +              | +              |
| Domestic Calling 240 Minute Plan <sup>4</sup>                    | +              | +              | +              | +              |
| Domestic Calling 120 Minute Plan <sup>4</sup>                    | +              | +              | +              | +              |
| International Calling Plan (includes Domestic Plan) <sup>4</sup> | + <sup>4</sup> | + <sup>4</sup> | + <sup>4</sup> | + <sup>4</sup> |
| Teams Phone with Calling Plan <sup>5</sup>                       | N/A            | +              | +              | +              |

<sup>1</sup> [Check country and region availability.](#)

<sup>2</sup> Audio Conferencing or Business Voice required.

<sup>3</sup> Formerly named Phone System.

<sup>4</sup> Teams Phone required.

<sup>5</sup> Includes full Domestic Calling Plan.

<sup>6</sup> Available to add at no cost beginning March 1, 2022.



# Supplemental Licenses for Small and Medium-sized Businesses

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

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|----------------------------|------------------------|----------|---------|
|                            | Basic                  | Standard | Premium |

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## Microsoft Viva

|                                     |     |   |   |   |
|-------------------------------------|-----|---|---|---|
| Viva Topics                         | N/A | + | + | + |
| Viva Insights                       | N/A | + | + | + |
| Viva Insights Capacity <sup>1</sup> | N/A | + | + | + |
| Viva Learning                       | N/A | + | + | + |
| Viva suite                          | N/A | + | + | + |
| Viva suite with Glint add-on        | N/A | + | + | + |

<sup>1</sup> Requires Viva Insights user subscription license

## Content Services

|                   |     |   |   |   |
|-------------------|-----|---|---|---|
| SharePoint Syntex | N/A | + | + | + |
|-------------------|-----|---|---|---|

## Power Platform

|  |     |   |   |   |
|--|-----|---|---|---|
| Power BI Pro   | N/A | + | + | + |
| Power BI Premium   | N/A | + | + | + |
| Power Apps per-app (1 app/user/month)  | N/A | + | + | + |
| Power Apps per-user (unlimited apps/user/month)  | N/A | + | + | + |
| Power Automate per-user (unlimited flows/user/month)   | N/A | + | + | + |
| Power Automate per-user w/ Unattended RPA (unlimited flows + 5K AI Builder credits/user/month) | N/A | + | + | + |
| Power Automate per-flow (5 flows/month for unlimited users)                                    | N/A | + | + | + |

## Storage

|                               |     |   |   |   |
|-------------------------------|-----|---|---|---|
| Office 365 Extra File Storage | N/A | + | + | + |
| eDiscovery Storage            | N/A | + | + | + |

## Other

|   |     |     |     |   |
|---|-----|-----|-----|---|
| Scheduler <sup>1</sup>                                      | N/A | N/A | +   | + |
| Universal Print Volume Add-on (500 print jobs) <sup>2</sup> | N/A | N/A | N/A | + |
| High Efficiency Video Codec (HEVC) <sup>2</sup>             | N/A | N/A | N/A | + |

<sup>1</sup> 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.

<sup>2</sup> Universal Print and HEVC require Windows. Plans that do not include Windows licenses are marked as "N/A".