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

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

[1] Microsoft Teams Enterprise/Teams EEA is not subject to the 300 user limit.
[2] Reflects Microsoft Teams Essentials (Entra/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.
[3] Includes EEA (no Teams) plans.

	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]

Microsoft 365 apps

	Teams Enterprise / Teams EEA	Teams Essentials	Basic	Basic (no Teams)	Standard	Standard (no Teams)	Premium	Premium (no Teams)
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			●	●	●	●	●	●
Create and share Microsoft Loop components and pages	●	●	●	●	●	●	●	●
Create and share Loop workspaces					●	●	●	●
Contribute to Loop components pages and workspaces	●	●	●	●	●	●	●	●
Clipchamp Standard					●	●	●	●
Microsoft Editor premium features					●	●	●	●
Multilingual user interface for Microsoft 365 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.

Email, calendar, and scheduling

	Teams Enterprise / Teams EEA	Teams Essentials	Basic	Basic (no Teams)	Standard	Standard (no Teams)	Premium	Premium (no Teams)
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			●		●		●	

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

Meetings, calling, and chat

	Teams Enterprise / Teams EEA	Teams Essentials	Basic	Basic (no Teams)	Standard	Standard (no Teams)	Premium	Premium (no Teams)
Microsoft Teams	●	●	●		●		●	
Unlimited chat	●	●	●		●		●	
Online meetings	●	●	●		●		●	
Webinars	●	●	●	+	●	+	●	+
Screen sharing and custom backgrounds	●	●	●		●		●	
Record meetings	●	●	●		●		●	
Avatars for Teams	●	●	●		●		●	
Priority notifications	●	●	●		●		●	
Audio Conferencing[1]	●	●	●		●		●	

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

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[3] Includes EEA (no Teams) plans.

	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]
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)
OneDrive for business (basic)[2] (10 GB storage)		●						

[1] In addition to 1TB storage provided per organization.
[2] Contributes 0.50 GB per license to tenant limits

Content services								
Microsoft Graph API	●	●	●	●	●	●	●	●
Microsoft Search	●	●	●	●	●	●	●	●
Microsoft Lists			●	●	●	●	●	●
Microsoft Forms[1]	●	●	●	●	●	●	●	●
Delve			●	●	●	●	●	●

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

Places[1]

In-person events, Hybrid RSVP, Places card, Work plans, Workplace presence[2]	●	●	●	●	●	●	●	●

[1] Premium Places features available by adding Teams Premium users subscription. Learn more.
[2] Places features in Teams require a valid Teams license

Project and task management

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

Analytics and Insights

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

Viva Insights[1]

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

[1] Requires 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 Engage[1]

Communities, Conversations, and Storylines			●	●	●	●	●	●

[1] Leadership Corner, AMAs, Storyline Delegate Posting, Advanced Analytics, and Answers in Viva available with the Viva Suite add-on.

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[3]Includes EEA (no Teams) plans.

	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]
Viva Connections								
Dashboard, Feed, Resources, and Teams app			●	+	●	+	●	+
Viva Learning[1]								
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.

	Microsoft Teams Enterprise / Teams EEA	Microsoft Teams Essentials	Basic	Basic (no Teams)	Standard	Standard (no Teams)	Premium	Premium (no Teams)
Automation, app building, and chatbots[1]								
Power Apps for Microsoft 365			●	●	●	●	●	●
Power Automate for Microsoft 365			●	●	●	●	●	●
Copilot Studio for Teams[2]			●		●		●	
Dataverse for Teams			●		●		●	

[1] Refer to the licensing FAQs and Licensing Guide at for details including functionality limits.
[2] Copilot Studio for Teams does not include messages but enables customers with select Microsoft/Office 365 licenses to build and deploy custom chatbots directly within Teams, using Dataverse for Teams

	Microsoft Teams Enterprise / Teams EEA	Microsoft Teams Essentials	Basic	Basic (no Teams)	Standard	Standard (no Teams)	Premium	Premium (no Teams)
Threat protection								
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 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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[3] Includes EEA (no Teams) plans.

	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]
Identity and access management								
Microsoft Entra ID[1] Free	●	●	●	●	●	●		
Microsoft Entra ID[1] Plan 1							●	●
Microsoft Entra Internet Access for Microsoft Services							●	●
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							●	●

[1] Formerly Azure Active Directory Premium.

Cloud access security broker								
Microsoft Defender for Cloud Apps Discovery							●	●
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							●	●

[1] The AIP Unified Labeling add-in for Office is retiring on April 11, 2024.

Data lifecycle management								
Manual retention labels							●	●
Basic org-wide or location-wide retention policies							●	●
Teams message retention policies[1]	●	●	●		●		●	●

[1] 30-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 Autopatch							●	●

Add-on Subscriptions for Small and Medium-sized Businesses

Microsoft 365

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[3] Includes EEA (no Teams) plans.

Security and Compliance

	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]
Microsoft 365 E5 Security[12]	N/A	N/A	N/A	N/A	N/A	N/A	+	+
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	+	+	+	+	+	+	+	+
Microsoft Defender for Endpoint Plan 1	+	+	+	+	+	+	+	+
Microsoft Defender for Endpoint Plan 2	+	+	+	+	+	+	+	+
Microsoft Defender for Endpoint for servers[3]	+	+	+	+	+	+	+	+
Microsoft Defender for IoT – Enterprise IoT	+[11]	+[11]	+[11]	+[11]	+[11]	+[11]	+[11]	+[11]
Microsoft Defender Experts for Hunting[10]	+[10]	+[10]	+[10]	+[10]	+[10]	+[10]	+[10]	+[10]
Microsoft Defender Experts for XDR[10]	+[10]	+[10]	+[10]	+[10]	+[10]	+[10]	+[10]	+[10]
Microsoft Defender Vulnerability Management (standalone)	+	+	+	+	+	+	+	+
Microsoft Defender Vulnerability Management (add on)[4]	+	+	+	+	+	+	+	+
Microsoft Defender Vulnerability Management add-on to Defender for Endpoint for servers[5]	+	+	+	+	+	+	+	+
Premium Assessments add-on for Compliance Manager[6]	+	+	+	+	+	+	+	+
Microsoft Entra[7] ID Plan 1	+	+	+	+	+	+	●	●
Microsoft Entra[7] ID Plan 2	+	+	+	+	+	+	+	+
Microsoft Entra Suite[9]	N/A	N/A	N/A	N/A	N/A	N/A	+	+
Microsoft Entra Internet Access	N/A	N/A	N/A	N/A	N/A	N/A	+	+
Microsoft Entra Private Access	N/A	N/A	N/A	N/A	N/A	N/A	+	+
Microsoft Intune Plan 1	+	+	+	+	+	+	●	●
Microsoft Intune Plan 2	+[8]	+[8]	+[8]	+[8]	+[8]	+[8]	+	+
Microsoft Intune Suite	+[8]	+[8]	+[8]	+[8]	+[8]	+[8]	+	+
Microsoft Intune Remote Help	+[8]	+[8]	+[8]	+[8]	+[8]	+[8]	+	+
Microsoft Intune Advanced Analytics	+[8]	+[8]	+[8]	+[8]	+[8]	+[8]	+	+
Microsoft Intune Enterprise Application Management	+[8]	+[8]	+[8]	+[8]	+[8]	+[8]	+	+
Microsoft Cloud PKI	+[8]	+[8]	+[8]	+[8]	+[8]	+[8]	+	+
Microsoft Intune Endpoint Privilege Management	+[8]	+[8]	+[8]	+[8]	+[8]	+[8]	+	+
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] Separate license required for each OSE (e.g., servers or virtual machines). See OSE definition in the Product Terms glossary.
[4] Requires Microsoft Defender for Endpoint Plan 2 standalone or subscription/suite that includes Defender for Endpoint P2.
[5] Requires Microsoft Defender for Endpoint for servers.
[6] Get details on available assessments.
[7] Formerly Azure Active Directory Premium.
[8] Requires Microsoft Intune Plan 1.
[9] Microsoft Entra Suite requires Microsoft Entra P1. Microsoft Entra Suite Add-On for Microsoft Entra ID P2 requires Microsoft Entra P2.
[10] Microsoft Defender Experts for Hunting/XDR requires Microsoft Entra ID P1 or P2 in each tenant. And, each user covered must be licensed with Microsoft Defender for Endpoint P2; Microsoft 365 E5; Microsoft 365 E5 Security; Microsoft 365 F5 Security + Compliance; or Microsoft 365 F5 Security.
[11] Requires Microsoft Defender for Endpoint P2. Each add-on license covers one IoT device.
[12] Requires Microsoft 365 E3 or Office 365 E3 + EMS E3 or Microsoft 365 Business Premium

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[3] Includes EEA (no Teams) plans.

	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]
Copilot								
Copilot Chat[1]	●	●	●	●	●	●	●	●
Microsoft 365 Copilot	N/A	N/A	+	+	+	+	+	+
Copilot Studio per tenant per month	+	+	+	+	+	+	+	+

[1]Copilot Studio for Teams does not include messages but enables customers with select Microsoft/Office 365 licenses to build and deploy custom chatbots directly within Teams, using Dataverse for Teams

Teams Services[1]								
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	+	+	+	+	+	+

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

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Power Platform

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			Basic	Basic (no Teams)[3]	Standard	Standard (no Teams)[3]	Premium	Premium (no Teams)[3]
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

	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]
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".

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