

MICROSOFT 365 APPS FOR BUSINESS

	MICROSOFT 365 BUSINESS BASIC	MICROSOFT 365 APPS FOR BUSINESS	MICROSOFT 365 BUSINESS STANDARD
User maximum	300	300	300
Full, installed Office applications Word, Excel, PowerPoint, Outlook, Publisher, OneNote and Access on up to 5 PCs or Macs		✓	✓
Office on tablets and phones for the full, installed Office experience on up to 5 devices		✓	✓
Online versions of Office including Word, Excel, PowerPoint, OneNote and Outlook	✓	✓	✓
File storage and sharing with 1 TB of OneDrive for Business storage	✓	✓	✓
Business class email, calendar, and contacts with a 50 GB inbox	✓		✓
Unlimited online meetings, IM, HD video conferencing and chat-based workspace with Microsoft Teams	✓		✓
Intranet site for your teams with customisable security settings	✓		✓
Corporate social network to help employees collaborate across departments and locations	✓		✓
Manage tasks and teamwork with Microsoft Planner	✓		✓
Let customers schedule appointments online with Microsoft Bookings			✓