## Office 2021

### Business Licenses

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>E1</td>
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<td>E3</td>
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<tr>
<td>E5</td>
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</tbody>
</table>

### Enterprise Licenses

<table>
<thead>
<tr>
<th>Office 365</th>
<th>Microsoft 365 E1</th>
<th>Microsoft 365 E3</th>
<th>Microsoft 365 E5</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>E3</td>
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<td></td>
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<td>E5</td>
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</table>

### Description

Microsoft's traditional productivity software suite. Pay once for a license that you can use for as long as you own a single computer. Subscriptions also include on-premises versions, as well as a set of add-ins from Microsoft for Office 365. Web-based versions of Microsoft's core Office suite, including Word, Excel, and PowerPoint, are included. Includes email and calendar services.

A full-featured solution that's ideal for most organizations. Includes additional enterprise-level Office apps, OneDrive and SharePoint storage, email and calendar services, and upgrades to the latest version of Windows. A good option for most organizations that require enhanced data security. Includes Windows 10 or later, email and calendar services, and access to online storage.

Provides both desktop and web Office apps, as well as features to ensure compliance and prevent data loss. Provides desktop and web Office apps, as well as features to safeguard data and enhance security.

### Cost

<table>
<thead>
<tr>
<th>License Type</th>
<th>Cost Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>OneDrive</td>
<td>Per user/month</td>
<td>$0.80/user/month</td>
</tr>
<tr>
<td>Power BI</td>
<td>Per user/month</td>
<td>$2.00/user/month</td>
</tr>
</tbody>
</table>

### Benefits

- For paid staff and volunteers
- For for-staff and volunteers
- For paid staff and volunteers
- For paid staff and volunteers
- For paid staff and volunteers
- For paid staff and volunteers
- For paid staff and volunteers
- For paid staff and volunteers

### Number of Users

<table>
<thead>
<tr>
<th>Number of Users</th>
<th>Up to 100 users</th>
<th>Up to 200 users</th>
<th>Up to 500 users</th>
<th>Up to 1000 users</th>
<th>Unlimited users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlook</td>
<td>Desktop</td>
<td>Desktop</td>
<td>Desktop</td>
<td>Desktop</td>
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<tr>
<td>Word</td>
<td>Desktop</td>
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<tr>
<td>Excel</td>
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<tr>
<td>PowerPoint</td>
<td>Desktop</td>
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<tr>
<td>Publisher</td>
<td>Desktop</td>
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</tbody>
</table>

### License Types

- Device-based on-premises, pay once
- User-based cloud subscription
- User-based cloud subscription
- User-based cloud subscription
- User-based cloud subscription
- User-based cloud subscription
- User-based cloud subscription
- User-based cloud subscription

### Upgrade to Windows 10 Enterprise

- E1
- E3
- E5

### Email/Calendar

- Exchange
- Outlook
- OneDrive
- SharePoint

### File Storage/Sites

- CharmPoint
- SharePoint

### Communications

- Teams
- Teams only

### Analytics Solutions

- Power BI

### Advance Security Features

- Advanced Threat Protection
- Azure Information Protection
- Compliance solutions
- Data loss prevention
- Azure Active Directory
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- Azure Information Protection
- Compliance solutions
- Data loss prevention

### Install

- Installed on one computer
- N/A, web based
- Can be installed on up to five computers, tablets, or mobile devices
- Can be installed on up to five computers, tablets, or mobile devices
- Can be installed on up to five computers, tablets, or mobile devices
- Can be installed on up to five computers, tablets, or mobile devices
- Can be installed on up to five computers, tablets, or mobile devices
- Can be installed on up to five computers, tablets, or mobile devices
- N/A, web based
- N/A, web based

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Notes:
1. Microsoft requires organizations to have at least 50 percent of assigned donated [granted] licenses be actively used. "Licensed licenses" means licenses that have been assigned to a specific user for your organization. "Active user" means those individuals have been used on at least one Microsoft cloud service in the last 90 days. This includes those who are grandfathered into a licensed service. Office 365 E1 license.
2. To make sure your subscriptions are current, you'll need to connect to the Internet at least once every 30 days. You will also need to reconnect in this manner in order to automatically update or receive licenses for the cloud services. Costs are as of January 28, 2023, and are subject to change. Please visit https://www.microsoft.com for the most up-to-date prices and a complete list of Microsoft products available through TechSoup.
3. All Microsoft cloud services obtained through TechSoup may include Azure Active Directory, provided by Microsoft. TechSoup cannot assist with deployment of Microsoft Cloud services.