Comparison Guide: Microsoft Product Tool

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		Office 2021	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Microsoft 365 Business Premium	Microsoft 365 Business Apps	Office 365 E1	Office 365 E3	Office 365 E5	Microsoft 365 E3	Microsoft 365 E5	Microsoft 365 F1	Microsoft 365 F3
		Office 2021	**Business Licenses**				**Enterprise Licenses**						
Description		Microsoft's traditional productivity software suite. Pay once for a license that you can use for as long as you like on a single computer. Standard and Professional Plus editions available, as well as Office OS for Mac.	Web-based versions of Microsoft's core productivity software, including Word, Excel, and PowerPoint. Includes email and calendar services.	Offers the apps you need to get work done. Includes desktop and web Office apps, OneDrive and SharePoint storage, email and calendar services.	A full-featured solution that's ideal for most organizations. Includes desktop and web 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 don't require Windows upgrades. Includes desktop and web Office apps, plus OneDrive file online storage.	Offers essential tools for productivity and communication. Includes the web-based Office apps, Microsoft Teams, OneDrive online storage, and email and calendar services.	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.	A full-featured cloud subscription for productivity, collaboration, and enhanced data security. Includes Windows upgrade rights, email and calendar services, and online storage.	The ultimate Microsoft cloud solution! Includes everything you need to get work done, collaborate with colleagues, upgrade your Windows OS, analyze metrics, and secure your data.	Provides your field and frontline workforce with powerful communication, collaboration, and productivity experiences.	Provides your field and frontline workforce with powerful communication, collaboration, and secure productivity experiences, with Power Apps included to build automated workflows.
Cost		$118.00 per license	$1.00/user/month (1)	$3.00/user/month	First 10 licenses $1.00/user/month for paid staff; $5.50/user/month thereafter (1)	$3.00/user/month	$2.50/user/month (1)	$5.75/user/month	$15.20/user/month	$9.00/user/month	$22.80/user/month	$0.90/user/month	$2.00/user/month
License Type		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	User-based cloud subscription	User-based cloud subscription	User-based cloud subscription	User-based cloud subscription
Best for		For paid staff and volunteers	For paid staff	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	For paid staff and volunteers	For paid staff and volunteers	For volunteers	For volunteers
Number of Users		Unlimited users	Up to 300 users	Up to 300 users	Up to 300 users	Up to 300 users	Unlimited users	Unlimited users	Unlimited users	Unlimited users	Unlimited users	Unlimited users	Unlimited users
Office Applications	Outlook	Desktop	Web Only	Desktop and Web	Desktop and Web	Desktop and Web	Web Only	Desktop and Web	Desktop and Web	Desktop and Web	Desktop and Web	Not included	Web Only
	Word	Desktop	Web Only	Desktop and Web	Desktop and Web	Desktop and Web	Web Only	Desktop and Web	Desktop and Web	Desktop and Web	Desktop and Web	Web, Read-Only	Web Only
	Excel	Desktop	Web Only	Desktop and Web	Desktop and Web	Desktop and Web	Web Only	Desktop and Web	Desktop and Web	Desktop and Web	Desktop and Web	Web, Read-Only	Web Only
	PowerPoint	Desktop	Web Only	Desktop and Web	Desktop and Web	Desktop and Web	Web Only	Desktop and Web	Desktop and Web	Desktop and Web	Desktop and Web	Web, Read-Only	Web Only
	Publisher			Desktop	Desktop	Desktop		Desktop	Desktop	Desktop	Desktop		
	Access			Desktop	Desktop	Desktop		Desktop	Desktop	Desktop	Desktop		
Requires Internet Access for Office Applications		No	Yes	No (2)	No (2)	No (2)	Yes	No (2)	No (2)	No (2)	No (2)	Yes	Yes
Upgrade to Windows 10 Enterprise					Included					Included	Included		Included
Email/Calendaring	Exchange		Included	Included	Included		Included	Included	Included	Included	Included	Calendaring through Teams only	Included
File Storage/Sites	OneDrive		Included	Included	Included	Included	Included	Included	Included	Included	Included	Included	Included
	SharePoint		Included	Included	Included		Included	Included	Included	Included	Included	Included	Included
Communications	Teams		Included	Included	Included		Included	Included	Included + Audio Conferencing	Included	Included + Audio Conferencing	Included	Included
Analytics Solutions	Power BI										Included		
Advance Security Features					Advanced Threat Protection; Azure information Protection; Intune for endpoint management of devices and applications; Office 365 Advanced Threat Protection for Email			Azure Information protection; Compliance solutions; Data loss prevention	Advanced eDiscovery Tools; Azure Information protection; Compliance solutions; Data loss prevention; Office 365 Advanced Threat Protection for Email	Advanced Threat protection; Azure Active Directory Premium 1; Azure Information Protection; Compliance solutions; Credential Guard; Data Loss Prevention; Intune for endpoint management of devices and applications	Advanced Threat Protection; Azure Active Directory Premium 1; Azure Active Directory Premium 2; Azure Information Protection; Compliance solutions; Credential Guard; Data Loss Prevention; Intune for endpoint management of devices and applications; Microsoft Advanced Threat Analytics	Azure Active Directory Premium 1; Azure Information Protection; Basic Office Message Encryption; Microsoft Defender Anti-malware; Intune for endpoint management of devices and applications	Azure Active Directory Premium 1; Azure Information Protection; Intune for endpoint management of devices and applications; Microsoft Defender Anti-malware, Firewall, Exploit Guard, and Credential Guard; Windows Information Protection
Install on		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	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	N/A, web based	N/A, web based
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