





### Office 365 Business


**\$8.25** user/month  
(annual commitment)

[Buy now](#)


Best for businesses that need Office applications plus cloud file storage and sharing on PC, Mac, or mobile. Business email not included.

**Office applications included**

 Outlook  Word  Excel  PowerPoint

 Access (PC only)

**Services included**

 OneDrive





### Office 365 Business Premium


**\$12.50** user/month  
(annual commitment)

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Best for businesses that need business email, Office applications, and other business services on PC, Mac, or mobile.

**Office applications included**

 Outlook  Word  Excel  PowerPoint

 Access (PC only)

**Services included**

 Exchange  OneDrive  SharePoint  Teams

### Office 365 Business Essentials

**\$5.00** user/month  
(annual commitment)





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Best for businesses that need business email and other business services on PC, Mac, or mobile. Desktop versions of Office applications not included.

**Office applications included**

(Web and mobile versions only) <sup>3</sup>

**Services included**

 Exchange  OneDrive  SharePoint  Teams

|   |     |                               |                               |
|---|-----|-------------------------------|-------------------------------|
| Email hosting with 50 GB mailbox and custom email domain address  |     | ✓                             | ✓                             |
| Desktop versions of Office applications on PC or Mac: Outlook, Word, Excel, PowerPoint, (plus Access and Publisher for PC only) | ✓   | ✓                             |                               |
| OneNote: Access to additional OneNote features (features vary)  | ✓   | ✓                             |                               |
| Web versions of Word, Excel, and PowerPoint   | ✓   | Plus a web version of Outlook | Plus a web version of Outlook |
| One license covers fully-installed Office apps on 5 phones, 5 tablets, and 5 PCs or Macs per user <sup>1</sup>                  | ✓   | ✓                             | 5 phones and 5 tablets only   |
| File storage and sharing with 1 TB of OneDrive storage  | ✓   | ✓                             | ✓                             |
| Company-wide intranet and team sites with SharePoint  |     | ✓                             | ✓                             |
| Online meetings and video conferencing for up to 250 people <sup>2</sup>  |     | ✓                             | ✓                             |
| Hub for teamwork to connect your teams with Microsoft Teams   |     | ✓                             | ✓                             |
| Nurture customer relationships with Outlook Customer Manager  |     | ✓                             |                               |
| Manage your business better with Microsoft Invoicing, Microsoft Bookings, and MileIQ  |     | ✓                             |                               |
| Manage tasks and teamwork with Microsoft Planner  |     | ✓                             | ✓                             |
| Maximum number of users   | 300 | 300                           | 300                           |
| 24/7 phone and web support  | ✓   | ✓                             | ✓                             |
| Licensed for commercial use   | ✓   | ✓                             | ✓                             |