

Choosing the right Microsoft or Office 365 License

Does your organization have 300+ employees?

✔ Yes
Consider an enterprise plan

✘ No
Consider a business plan

Do your employees need only all the Office apps (Word, Excel, etc.) and some cloud storage?

Do your employees need only all the Office apps (Word, Excel, etc.) and some cloud storage?

✔ Yes
Consider Microsoft 365 Apps for enterprise

✔ Yes
Consider Microsoft 365 Apps for business

✘ No
Are the majority of your employees desk workers, or are they on-the-go and customer-facing?

✘ No
Do your employees need only the Office apps (Word, Excel, etc.), some cloud storage, and standard security features?

Desk workers
Do you need only the bare minimum in terms of web-based apps like Excel and Outlook?

Customer-facing/on-the-go
Do you need only the bare minimum in terms of communication apps, like Teams and Yammer?

✔ Yes
Consider the Microsoft 365 Business Basic plan

✘ No
Do you need to be able to manage devices, remotely wipe devices, access to advanced security tools/features, and controlled access to company data?

✔ Yes
Are you cool foregoing desktop apps (only having cloud-based app access)?

✘ No
Do you need copies of the Windows operating system?

✔ Yes
Check out the Microsoft 365 F1 plan

✘ No
Do you need copies of the Windows operating system?

✘ No
Consider the Microsoft 365 Business Standard plan

✔ Yes
Check out the Office 365 E1 plan

✘ No
Check out the Office 365 E3 plan

✔ Yes
Check out the Microsoft 365 E3 and Microsoft 365 E5 plans

✘ No
Check out the Office 365 E3 and Office 365 E5 plans

✔ Yes
Check out the Microsoft 365 F3 plan

✘ No
Check out the Office 365 F3 plan

✔ Yes
Consider the Microsoft 365 Business Premium plan