

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?

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✔ 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 Viva Engage?

✔ 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
Check out the Microsoft 365 F3 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
Consider the Microsoft 365 Business Premium plan

✘ No
Consider the Microsoft 365 Business Standard plan