

Microsoft 365 User Subscription Suites for Small and Medium-sized Businesses

(max 300 users)

Microsoft Teams Essentials ¹	Microsoft 365		
	Basic	Standard	Premium

¹Reflects Microsoft Teams Essentials (AAD Identity) licenses purchased through a Microsoft Partner. For important differences with Microsoft Teams Essentials licenses purchased directly from the Microsoft website or customer admin portal, please refer to <https://learn.microsoft.com/en-ca/MicrosoftTeams/get-started-with-teams-essentials>

Microsoft 365 apps

Desktop client apps ¹			•	•
Office Mobile apps ²	•	•	•	•
Install apps on up to 5 PCs/Mac + 5 tablets + 5 smartphones	• ³	• ³	•	•
Office for the web	•	•	•	•
Visio for the web		•	•	•
Microsoft Editor premium features			•	•
Multilingual user interface for Office apps			•	•

¹ Includes Word, Excel, PowerPoint, OneNote, Outlook, Access (PC only), and Publisher (PC only).

² Includes Word, Excel, PowerPoint, Outlook, and OneNote mobile Apps.

³ Mobile apps only

Email, calendar, and scheduling

Exchange Plan 1 50 GB mailbox		•	•	•
Calendar	•	•	•	•
Outlook desktop client			•	•
Auto-expanding email archive				•
Exchange Online Protection		•	•	•
Public folder mailboxes		•	•	•
Resource mailboxes		•	•	•
Microsoft Shifts		•	•	•
Microsoft Bookings		•	•	•

Meeting, calling, and chat

Microsoft Teams	•	•	•	•
Unlimited chat	•	•	•	•
Online meetings	•	•	•	•
Webinars			•	•
Screen sharing and custom backgrounds	•	•	•	•
Record meetings	•	•	•	•
Priority notifications	•	•	•	•
Audio Conferencing ¹	•	•	•	•

Microsoft 365 User Subscription Suites for Small and Medium-sized Businesses

(max 300 users)

Microsoft Teams Essentials ¹	Microsoft 365		
	Basic	Standard	Premium

¹Reflects Microsoft Teams Essentials (AAD Identity) licenses purchased through a Microsoft Partner. For important differences with Microsoft Teams Essentials licenses purchased directly from the Microsoft website or customer admin portal, please refer to <https://learn.microsoft.com/en-ca/MicrosoftTeams/get-started-with-teams-essentials>

Social, intranet and storage

SharePoint Plan 1		•	•	•
10 GB additional storage per license ¹		•	•	•
OneDrive personal storage	• (10 GB)	• (1 TB)	• (1 TB)	• (1 TB)
Microsoft Viva Connections		•	•	•
Yammer Enterprise		•	•	•

¹In addition to 1TB storage provided per organization.

Knowledge and Content

Microsoft Graph API		•	•	•
Microsoft Search	•	•	•	•
Microsoft Lists		•	•	•
Microsoft Forms ¹		•	•	•
Microsoft Stream (on SharePoint)		•	•	•
Delve		•	•	•

¹Licensed users can create/share/manage forms. Completing/responding does not require a Forms license.

Project and task management

Microsoft Planner		•	•	•
Microsoft To-Do		•	•	•
Briefing Email			•	•

Analytics

Productivity Score		•	•	•
Secure Score		•	•	•
Compliance Management		•	•	•

Viva Insights¹

Personal insights in Teams		•	•	•
Outlook add-in and inline suggestions		•	•	•
Daily briefing email		•	•	•
Monthly email digest and personal dashboard		•	•	•

¹Requires Exchange Online. Manager insights, Leader insights, Advanced insights, and Premium personal insights are available with the Viva Insights or Viva suite add-on license.

Microsoft 365 User Subscription Suites for Small and Medium-sized Businesses

(max 300 users)

Microsoft Teams Essentials ¹	Microsoft 365		
	Basic	Standard	Premium

¹Reflects Microsoft Teams Essentials (AAD Identity) licenses purchased through a Microsoft Partner. For important differences with Microsoft Teams Essentials licenses purchased directly from the Microsoft website or customer admin portal, please refer to <https://learn.microsoft.com/en-ca/MicrosoftTeams/get-started-with-teams-essentials>

Viva Learning

Viva Learning in Teams		•	•	•
Create learning tabs in Teams channels		•	•	•
Search, share, and chat about learning content		•	•	•
Microsoft Learn and Microsoft 365 Training libraries + 125 top LinkedIn Learning courses		•	•	•
Organization-generated content with SharePoint and Viva Learning		•	•	•

¹ Course recommendations and progress tracking, integration with 3rd party content providers and Learning Management Systems, and learning content surfaced across Microsoft 365 suite available with the Viva Learning or Viva suite add-on license.

Automation, app-building and chatbots¹

Power Apps for Microsoft 365		•	•	•
Power Automate for Microsoft 365		•	•	•
Power Virtual Agent for Teams		•	•	•
Dataverse for Teams		•	•	•

¹ Refer to the [licensing FAQs and Licensing Guide](#) at for details including functionality limits.

Threat protection

Microsoft Defender for Business				•
Microsoft Defender Exploit Guard				•
Microsoft Defender Credential Guard				•
BitLocker and BitLocker To Go				•
Windows Information Protection				•
Microsoft Defender for Office 365 Plan 1				•

Endpoint app management

Microsoft Intune				•
Mobile Device Management	•			•
Mobile application management				•
Windows AutoPilot				•
Group Policy support			• ¹	•
Office cloud policy support			• ¹	•
Shared computer activation for Microsoft 365 Apps				•
Endpoint Analytics				•
Cortana management				•

¹ Limited to policies for web apps and privacy policies for client apps.