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

300 users maximum

Microsoft 365

	Microsoft Teams Essentials[1]	Microsoft 365 Business		
		Basic	Standard	Premium

[1]Reflects 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://docs.microsoft.com/MicrosoftTeams/get-started-with-teams-essentials.

Microsoft 365 apps

	Microsoft Teams Essentials	Basic	Standard	Premium
Desktop client apps[1]			●	●
Microsoft 365 for mobile[2]	●	●	●	●
Install apps on up to 5 PCs/Mac + 5 tablets + 5 smartphones	●[3]	●[3]	●	●
Microsoft 365 for the web	●	●	●	●
Visio for the web		●	●	●
Microsoft Editor premium features			●	●
Multilingual user interface for Microsoft 365 apps			●	●

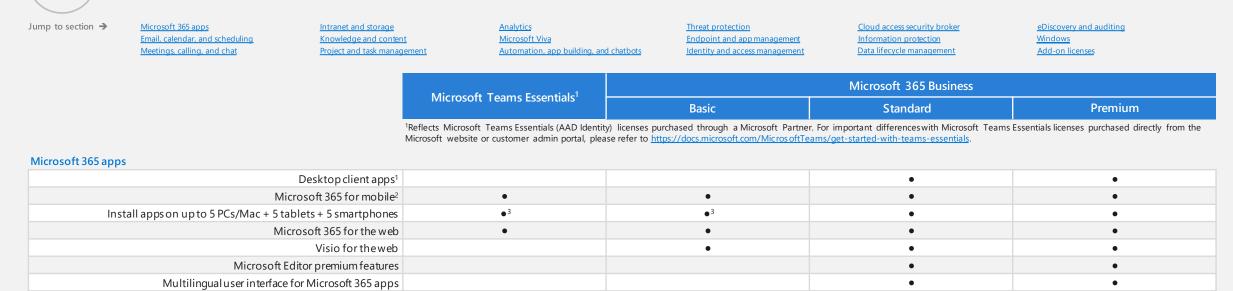[1] Includes Word, Excel, PowerPoint, OneNote, Outlook, Access (PC only), and Publisher (PC only).
[2] Includes Word, Excel, PowerPoint, Outlook, and OneNote mobile Apps.
[3] Mobile apps only.

Email, calendar, and scheduling

	Microsoft Teams Essentials	Basic	Standard	Premium
Exchange Kiosk 2 GB mailbox	●			
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		●	●	●

[1] The non-ADD Identity version of Microsoft Teams Essentials available for online purchase directly form Microsoft includes the Exchange Kiosk service plan to enable Teams calendar only. It does not include a mailbox or voicemail.

Meetings, calling, and chat

	Microsoft Teams Essentials	Basic	Standard	Premium
Microsoft Teams	●	●	●	●
Unlimited chat	●	●	●	●
Online meetings	●	●	●	●
Webinars			●	●
Screen sharing and custom backgrounds	●	●	●	●
Record meetings	●	●	●	●
Avatars for Teams	●	●	●	●
Priority notifications	●	●	●	●
Audio Conferencing[1]	●	●	●	●

[1] Check country and region availability. Available via the no-cost Audio Conferencing with Dial-out to US and Canada supplemental license.

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Intranet and storage

	Microsoft Teams Essentials	Basic	Standard	Premium
SharePoint Plan 1		●	●	●
10 GB additional storage per license[1]		●	●	●
OneDrive personal storage	● (10 GB)	● (1 TB)	● (1 TB)	● (1 TB)

[1] In addition to 1TB storage provided per organization.

Content services

	Microsoft Teams Essentials	Basic	Standard	Premium
Microsoft Graph API		●	●	●
Microsoft Search	●	●	●	●
Microsoft Lists		●	●	●
Microsoft Forms[1]		●	●	●
Microsoft Stream (on SharePoint)		●	●	●
Delve		●	●	●

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

Project and task management

	Microsoft Teams Essentials	Basic	Standard	Premium
Microsoft Planner		●	●	●
Microsoft To-Do		●	●	●

Analytics and Insights

	Microsoft Teams Essentials	Basic	Standard	Premium
Productivity Score		●	●	●
Secure Score		●	●	●
Compliance Management		●	●	●

Viva Insights[1]

	Microsoft Teams Essentials	Basic	Standard	Premium
Viva Insights app in Teams		●	●	●
Personal insights and experiences		●	●	●

[1]Requires Exchange Online. Analyst workbench tools and accelerators, Manager and leader insights and experiences, and Premium personal insights and experiences are available with the Viva Insights and Viva Suite add-ons.

Viva Engage[1]

	Microsoft Teams Essentials	Basic	Standard	Premium
Communities, Conversations, and Storylines		●	●	●

[1]Leadership Corner, AMAs, Storyline Delegate Posting, Advanced Analytics, and Answers in Viva available with the Viva Suite add-on. Answers in Viva also available with the Viva Topics add-on.

Viva Connections

	Microsoft Teams Essentials	Basic	Standard	Premium
Dashboard, Feed, Resources, and Teams app		●	●	●

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Viva Learning[1]

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 addon license.

Automation, app building, and chatbots[1]

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 and app management

Microsoft Intune Plan 1				●
Mobile Device Management	●			●
Mobile application management				●
Windows Autopilot				●
Group Policy support			●[1]	●[1]
Office cloud policy support			●[1]	●[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.

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Identity and access management

	Microsoft Teams Essentials	Basic	Standard	Premium
Microsoft Entra ID[1] Plan 1				•
User Provisioning				•
Cloud user self-service password change		•	•	•
Cloud user self-service password reset		•	•	•
Hybrid user self-service password change/reset with on-premises write-back				•
Conditional Access				•
On-premises Active Directory sync for SSO				•
Windows Hello for Business				•

[1]Formerly Azure Active Directory Premium.

Cloud access security broker

	Microsoft Teams Essentials	Basic	Standard	Premium
Microsoft Defender for Cloud Apps Discovery				•

Information protection

	Microsoft Teams Essentials	Basic	Standard	Premium
Azure Information Protection				Plan 1
Manual, default, and mandatory sensitivity labeling in Office 365				•
Manual labeling with the AIP app and plugin				•
Data Loss Prevention (DLP) for emails and files				•
Basic Message Encryption				•

Data lifecycle management

	Microsoft Teams Essentials	Basic	Standard	Premium
Manual retention labels				•
Basic org-wide or location-wide retention policies				•
Teams message retention policies[1]	•	•	•	•

[1] 30-day minimum retention period (no maximum period).

eDiscovery and auditing

	Microsoft Teams Essentials	Basic	Standard	Premium
Content Search	•	•	•	•
Litigation Hold				•
Audit (Standard)	•	•	•	•

Windows

	Microsoft Teams Essentials	Basic	Standard	Premium
Windows 11 Edition				Business
Azure Virtual Desktop				•
Universal Print (5 jobs/user/month pooled)				•
Windows Update for Business deployment service				•

Add-on Subscriptions for Small and Medium-sized Businesses

● = Included
◑ = Partially included
+ = Can be added
N/A = Not available

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Security and Compliance

	Microsoft Teams Essentials[1]	Microsoft 365 Business		
		Basic	Standard	Premium
Microsoft 365 E5 Info Protection and Governance	N/A	+[1]	+[1]	+
Microsoft 365 E5 Insider Risk Management	N/A	+	+	+
Microsoft 365 E5 eDiscovery and Audit	N/A	+	+	+
Microsoft Defender for Business	N/A	+	+	●
Microsoft Defender for Business servers add-on for Microsoft Defender for Business	N/A	+[5]	+[5]	+[6]
Microsoft Defender for Identity	N/A	+	+	+
Microsoft Defender for Office 365 Plan 1	N/A	+	+	●
Microsoft Defender for Office 365 Plan 2	N/A	+	+	+
Microsoft Defender for Cloud Apps	N/A	+	+	+
App governance add-on for Microsoft Defender for Cloud Apps	N/A	+[2]	+[2]	+[2]
Microsoft Defender for Endpoint Plan 1	N/A	+	+	
Microsoft Defender for Endpoint Plan 2	N/A	+	+	+
Microsoft Defender for Endpoint for servers[3]	N/A	+	+	+
Premium Assessments add-on for Compliance Manager[4]	N/A	+	+	+
Microsoft Entra[7] ID Plan 1	N/A	+	+	●
Microsoft Entra[7] ID Plan 2	N/A	+	+	+
Microsoft Intune Plan 1	N/A	+	+	●
Microsoft Intune Plan 2	N/A	+[5]	+[5]	+
Microsoft Intune Suite	N/A	+[5]	+[5]	+
Microsoft Intune Remote Help	N/A	+[5]	+[5]	+
Microsoft Purview Data Loss Prevention (for email and files)	N/A	+	+	●
Exchange Archiving	N/A	+	+	●

[1] Requires EMS E3 or Azure Information Protection Plan 1 standalone required.
[2] Requires Microsoft Defender for Cloud Apps.
[3] Separate license required for each OSE (e.g., servers or virtual machines). See OSE definition in the Product Terms glossary.
[4] Get details on available assessments.
[5] Requires Microsoft Intune Plan 1
[6] Requires Microsoft Defender for Business or Microsoft 365 Business Premium. Maximum quantity/seat cap is 60 licenses per customer.
[7] Formerly Azure Active Directory Premium.

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Teams Services[1]

	Microsoft Teams Essentials	Microsoft 365 Business		
		Basic	Standard	Premium
Teams Premium	+	+	+	+
Audio Conferencing with Dial-out to US and Canada[2]	+	+	+	+
Extended Dial-out Minutes to US and Canada	+	+[2]	+[2]	+[2]
Teams Phone Standard[3]	+	+	+	+
Domestic Calling Plan[4]	+	+	+	+
Domestic Calling 120 Minute Plan[4]	+	+	+	+
International Calling Plan[4,5]	+	+	+	+
Teams Phone with Domestic Calling Plan	+	+	+	+
Teams Phone with International Calling Plan[5]	+	+	+	+
Teams Phone with Pay-as-you-go Calling Plan	+	+	+	+

[1] Check country and region availability.
[2] Available to add at no cost. Includes unlimited toll dial-out, 60 minutes/user/month dial-out to phone numbers in the US and Canada, and Operator Connect Conferencing.
[3] Audio Conferencing, Audio Conferencing with Dial-out to US and Canada, or Business Voice required.
[4] Teams Phone Standard required.
[5] Includes full Domestic Calling Plan.

Power Platform

	Microsoft Teams Essentials	Microsoft 365 Business		
		Basic	Standard	Premium
Power BI Pro	N/A	+	+	+
Power BI Premium	N/A	+	+	+
Power Apps per-app (1 app/user/month)	N/A	+	+	+
Power Apps per-user (unlimited apps/user/month)	N/A	+	+	+
Power Automate per-user (unlimited flows + 5K AI Builder credits/user/month)	N/A	+	+	+
Power Automate per-user w/ Unattended RPA (unlimited flows + 5K AI Builder credits/user/month)	N/A	+	+	+
Power Automate per-flow (5 flows/month for unlimited users)[1]	N/A	+	+	+
Power Apps per app pay-as-you-go	N/A	+	+	+
Dataverse-Database Capacity-Data Stored-1 GB	N/A	+	+	+
Dataverse-File Capacity-Data Stored-10 GB	N/A	+	+	+
Dataverse-Log Capacity-Data Stored-1 GB	N/A	+	+	+

[1]Initial minimum purchase requirement of 7 licenses.

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	Microsoft Teams Essentials	Microsoft 365 Business		
		Basic	Standard	Premium
Microsoft Viva				
Viva Suite	N/A	+	+	+
Viva Workplace Analytics and Employee Feedback	N/A	+	+	+
Viva Employee Communications and Communities	N/A	+	+	+
Viva Topics	N/A	+	+	+
Viva Insights	N/A	+	+	+
Viva Glint	N/A	+	+	+
Viva Learning	N/A	+	+	+
Viva Goals	N/A	+	+	+
SharePoint, Storage and Migration				
SharePoint Advanced Management	N/A	+	+	+
Extra Graph Connector Capacity	N/A	N/A	N/A	N/A
Cross-tenant user data migration	N/A	+	+	+
Office 365 Extra File Storage	N/A	+	+	+
eDiscovery Storage	N/A	+	+	+
Advanced Data Residency	N/A	+	+	+
Other				
Universal Print Volume Add-on¹	N/A	N/A	N/A	+
High Efficiency Video Codec (HEVC)¹	N/A	N/A	N/A	+

¹ Universal Print and HEVC require Windows. Plans that do not include Windows licenses are marked as "N/A".