

Exchange Online (Plan 1)	Exchange Online (Plan 2)	Microsoft 365 Business Standard
₹ 265.00 user/month	₹ 530.00 user/month	₹ 660.00 user/month
(annual commitment)	(annual commitment)	(annual commitment)
Exchange Online (Plan 1), ₹ 265.00 user/month (annual commitment)	Exchange Online (Plan 2), ₹ 530.00 user/month (annual commitment)	Microsoft 365 Business Standard, ₹ 660.00 user/month (annual commitment)
GST extra as applicable	GST extra as applicable	GST extra as applicable
Secure and reliable business-class email with a 50 GB mailbox per user.	Includes all the features of Exchange Online (Plan 1), plus unlimited storage, hosted voicemail, and data loss prevention.	Includes all the features of Exchange Online (Plan 1), plus fully installed Office apps, 1 TB file storage and sharing, video conferencing, and more.
Office applications	Office applications	Office applications included
(Not included)	(Not included)	
Services	Services	<i>MicrosoftAccess (PC only)</i>
(Not included)	(Not included)	<i>MicrosoftExcel</i>
		<i>MicrosoftOutlook</i>
		<i>MicrosoftPowerPoint</i>
		<i>MicrosoftPublisher (PC only)</i>
		<i>MicrosoftWord</i>
		<i>Services included</i>
		<i>MicrosoftExchange</i>
		<i>MicrosoftOneDrive</i>
		<i>MicrosoftSharePoint</i>
		<i>MicrosoftTeams</i>
Each user gets 50 GB of mailbox storage and can send messages up to 150 MB in size	Each user gets 100 GB of mailbox storage and can send messages up to 150 MB in size	Email hosting with 50 GB mailbox and custom email domain address
Users can connect supported versions of Outlook to Exchange Online, so they can use the rich client application they already know	Take advantage of unlimited storage (100 GB of storage in the user's primary mailbox, plus unlimited storage in the user's In-Place Archive)	Desktop versions of Office applications: Outlook, Word, Excel, PowerPoint, OneNote, plus Access and Publisher for PC only
For web-client access, Outlook on the web provides a premium browser-based experience that matches the look and feel of the full Outlook client	Take advantage of hosted Unified Messaging services that provide call answering, a dial-in user interface, and company automated attendant capabilities	OneNote: Access to additional OneNote features (features vary)
The Focused Inbox makes it easy to track email that matters most. Your inbox includes two tabs: Focused, for email you need to act on right away, and Other, for everything else. You can switch the tabs at any time and always see email flowing into Other	Control sensitive business data with built-in data loss prevention (DLP) policies based on regulatory standards such as personally identifiable information (PII) and payment card industry (PCI), which help to identify, monitor, and protect sensitive data through deep content analysis	Web versions of Word, Excel, PowerPoint, and Outlook
Compare calendars to schedule meetings and access collaboration features, including shared calendars, groups, the global address list, external contacts, tasks, conference rooms, and delegation capabilities		One license covers 5 phones, 5 tablets, and 5 PCs or Macs per user 2
Every mailbox is protected with premier anti-malware and anti-spam protection via Exchange Online Protection		File storage and sharing with 1 TB of OneDrive storage
Keep your inbox clean by automatically moving old messages to an In-Place Archive		Inform and engage with communication sites and team sites throughout your intranet using SharePoint
		Host unlimited online meetings and video conferencing for up to 250 people with Microsoft Teams 3
		Chat-based workspace to connect your teams with Microsoft Teams
		Let customers schedule appointments online with Microsoft Bookings
		Collaborate across departments and locations with Yammer
		Manage tasks and teamwork with Microsoft Planner
		Maximum number of users: 300
		FastTrack deployment support with purchase of 50+ seats at no extra cost
		24/7 phone and web support
SharePoint Online Plan 1	SharePoint Online Plan 2	Office 365 E3
₹ 330 user/month (annual commitment)	₹ 660 user/month (annual commitment)	₹ 1,320.00 user/month (annual commitment)
SharePoint Online Plan 1, ₹ 330 user/month (annual commitment)	SharePoint Online Plan 2, ₹ 660 user/month (annual commitment)	Office 365 E3, ₹ 1,320.00 user/month (annual commitment)
GST extra as applicable	GST extra as applicable	GST extra as applicable
The features that small and mid-sized businesses need to succeed.	Full-featured SharePoint Online with capabilities for the enterprise. Includes all SharePoint Online Plan 1 benefits and more.	Businesses that need the power of Office with advanced services for messaging, document sharing, compliance and management features for IT. Includes all SharePoint Online Plan 2 benefits and more.

Office applications (Not included)	Office applications (Not included)	Office applications Microsoft outlook Microsoft word Microsoft excel Microsoft power point Microsoft publisher (PC only) Microsoft access (PC only)*
<p>*Services</p> <p>Microsoft share point Microsoft one drive Microsoft lists*</p>	<p>*Services</p> <p>Microsoft share point Microsoft one drive Microsoft lists*</p>	<p>*Services</p> <p>Microsoft exchange Microsoft one drive Microsoft Skype For Business Microsoft share point Microsoft teams Microsoft Yammer Microsoft delve Microsoft lists*</p>
<p>1 TB of OneDrive storage per user</p> <p>Share files securely inside or outside your organization</p> <p>Sync local copies of files or folders for offline viewing and editing on Mac or PC</p> <p>Coauthor in real time in familiar Microsoft Office apps</p> <p>Inform and connect your people with intranets and portals</p> <p>Tell your story with beautiful communication sites</p> <p>Use team sites to connect teams to content, expertise, and processes</p> <p>Manage content in document libraries with versioning and access control</p> <p>Share, organize, and track information with Microsoft Lists</p> <p>Move and manage files between OneDrive and SharePoint</p> <p>Search and discover relevant people and important content when you need it most</p> <p>Navigate your team sites and intranet with the SharePoint mobile apps for Android™, iOS, and Windows or OneDrive mobile apps for Android™, iOS and Windows5</p> <p>FastTrack deployment support with purchase of 50+ seats at no extra cost</p> <p>24/7 phone and web support</p> <p>Licensed for commercial use</p>	<p>Unlimited personal cloud storage1 Customize your enterprise search and results with enhanced features to surface resources across Microsoft 365</p> <p>Find content in electronic format for litigation or audit scenarios</p> <p>Use advanced DLP capabilities to identify, monitor, and protect sensitive information</p> <p>Use In-Place Holds to programmatically preserve content from deletion or edit</p>	<p>Business-class email hosting with unlimited mailbox</p> <p>Custom email domain addresses (name@yourcompany.com)</p> <p>Desktop versions of Office applications: Outlook, Word, Excel, PowerPoint, plus Access and Publisher for PC only2</p> <p>OneNote: Access to additional OneNote features (features vary)</p> <p>Web versions of Outlook, Word, Excel, and PowerPoint</p> <p>One license covers 5 PCs or Macs, 5 phones, and 5 tablets per user3</p> <p>Online video-conferencing meetings for up to 250 people4</p> <p>Online video-conferencing meetings for up to 10,000 people with Skype Meeting Broadcast</p> <p>Get a hub for teamwork with Microsoft Teams</p> <p>Automate business processes with Power Apps for Office 365 and Microsoft Power Automate built right into a SharePoint list or library</p> <p>Maximum number of users: unlimited</p> <p>FastTrack deployment support with purchase of 50+ seats at no extra cost</p> <p>24/7 phone and web support</p> <p>Licensed for commercial use</p>

What's included in the free version of Teams

Get unlimited chat, video calling, file sharing, storage, and more—for as long as you want.

Get started for free

Unlimited chat and search

Communicate with your team and always stay up to date with free chat and search capabilities.

Online meetings and video calling

Get your whole team on the same page with free, built-in meetings and audio or video calling.

Team and personal file storage

Enjoy 10 GB of team file storage and 2 GB of personal file storage per person.

Real-time collaboration with Office

Work together using Office apps for the web, including Word, Excel, PowerPoint, and OneNote.

Pick the right productivity solution for your business

Compare and choose from a variety of plans designed for businesses like yours.		
Product feature	Microsoft 365 Business Standard	Microsoft 365 Business Premium
	Microsoft 365 Business Standard, ₹ 660.00 user/month (annual commitment) GST extra as applicable "Microsoft 365 Business Standard"	Microsoft 365 Business Premium, ₹ 1,320.00 user/month (annual commitment) GST extra as applicable "Microsoft 365 Business Premium"
Web and mobile versions of Office apps	Included	Included
Email and calendaring	Included	Included
File storage and sharing	Included	Included
Teamwork and communication	Included	Included
Security and compliance	Included	Included
Support and deployment	Included	Included
Tools to build and manage your business	Included	Included
Desktop versions of Office apps for PC and Mac	Included	Included
Advanced security	Included	Included
Device management	Included	Included
1. For HD calling, compatible HD hardware and broadband connection with at least 4 Mbps are required.		
2. Availability of Audio Conferencing and Calling plans varies by country/region. See countries and regions that are supported for more information.		
3. OneDrive storage is being used for file sharing in chat, so OneDrive storage limits apply. Unlimited personal cloud storage for qualifying plans for subscriptions of five or more users, otherwise 1 TB per user. Microsoft will initially provide 1 TB of OneDrive for Business storage per user, which admins can increase to 5 TB per user. Request additional storage by contacting Microsoft support. Storage up to 25 TB per user is provisioned in OneDrive for Business. Beyond 25 TB, storage is provisioned as 25 TB SharePoint team sites to individual users.		
4. Because Teams runs on a SharePoint Online backend for file sharing, SharePoint storage limits apply to the Files section within a team. See "Storage limits and specification for Microsoft Teams" for more details.		
5. Unlimited personal cloud storage for qualifying plans for subscriptions of five or more users, otherwise 1 TB per user. Microsoft will initially provide 1 TB per user of OneDrive for Business storage, which admins can increase to 5 TB per user. Request additional storage by contacting Microsoft support. Storage up to 25 TB per user is provisioned in OneDrive for Business. Beyond 25 TB, storage is provisioned as 25 TB SharePoint team sites to individual users.		
6. Access and Publisher are available for PC only.		
7. For more information, see the Microsoft Online Service Level Agreement.		
8. With purchase of 150+ licenses.		
9. Availability of Business Apps varies by country/region.		