



OFFICE 365 BUSINESS

	BUSINESS ESSENTIALS	BUSINESS	BUSINESS PREMIUM
User maximum	300	300	300
Full, installed Office applications Word, Excel, PowerPoint, Outlook, Publisher, OneNote and Access on up to 5 PCs or Macs		✓	✓
Office on tablets and phones for the full, installed Office experience on up to 5 devices		✓	✓
Online versions of Office including Word, Excel, PowerPoint, OneNote and Outlook	✓	✓	✓
File storage and sharing with 1 TB of OneDrive for Business storage	✓	✓	✓
Business class email, calendar, and contacts with a 50 GB inbox	✓		✓
Unlimited online meetings, IM and HD video conferencing. Includes Microsoft Teams	✓		✓
Intranet site for your teams with customisable security settings	✓		✓
Corporate social network to help employees collaborate across departments and locations	✓		✓
Manage tasks and teamwork with Microsoft Planner	✓		✓
Chat-based workspace to connect your teams with Microsoft Teams	✓		✓
Let customers schedule appointments online with Microsoft Bookings			✓