

LICENSING COMPARISON GUIDE

Is your licence renewal creeping up? Wondering what your options are?
 Explore all your options with our comprehensive licensing comparison guide.

	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Microsoft 365 Business Premium
300 user licence limit			
Identity, access, and user management for up to 300 employees	✓	✓	✓
Custom business email (you@yourbusiness.com)	✓	✓	✓
Web and mobile versions of Word, Excel, PowerPoint, and Outlook	✓	✓	✓
1 TB of cloud storage per employee	✓	✓	✓
10+ additional apps for your business needs (Microsoft Bookings, Planner, Forms, and others)	✓	✓	✓
Automatic spam and malware filtering	✓	✓	✓
Teams	✓	✓	✓
Desktop versions of Word, Excel, PowerPoint, and Outlook		✓	✓
Collaborative workspaces to co-create using Microsoft Loop		✓	✓
Video editing and design tools with Microsoft Clipchamp		✓	✓
Advanced identity and access management			✓
Enhanced cyberthreat protection against viruses and phishing attacks			✓
Enterprise-grade device and endpoint protection			✓
Discover, classify, and protect sensitive information			✓
Microsoft 365 apps for desktop and mobile			✓
Windows for Enterprise			✓
1 TB of cloud storage			✓
Core security and identity management capabilities			✓
Advanced security and compliance capabilities			✓
Scalable business analytics with Power BI			✓
Microsoft 365 Copilot, available as an add-on	✓	✓	✓

If your organisation plans to grow beyond 300 users or requires features exclusive to Enterprise plans (like advanced security, compliance, or unlimited scalability), you may consider transitioning to Enterprise licences, even if you're currently under 300 users.

Consider upgrading to **M365 Business Premium** to improve your cybersecurity measures and protect your digital assets.

Microsoft 365 Business Premium



Microsoft 365 Business Basic or Standard

Microsoft 365 Business Premium helps you run your business with a secure, AI-powered cloud solution that offers comprehensive security, and familiar desktop, web, and mobile productivity apps

Core Security Controls Microsoft 365 Business Premium



Microsoft 365 E3

Microsoft 365 E5

No user minimum or limit

Feature	Microsoft 365 E3	Microsoft 365 E5
Microsoft 365 apps for desktop and mobile	✓	✓
Windows for Enterprise	✓	✓
1 TB of cloud storage	✓	✓
Core security and identity management capabilities	✓	✓
Windows licence	✓	✓
Advanced security and compliance capabilities		✓
Scalable business analytics with Power BI		✓
Microsoft 365 Copilot, available as an add-on	✓	✓

Elevate your business security with **Microsoft 365 E5**

Microsoft 365 E5



Microsoft 365 E3

Microsoft 365 E5 allows you to level-up your business operations and protect your data with advanced AI-powered security, scalable analytics, and best-in-class collaboration / conferencing services

Best-in-class Security Controls Microsoft 365 E5



User and session risk and access control



Automatic sensitivity and retention labels for content that can be processed by Copilot



Discover and evaluate the risk of 400+ AI apps and implement controls for their use at work

FIND OUT WHICH LICENCE IS BEST FOR YOUR BUSINESS