Microsoft 365 Business Standard

Secure cloud services included

Exchange, OneDrive, SharePoint, Microsoft Teams

Exchange   OneDrive   SharePoint   Microsoft Teams

Premium office apps included

Outlook, Word, Excel, PowerPoint, Publisher (PC Only), Access (PC Only)

Outlook   Word   Excel   PowerPoint

Publisher (PC only)   Access (PC only)

Features:

Monthly updates

Get the latest features and capabilities with fully installed and always up-to-date versions of Outlook, Word, Excel, PowerPoint for Windows or Mac, OneNote (features vary), and Access and Publisher (PC only).

Connection and collaboration

Instantly access everything your teams may need including chat, content, tools, and people with Microsoft Teams.

1 TB secure cloud storage per user

Edit and share documents, photos, and more from anywhere, on all your devices with 1 TB of OneDrive cloud storage.

Web and mobile app development

Quickly build custom business apps for web and mobile with Power Apps. Choose from templates or start from scratch. No coding required.

Intranet and team sites

Inform and engage your organization and connect people to content, expertise, and processes with team sites through SharePoint. Tell your story

Workflow automation

Build automated workflows between apps and services to get notifications, synchronize files, collect data, and more with Power Automate. No coding required.

Email and calendars

Get business-class email through Outlook with a 50 GB mailbox per user and send attachments up to 150 MB

Works across multiple devices

Get the fully installed Office apps on multiple PCs, Macs, tablets, and mobile devices (including Windows, iOS, and Android).

Professional digital storytelling

Easily create engaging, interactive, web-based reports, presentations, newsletters, trainings, and more with Sway.

Instant messaging and online meetings

Communicate using text, voice, or video calls with Microsoft Teams. Host meetings on the web using one-step screen sharing and HD video conferencing.

Intelligent search and discovery

Discover content and expertise across your organization with intelligent search across all your data sources including SharePoint, Delve, and Office apps.