Microsoft 365, formerly known as Office 365, is a cloud-powered productivity platform that offers a suite of powerful tools for work and personal use.

Get access to the latest productivity apps with a subscription to Microsoft 365.

- **Productivity Apps:**
  - Microsoft Teams: For collaboration and communication.
  - Word: For creating and editing documents.
  - Excel: For spreadsheets and data analysis.
  - PowerPoint: For creating presentations.
  - Outlook: For managing emails and calendars.
  - OneDrive: For cloud storage.
- **Installation Flexibility:** You can install Microsoft 365 on various devices, including PCs, Macs, tablets, and phones.
- **Collaboration Made Easy:** Use online versions of Word, PowerPoint, Excel, and OneNote to collaborate with others. Save your documents, workbooks, and presentations online in OneDrive, and share them seamlessly with colleagues and friends.

Compare the different Microsoft 365 plans :

- **Plan Coverage Feature**
- Microsoft 365 Business Basic Up to 300 employees
- Identity, access, and user management.
- Custom business email (you@yourbusiness.com).
- Web and mobile versions of Word, Excel, PowerPoint, and Outlook.
- Chat, call, and video conference with Microsoft Teams.
- 1 TB of cloud storage per employee.
- Additional apps like Microsoft Bookings, Planner, Forms, and more.
- Automatic spam and malware filtering.
- Anytime phone and web support.
- Secure cloud services: Teams, OneDrive, SharePoint, Exchange.
- Web and mobile apps for Word, Excel, PowerPoint, and Outlook.
- Copilot for Microsoft 365 available as an add-on.

2. **Microsoft 365 Business Standard**
- Includes everything in Business Basic, plus additional features
- Desktop versions of Word, Excel, PowerPoint, and Outlook.
- Webinars with attendee registration and reporting.
- Collaborative workspaces using Microsoft Loop.
- Video editing and design tools with Microsoft Clipchamp.
- Copilot for Microsoft 365 available as an add-on.

3. **Microsoft 365 Business Premium**
- Includes everything in Business Standard, plus advanced features.
- 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.
- Copilot for Microsoft 365 available as an add-on.