

Introduction

Office 365 is Microsoft’s productivity solution in the cloud. It is sold as suites that are available for every organization, regardless of their size. Depending on the suite, Office 365 can include the full downloadable Office client, also available as a set of web-based applications (Word, Excel, PowerPoint, etc.), business class email, file sharing, meetings and communications solutions, and an internal collaboration social network—all while helping to keep data private and protected from potential threat. Office 365 provides users with access to the productivity solution from anywhere, simple management IT solutions, and comes with a financially backed service level agreement.

This document provides an overview of the Office 365 products and services that are available through Volume Licensing channels and Cloud Solution Provider (CSP). While this is not a licensing document, this brief will serve as a guide to complement the Microsoft Volume Licensing [Product Terms](#) and [Online Services Terms](#). The content included here is for informational purposes only and is not meant to replace or override other licensing documentation.

Office 365 offers

Product availability

Office 365 has two sets of suites: one for the small and medium business segment and one for the enterprise segment. These suites are sold across different channels and programs designed to meet each segment’s needs. Below, you can find a list of the different Office 365 suites with details on what each includes for the different segments. For full details on each suite and included online services, please go to the corresponding product pages.

		¹ Business			² Enterprise			
		Business	Business Essentials	Business Premium	ProPlus	E1	E3	E5
Standard Services	Cost for User per month (excluding VAT, call for RTGS price)	USD8.25	USD5.00	USD12.50	USD12.00	USD8.00	USD20.00	USD35.00
	Install Office on up to 5 PCs/Macs + 5 tablets + 5 smartphones per user	Business ³		Business ³	ProPlus ⁴		ProPlus ⁴	ProPlus ⁴
	Access to Office apps and documents from all major smartphones and iPad	•		•	•		•	•
	OneDrive for Business: personal online document storage	•	•	•	•	•	•	•

Office 365 Licensing Guide

	Office Online: create/view/edit rights for online versions of core Office apps for collaborating on documents	•	•	•	•	•	•	•
	Sway for Office 365	•	•	•	•	•	•	•
	eDiscovery Search	•	•	•	•	•	•	•
	Sites: team collaboration and internal portals (SharePoint)	•	•	•	•	•	•	•
	Private social networking (Yammer)	•	•	•	•	•	•	•
	Email: 50 GB email, contacts, shared calendars (Exchange)	•	•	•	•	•	•	•
	Meetings and communications: web conferencing, IM, video, presence (Skype for Business & Teams)	•	•	•	•	•	•	•
Advanced Services	On-premises Active Directory synchronization for single sign on	•	•	•	•	•	•	•
	Mobile Device Management (MDM) for Office 365	•	•	•	•	•	•	•
	Access to equivalent on-premises server workloads (Exchange Server, SharePoint Server, Skype for Business Server)	•	•	•	•	•	•	•
	Office 365 Video	•	•	•	•	•	•	•
	Legal compliance and archiving needs for email: archiving, eDiscovery hold and export, mailbox hold	•	•	•	•	•	•	•
	Information protection: message encryption, rights management, data loss prevention	•	•	•	•	•	•	•
	Enterprise Voice w/Skype for Business (on-premises only)	•	•	•	•	•	•	•
	Advanced eDiscovery, Secure Attachments and URLs, Access Control	•	•	•	•	•	•	•
	End User and Organizational Analytics	•	•	•	•	•	•	•
	Cloud PBX	•	•	•	•	•	•	•
	PSTN Conferencing ⁵	•	•	•	•	•	•	•

¹Business plans include business hours support for all non-critical issues, 24/7 phone support from Microsoft, and a 300-seat cap limit for all Business plans

²Enterprise plans include 24/7 phone support from Microsoft for all issues and has an unlimited seat cap

³Includes Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher

⁴Adds Group Policy, Telemetry, support for shared computer activation (RDS), Push Deployment,

⁵PSTN Conferencing transacted separately from E5 and has limited regional and channel availability