

Microsoft 365 Licensing Solutions for Businesses and Not-for-Profit Organisations

Professional email	Office Applications	Cloud Storage
Collaboration Tools	Cybersecurity	Device Management

Why Microsoft 365 Business?

Microsoft 365 is a unified cloud platform that brings together productivity apps, collaboration tools, and advanced security features to help your team work smarter and safer.



Work from Anywhere

Secure access to email, files and applications across desktop, mobile and web.



Scalable Licensing

Flexible monthly or annual subscriptions that grow with your business.



Seamless Collaboration

Real-time document sharing and communication through Teams, SharePoint, OneDrive



Professional Email

Enterprise-grade email powered by Exchange Online.

Who Is Microsoft 365 Business Designed For?



SMEs (up to 300 users) needing scalable collaboration



Not-for-profits seeking secure, discounted cloud solutions



Businesses strengthening cybersecurity and compliance

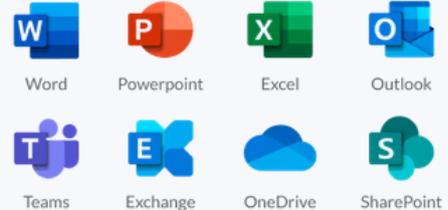
Choose the Right Plan for Your Organisation

Business Basic

Best for organisations that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps not included.

Key Features

- Web and mobile versions of Office apps
- Business-class email with 50GB mailbox per user
- 1TB of OneDrive cloud storage
- Microsoft Teams for meetings and collaboration
- SharePoint for document management

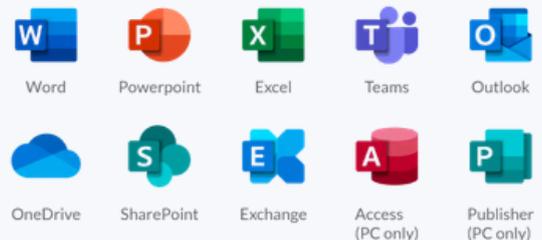


Business Standard

Best for organisations that need full Office desktop apps across devices plus professional email and collaboration tools.

Key Features

- Desktop versions of Office apps (up to 5 devices per user)
- Business-class email with 50GB mailbox per user
- 1TB of OneDrive cloud storage
- Microsoft Teams collaboration
- Shared document libraries via SharePoint

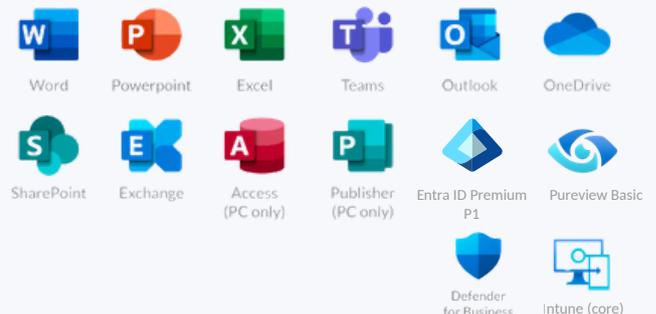


Business Premium

Best for organisations that require advanced security, device management and complete productivity tools. Includes everything in Business Standard, as well as the following:

Key Features

- Advanced threat protection and anti-phishing
- Endpoint protection via Microsoft Defender
- Device management and policy enforcement
- Conditional access and multi-factor authentication
- Remote wipe for lost or stolen devices



Add-On Licences & Enhancements

Microsoft 365 Copilot Business

Bring AI-powered productivity to your business. Copilot works across Word, Excel, Outlook, Teams and more to help your team work faster and smarter.

Key Features

- Generate documents, emails and presentations instantly
- Summarise meetings, email threads and long documents
- Analyse data and create visualisations in Excel
- Draft content in Word and PowerPoint using natural language
- Built-in security and compliance aligned with Microsoft 365

Microsoft Teams Phone

Turn Microsoft Teams into a fully featured business phone system

Key Features

- Cloud-based phone system
- Call queues, auto-attendants and voicemail
- Make and receive calls from any device
- Integrates directly with Teams

Microsoft Intune Suite

Advanced endpoint and device management beyond core Intune.

Key Features

- Remote Help
- Endpoint Privilege Management
- Advanced analytics and automation

Microsoft Entra ID Premium P2

Advanced identity security and privileged access management beyond Entra ID Premium P1.

Key Features

- Risk-based identity protection
- Privileged Identity Management (PIM)

Comparison Table

Feature	Basic	Standard	Premium	Add-On / Upgrade
Web & Mobile Office Apps	✓	✓	✓	
Desktop Office Apps	✗	✓	✓	
Outlook Email (50 GB Mailbox)	✓	✓	✓	
OneDrive (1TB)	✓	✓	✓	
Microsoft Teams	✓	✓	✓	
SharePoint	✓	✓	✓	
Access & Publisher (PC Only)	✗	✓	✓	
Multi-Factor Authentication	✓	✓	✓	
Conditional Access (Entra ID P1, formerly Azure AD)	✗	✗	✓	
Device management (Intune - core)	✗	✗	✓	
Device compliance policies	✗	✗	✓	
Remote device wipe	✗	✗	✓	
Endpoint protection (Defender for Business)	✗	✗	✓	
Email & collaboration security (Defender for Office 365 - baseline)	✗	✗	✓	Advanced protection add-on
Information protection (Microsoft Purview - basic, formerly AIP)	✗	✗	✓	
Advanced endpoint analytics	✗	✗	✗	Microsoft Intune Suite
Endpoint Privilege Management	✗	✗	✗	Microsoft Intune Suite
Identity protection & PIM	✗	✗	✗	Entra ID Premium P2
AI-powered productivity	✗	✗	✗	Microsoft 365 Copilot
Cloud phone system	✗	✗	✗	Microsoft Teams Phone Standard