



Choosing the right Office for your business



Microsoft 365

Yes

Does your business have more than 25 employees?

Yes

Does a subscription model work for your business?

Yes

Can be used on 5 PC/Mac + 5 mobile for one person

Do your employees need to use Office on more than one device?

No

Does your business have cloud security or compliance challenges that require the use of licensed, permanent software?

Yes

Enhanced feature

Yes

Enhanced feature

Yes

Would your business benefit from **Catch Up Highlights**,* which give you the ability to quickly catch up on changes made while away?

Yes

Does your business need the peace of mind of saving documents automatically with **AutoSave**?

Yes

Do you want to add life to emails, presentations, and documents with icons, stickers, and videos with an enhanced **Content Library**?

Yes

Enhanced feature

Do you need **Ink Replay**,* which lets you show step-by-step tutorials or a thought process?

Yes

Includes premium version of Microsoft Teams

Does your business need **Microsoft Teams**,** the all-in-one app to call, chat, and plan?

Yes

Enhanced feature

Does your business need **@mentions**,* which give you the ability to easily assign someone to a task or mention them within a document?

Yes

Does your business need **Real-Time Collaboration**,* which gives you the ability to work together in documents in real time?

Yes

Microsoft 365 Business Standard includes 24/7 support

Does your business require 24/7 support for productivity apps?

Yes

Included

Does your business need 1 TB of OneDrive storage?

Yes

Included

Does your business need 50 GB Exchange Online business-class email?

Office 2021

No

No

No

Yes

Office 2021 is a licensed product

Yes

*New feature

Yes

*New feature

Yes

*New feature

Yes

Yes

*New feature – see terms below

Yes

*New feature – see terms below

Yes

**See terms below

Yes

*New feature – see terms below

Yes

*New feature – see terms below

No

Office 2021 does not include 24/7 support

No

Not included

No

Not included

*Documents must be saved in OneDrive to take advantage of these features. @mention feature disclaimer: Feature will be available at a later date. See [Lifecycle FAQ – Modern Policy](#) for more detail. Real-Time Collaboration disclaimer: This feature in the Word app will be available at a later date. See [Lifecycle FAQ – Modern Policy](#) for more detail.

**Microsoft Teams is also available separately for free.