

# Licensing Microsoft 365: the modern workplace

## Microsoft 365

Microsoft 365 is the productivity cloud that brings together best-in-class Office apps with powerful cloud services, device management, and advanced security. All Microsoft 365 plans are licensed with a single User Subscription license assigned to an individual user.

	Small and medium businesses			Firstline workers		Enterprise users	
	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Microsoft 365 Business Premium	Microsoft 365 F1	Microsoft 365 F3	Microsoft 365 E3	Microsoft 365 E5
<b>Apps</b>	Office Mobile + Office for the web	Microsoft 365 Apps for business + Office Mobile + Office for the web	Microsoft 365 Apps for business + Office Mobile + Office for the web	Office Mobile + Office for the web (read-only)	Office Mobile + Office for the web	Microsoft 365 Apps for enterprise + Office Mobile + Office for the web	Microsoft 365 Apps for enterprise + Office Mobile + Office for the web
<b>Office 365</b>	Basic access to Exchange, SharePoint, Skype for Business Online	Broadly equivalent to Office 365 E1 with extra SMB applications	Broadly equivalent to Office 365 E1 with extra SMB applications	Basic access to SharePoint and Skype for Business Online	Office 365 F3	Office 365 E3	Office 365 E5
<b>Windows 10 upgrade</b>	-	-	Pro	-	Enterprise E3	Enterprise E3	Enterprise E5
<b>Security and management</b>	-	-	Features from EMS + Windows 10 Enterprise	EMS E3	EMS E3	EMS E3	EMS E5

## Microsoft 365 for Small and Medium Businesses

### Available plans

- The Microsoft 365 Business plans are limited to 300 users for each plan, but organizations may combine plans to suit their needs
- Microsoft 365 Business Premium includes advanced security options, as well as End of Support solutions for Windows 7 and Office 2010

		Microsoft 365 Apps for business	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Microsoft 365 Business Premium
<b>Microsoft 365 Apps</b>	Install Word, Excel, PowerPoint, Outlook, OneNote, Access, and Publisher and on up to 5 PCs/Macs + 5 tablets + 5 smartphones per user	•		•	•
	Commercial use rights for Office mobile apps and Office for the web	•	•	•	•
<b>Email and calendar</b>	Exchange Plan 1 (50 GB mailbox)		•	•	•
<b>Social and intranet</b>	SharePoint, Yammer		•	•	•
<b>Meetings, voice and collaboration</b>	Teams		•	•	•
<b>Files and content</b>	OneDrive for business (1 TB)	•	•	•	•
	Microsoft Stream, Sway for Office 365, Microsoft Forms	•	•	•	•
<b>Task management</b>	Planner, To-Do		•	•	•
<b>Power Platform</b>	Power Apps for Office 365, Power Automate for Office 365		•	•	•
<b>Device and app management</b>	Mobile Device Management for Office 365	•	•	•	•
	Microsoft 365 Admin Center, Microsoft Intune, Windows AutoPilot, Fine Tuned User Experience				•
<b>Windows</b>	Windows 10 Pro, Windows Virtual Desktop Service				•
<b>Security and identity</b>	Windows Hello, Credential Guard and Direct Access, Azure Active Directory Plan 1, Microsoft Advanced Threat Analytics, Defender Antivirus and Device Guard Azure Information Protection Plan 1, Windows Information Protection, BitLocker				•
	Multi-factor authentication				•
<b>Compliance</b>	Content Search, manual sensitivity and retention labels				•
<b>Analytics</b>	MyAnalytics		•	•	•

## Microsoft 365 for Firstline Workers

### Available plans

		Microsoft 365 F1	Microsoft 365 F3	Office 365 F3
EMS	EMS E3	●	●	
Windows	Windows 10 E3		●	
	Windows Virtual Desktop rights		●	
Office 365	Teams	●	●	●
	Yammer, SharePoint	●	●	●
	Office Web/Mobile Apps	Read-only	●	●
	Forms		●	●
	OneDrive Storage		2 GB	2 GB
	Email		2 GB	2 GB
	Planner	●	●	●
	Power Automate		2000 steps/day	2000 steps/day
	Power Apps		●	●
	Stream	●	●	●

- Microsoft 365 F1 does not include email functionality, but an Exchange Online standalone User SL can be assigned to a user who needs email capability
- Microsoft 365 F1 and F3 licenses include EMS E3 which gives access to Intune, and allows users to access licensed on-premises servers such as Windows Server

### Firstline Worker devices

Microsoft 365 and Office 365 Firstline Worker licenses may only be assigned to users who use a primary device with a single screen smaller than 10.1", or share their primary work device with other licensed Firstline Workers:

	Screen of < 10.1"	Screen of ≥ 10.1"
Device for sole use	✓	✗
Device shared with other Firstline Workers	✓	✓

### Firstline Worker use of Windows

Windows 10 E3 is included in Microsoft 365 F3 and includes the following rights:

	Qualifying Operating System required?	Available in EA	Available in CSP
Install Windows 10 E3 locally	✓	✓	✓
Use the Windows Virtual Desktop service		✓	✓
Run VMs in Azure or with a QMTH partner	✓	✓	✓
Run VMs in a customer hosted VDI	✓	✓	✓

Note the following restrictions:

- Rights to use Windows 10 Enterprise LTSC do not apply
- Rights to install and use MDOP do not apply

## Microsoft 365 for enterprise users

Microsoft 365 E5 adds incremental value to Microsoft 365 E3 in these solution areas:



### Security

Microsoft 365 E5 Security, or Office 365 ATP Plan 2  
Microsoft Cloud App Security  
Azure Active Directory Plan 2  
Azure ATP  
Microsoft Defender ATP



### Compliance

Microsoft 365 Compliance, or Information Protection & Governance  
Insider Risk Management  
eDiscovery & Audit



### Calling & Meetings

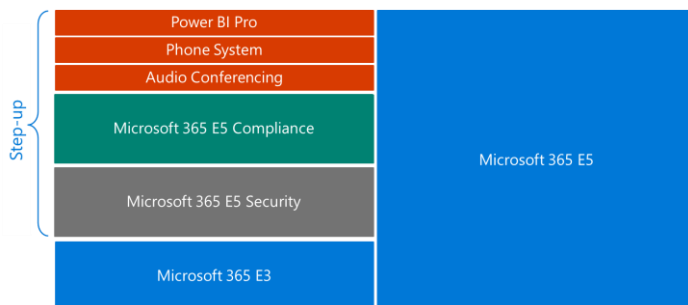
Phone System  
Audio Conferencing



### Analytics

Power BI Pro

- Individual components may be assigned to users who are already licensed with Microsoft 365 E3
- Enterprise Agreement customers may purchase a Step-up license to move from Microsoft 365 E3 to E5, while CSP customers may adjust license types at any time



## Tenant level services

A tenant level service is an Online Service that, when it's purchased for any user in a tenant, is activated in part or in full for all users in the tenant.

When licensing is not technically enforced, organizations should:

- License every user intended to benefit from the service
- Limit availability of the service to only the licensed users using the provided admin tools and instructions here: <https://aka.ms/ComplianceSD>

