

# 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                                     |  |  | Frontline 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 edition</b>      | -   | -  | Business   | -  | 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 Business, Azure 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 Frontline Workers

### Available plans

|            |                              | Microsoft 365 F1 | Microsoft 365 F3 | Office 365 F3  |
|------------|------------------------------|------------------|------------------|----------------|
| EMS        | EMS E3                       | ●                | ●                |                |
| Windows    | Windows 10 E3                |                  | ●                |                |
|            | Azure 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

### Frontline Worker devices

Microsoft 365 and Office 365 Frontline 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 Frontline Workers:

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

### Frontline 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 Azure 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 Azure AD Plan 2  
 Microsoft Cloud App Security  
 Microsoft Defender for Endpoint  
 Microsoft Defender for Security  
 Microsoft Defender for Office 365 Plan 2



### Compliance

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



### Calling & Meetings

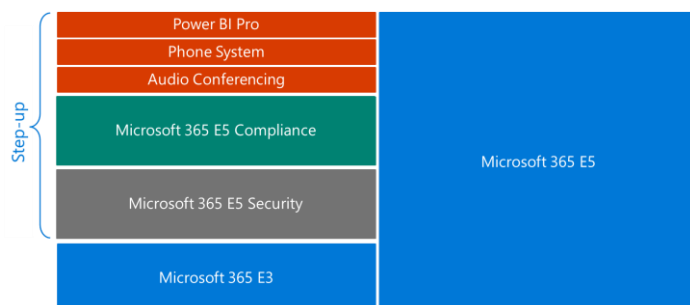
Phone System  
 Audio Conferencing



### 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>

