

Details/Plans	Microsoft 365 Business Basic	Microsoft 365 E3	Workplace Standard	Workplace Professional
Pricing billed annually (INR)	*	*	₹99/user/month	₹399/user/month
Pricing billed annually (USD)	\$6/user/month	\$36/user/month	\$3/user/month	\$6/user/month
Mail storage/user	50 GB	100 GB	30 GB	100 GB
File storage/user	1 TB	1 TB for < 5 users Unlimited for >=5 users	10 GB	100 GB
Additional storage add-on	✓	✓	✓	✓
Integrated Mobile app	✗	✗	✓	✓
SAML based SSO	✓	✓	✓	✓
Email and Calendar				
Webmail	✓	✓	✓	✓
Attachment limit	150 MB	150 MB	Up to 500 MB	Up to 1 GB
Email aliases and groups	✓	✓	✓	✓
Scheduling and reminders	✓	✓	✓	✓
Email recall and undo send	✓	✓	✓	✓
Custom domain	✓	✓	✓	✓
Mobile and desktop apps	✓	✓	✓	✓
TLS Encryption	✓	✓	✓	✓
S/MIME	✓	✓	✗	✓
Archival	As an add-on	✓	✗	✓
Email retention and holds	✗	✓	✗	✓
eDiscovery	✗	✓	✗	✓
Email recovery	As an add-on	As an add-on	✗	✓
Data loss prevention	✗	✓	✗	✗
Email sharing and commenting	✗	✗	✓	✓
Delegate emails	✓	✓	✓	✓
Group mailboxes	✓	✓	✓	✓
Out-of-office replies	✓	✓	✓	✓
POP and IMAP	✓	✓	✓	✓
ActiveSync	✓	✓	✓	✓
In-house translation engine	✓	✓	✓	✓
Attachment viewer	✗	✗	✓	✓
Task management	✗	✓	✓	✓
Notes	✓	✓	✓	✓
Group Calendars	✓	✓	✓	✓
Calendar Sync	✓	✓	✓	✓
Resource Booking	✗	✓	✗	✓
Advanced Threat Protection				
Malware detection	✓	✓	✓	✓
Anti-spam and anti-phishing	✓	✓	✓	✓
Real-time Spam reports	✓	✓	✓	✓
Customizable spam control settings	✓	✓	✓	✓
Threat trackers	In Plan 2 only	In Plan 2 only	✗	✗
Automated Incident Response	In Plan 2 only	In Plan 2 only	✗	✗
Attack simulator	In Plan 2 only	In Plan 2 only		In development
Online Office Applications				
Word Processor	✓	✓	✓	✓
Spreadsheet	✓	✓	✓	✓
Presentation tool	✓	✓	✓	✓
Real-time co-authoring	✓	✓	✓	✓
Advanced Collaboration features	Not available on web	Not available on web	✓	✓
Mai merge	Not available on web	Not available on web	✓	✓
Word processor offline	Not available on web	Not available on web	✓	✓
External sharing	✓	✓	✓	✓
Spreadsheet Data cleaning	✗	✗	✓	✓
VBA and Macro Scripting	✓	✓	✓	✓
Broadcast presentation	Not available on web	Not available on web	✓	✓
Create custom animations	Not available on web	Not available on web	✓	✓
Business chat				
Instant Messaging	✓	✓	✓	✓
Audio and Video calls	✓	✓	✓	✓
Public and private channels	✓	✓	✓	✓
Screen sharing	✓	✓	✓	✓
Remote work module	✗	✗	✓	✓
Chatbots	✓	✓	✓	✓
File storage/org	1 TB	1 TB	100 GB	100 GB
Meetings				

	Up to 300 participants	Up to 300 participants	✗	Up to 100 participants
Video conferencing			✗	
Virtual backgrounds	✓	✓	✗	✗
Meeting recording	✓	✓	✗	✗
File management				
External sharing	✓	✓	✓	✓
File preview	✓	✓	✓	✓
Roles and permissions	✓	✓	✓	✓
Version history	✓	✓	✓	✓
Activity Notifications	✓	✓	✓	✓
Unread Notifications tab	✗	✗	✓	✓
Social Intranet				
Files and Libraries	✓	✓	✗	✓
Feed, announcements, news	✓	✓	✗	✓
Forums and Townhalls	✗	✓	✗	✓
External access	✓	✓	✗	✓
Support and Migration				
24/7 Support (email, chat, call)	✓	✓	✓	✓
99.9% uptime guarantee	✓	✓	✓	✓
Migration tool	✓	✓	✓	✓
Security and Compliance				
End-to-end encryption and EAR	✓	✓	✓	✓
TFA	✓	✓	✓	✓
IP restrictions and suspicious login alerts	✓	✓	✓	✓
ISO 27017			✓	
ISO 27018			✓	
SOC 2 Type II			✓	
GDPR			✓	
CCPA			✓	

* Microsoft's regional pricing hasn't been announced yet