

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?

Office 2021

No

No

No

Yes

Office 2021 is a licensed product

Track & Organize

Yes

Enhanced feature

Does your business quickly need to find answers within spreadsheets using **XLOOKUP***?

Yes

*New feature

Yes

Enhanced feature

Does your business need to write more robust formulas, build better spreadsheets faster, and expedite calculations using **Dynamic Arrays***?

Yes

*New 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

*New feature

Create & Analyze

Yes

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

Yes

Yes

Enhanced feature

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

Yes

*New feature – see terms below

Yes

Enhanced feature

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

Yes

*New feature – see terms below

Work Better, Together

Yes

Includes premium version of Microsoft Teams

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

Yes

**See terms below

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

*New feature – see terms below

Yes

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

Yes

*New feature – see terms below

Support and Storage

Yes

Microsoft 365 Business Standard includes 24/7 support

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

No

Office 2021 does not include 24/7 support

Yes

Included

Does your business need 1 TB of OneDrive storage?

No

Not included

Yes

Included

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

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.