Microsoft 365 Copilot (Basic) vs Microsoft 365 Copilot (Premium)

Start with AI. Scale with AI that works for your business

Two entry points, one AI platform

Microsoft 365 Copilot (Basic) provides an easy way to get started with AI in your everyday apps—helping users research, draft, analyze, and create content directly in tools like Word, Excel, PowerPoint, and Outlook. It combines web information with business data in the app to deliver relevant results, but availability may be limited during high demand and experiences can be constrained.

Microsoft 365 Copilot (Premium) builds on that foundation by delivering an AI solution grounded in your work—connecting across your emails, meetings, chats, files, and apps through Work IQ. It brings consistent, priority access to AI across workflows, unlocks deeper insights, and enables advanced scenarios like automation and agents. This is a deeper Copilot experience, available through an add-on or included in select Microsoft 365 plans.

Side-by-Side Comparison

Capability	Microsoft 365 Copilot (Basic) — included experience	Microsoft 365 Copilot (Premium) — paid experience
What's it for	Quick help, ideas, and research	Helping you get your daily work done faster
What it knows	Web data, your uploads, and business data in apps (Word, Excel, PowerPoint, Outlook – limited)	Work IQ across your business: emails, meetings, chats, files, plus the web
Uses your business data to tailor results and actions	Yes (app-based, limited)	Yes (full, cross-workflow, always available)
Works inside apps like Word, Excel, Teams	Yes (standard access)	Yes (priority access)
Helps write and edit documents	Yes	Yes
Helps analyze data or build spreadsheets	Yes (with business context, limited)	Yes (with full context and priority access)
Helps create presentations	Yes (with business context + Edit with Copilot, limited)	Yes (with full context and automation)
Helps catch up on email and meetings	Limited (Outlook only, no meeting recap, no Teams integration)	Yes (across Outlook, Teams, and meetings with full recap)
Agents & automation	Edit with Copilot in apps (Word, Excel, PowerPoint – limited)	Full agents + automation + agent-building capabilities
Access to Anthropic	No	Yes
Advanced security & management	No	Yes
Copilot Connectors	Connection only	Grounded response + automation
Best for	Getting started with AI	Running your business with AI