

Feature	MS365 Basic	OneOffice Standard
Monthly cost	\$6.00	\$3.00
Teamwork and Communication		
Host online meetings and video calls for up to 300 people	✓	✓
Person to person calling with end-to-end encryption	✓	✓
Chat with your team from your desktop or on the go with mobile apps	✓	✓
Bring together all your team's chats, meetings, files, and apps so you can easily connect and collaborate from one place	✓	✓
Create groups to share information, content, and files throughout your intranet	✓	✓
Host webinars, with advanced controls such as echo cancellation, background blur etc.	✓	✓
Web and Mobile versions of Office apps		
Web versions of Documents (Word), Spreadsheets (Excel), and Presentations (PowerPoint)	✓	✓
Web versions of Visio	✗	✓
Desktop versions of Editor for Word, Powerpoint and Excel	✗	✓
Desktop versions of Editor Visio	✗	✓
Real-time coauthoring so multiple users can work in the same document, simultaneously	Up to 10 users	100+ users
Email and Calendaring		
Email hosting with 50 GB mailbox	✓	✓
Use your own custom domain name	✓	✓
Business-class email on mobile devices, tablets, desktops, and the web	✓	✓
Manage your calendar, share available meeting times, schedule meetings, and get reminders	✓	✓
Schedule meetings and respond to invitations with ease using shared calendars	✓	✓
Set up new user emails, restore deleted accounts, create custom scripts, and more from anywhere	✓	✓
Enable cloud archive and long-term preservation	✗	✗
File Storage and Sharing		
Store and share files on cloud storage per user	✓	✓
Work on a file and save it directly to your cloud drive; your changes are updated across your synced devices	✓	✓
Share files with external contacts by providing access or guest links	✓	✓
Different share permissions for the same file or folder for external users	✗	✓
Securely share documents and send emails so only those with the right permissions can access the information	✓	✓
Access and sync files on PC or Mac and mobile devices	✓	✓
Security and Compliance		
Protect your email against spam, malware, and known threats	✓	✓
Meets key international, regional, and industry-specific standards and terms	✓	✓
Control who and when someone has access to your business information with security groups and custom permissions	✓	✓
Create password policies that require users to reset their passwords after a specified number of days.	✓	✓
Multi-factor authentication	✓	✓
Service – level		
Around the clock phone and online support	✓	✓
Have peace of mind with 99.9% uptime guarantee	✓	99.99% uptime
Maximum number of users	300	Infinite
Tools to build and manage your business		
Gather feedback from your customers and employees with Forms	✓	✓
Create, edit, share, and coauthor professional diagrams and flowcharts (Visio) for the web	✗	✓
Plan schedules and daily tasks with lists and cards (Kanban / agile projects)	✗	✓
Track information and work that matters most to your team with groups	✓	✓
Make it easier for your customers to schedule and manage appointments with calendar links	✓	✓
Desktop version of Office Apps for PC and MAC		
Fully installed and always up-to-date versions of Email client and document editor	✓	✓
Each user can install Office apps on a number of devices	✗	✓
Advanced Threat Protection		
Help protect against sophisticated threats hidden in email attachments and links, and get cutting-edge defences against phishing attacks	✗	✓
Scan and block malicious macros in Excel attachments	✗	✓
Use leading-edge third-party tools to detect phishing and cyberthreats, and zero-day threats	✗	✓
Block malicious IPs using real-time threat analysis from leading cybersecurity agencies	✗	✓
Help employees securely wherever they work with conditional access, while helping prevent unauthorized access	✗	✗
PC and Mobile device management		
Real-time backup of your content	✗	✗
Remotely wipe company data from lost or stolen devices with selective wipe	✗	✗
Data Loss Prevention with email backup	✗	✗
Data Loss Prevention with document backup	✗	✗
Data Leak Prevention with AI-based content classification	✗	✗