

Ultimate Guide to the Microsoft 365 App Universe

Use this handy guide to navigate the confusing cosmos of information available online about Microsoft 365 Business packages and their featured applications. Get an overview of the key facts that matter most and easily compare packages with our concise table.



Exchange

Business-class email and calendar service

A focused inbox which intelligently adapts to your workstyle. It personalises your inbox by automatically prioritising important messages, offering a more organised way to view and manage email.

Enhanced search functions deliver faster, more complete results while add-ins and customisation allow you to connect to collaboration platforms and business-critical applications.

Exchange's calendar system auto-captures events embedded in emails such as flights and event reservations and also offers ideal meeting spots based on location.



OneDrive

Secure, flexible and integrated cloud storage

Every user can access, share, and collaborate on files from anywhere and using any device.

Connects all files across Microsoft 365, including Teams, and offline edits automatically sync next time you connect.

With up to 1 TB of storage per user, a file upload limit of 100GB and syncing across libraries, it's free from restrictions while remaining safe with advanced visibility and security controls.

Securely share and collaborate on files in real time with colleagues or third parties with Word, Excel and PowerPoint, and integrations allow for shareable links and expiring access in line with company data protection policies.



SharePoint

Customised intranet and collaboration hub

Empowers teamwork and seamless collaboration with productive team sites for every project team, department, and division. Here you can share and manage files, resources, news and several applications to help streamline work with people inside and outside your business.

Makes finding cohesive, rich and up-to-date information simple and is favoured as an integrated project management tool.

With SharePoint lists and libraries, Microsoft Flow, and PowerApps, you can easily create forms, workflows, and custom apps for every device, making the opportunities of automation possible without coding expertise.



Teams

Chat, meet, call and collaborate wherever, whenever

Helps users and businesses to stay connected and organised. Plus, collaborate on projects, integrate with cloud storage and manage scheduling and calendar for an entire team from one place.

Features to that foster that much-needed sense of togetherness when working remotely, from sending gifs, stickers, and emojis in a group chat, to screen sharing, custom backgrounds and Together Mode.

File sharing and real-time collaboration, app and workflow integration and flexible telephony drive productivity, while excellent privacy and security settings provide peace of mind.



Word, Excel and PowerPoint, OneNote, Publisher and Access

Access to essential web-based productivity apps, with the benefit of Office apps designed for Windows mobile devices and tablets.

When connected to OneDrive and SharePoint, work safe in the knowledge that files are always backed up and recoverable and that your team always have access to the latest versions to collaborate on.

Office apps accessed through a Microsoft Business package are always the most up-to-date versions featuring the latest capabilities. Publisher and Access PC only.



Microsoft Stream

Deliver live and on-demand events at home or on the go

Includes webinars and training that enhance company communications. Stream allows you to host events for up to 10,000 internal attendees, which can be watched across your organisation either in the Stream app or other popular apps – any time, and on any device.

Speech to text, auto-generated closed captions, and face detection features make videos more effective and accessible, so that everyone can access relevant content quickly and easily.

Recordings from Teams can also auto-save to Stream for simplified video file management.



Outlook

Email, calendar and contacts all in one place.

Powered by Microsoft 365's Exchange server, Outlook is the front-end application you use when sending, receiving and managing email. Outlook delivers up to 50 GB mailbox storage per user and attachment limits of up to 150 MB.

Also with built-in calendar and integration with Microsoft or third-party apps, Outlook offers everything you need to be your most productive and connected when at home or on the go.



Microsoft Security Features

Intune: Quickly and easily add security to mobile devices, tablets, and computers that connect to your business data. Policies and permissions can also be managed by admins remotely, in the event of cyberattack, loss or theft.



Defender: An additional layer of protection to supplement your third-party cybersecurity software stack. Defender helps to protect against malware, viruses, phishing attempts, malicious links, and other advance cyberthreats for remote working peace of mind.



Conditional Access: Add business data protection in line with internal cyber and infosecurity policies. Admins can control access to sensitive information using encryption to help keep data from being accidentally shared.



Azure Information Protection (AIP): Discover, classify, and protect documents and emails by applying labels to content. AIP is part of the Microsoft Information Protection (MIP) solution and extends the standard labelling and classification functionality provided by Microsoft 365 Business packages.



Windows Virtual Desktop

Set up a Windows Virtual Desktop in minutes to enable secure remote work with the familiarity and compatibility of Windows 10.

Part of Microsoft Azure, it allows users to access desktops and apps from anywhere and can be used with existing Microsoft 365 per-user licenses.



PowerBI Pro

Discover and analyse data insights from apps

Share and collaborate on data visualisations. PowerBI Pro helps businesses to make decisions based on facts, not instinct, with rich insights pulled in real time from your integrated application stack.

Built to be user friendly with conversational language, pre-built visualisation and report templates and ability to share across Teams and Dynamics 365.

PowerBI Pro allows you to enhance collaboration and effectiveness with internal and external users. You can also keep priority analytics pinned to streamline management.

PowerAutomate

Cloud-based, core business process automation tool

Fully integrates with Microsoft 365 and other Microsoft products (such as Power Apps and Power BI), along with over 100 external applications.

Allows organisations to rapidly build and deploy automated, button, scheduled or business process workflows without any coding requirements, utilising data from both cloud and on-premises sources. Until recently, Power Automate was known as Microsoft Flow.

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Apps by Microsoft Business Package

	Business Basic	Business Standard	Business Premium	Microsoft 365 E3	Microsoft 365 E5	Microsoft 365 F3
Exchange	✓	✓	✓	✗	✗	✗
OneDrive	✓	✓	✓	✓	✓	✗
SharePoint	✓	✓	✓	✓	✓	✗
Teams	✓	✓	✓	✓	✓	✓
Word	✗	✓	✓	✓	✓	✓
Excel	✗	✓	✓	✓	✓	✓
PowerPoint	✗	✓	✓	✓	✓	✓
Outlook	✗	✓	✓	✓	✓	✓
Publisher	✗	✓	✓	✗	✗	✗
Access	✗	✓	✓	✗	✗	✗
Stream	✗	✗	✗	✓	✓	✗
OneNote	✗	✗	✗	✓	✓	✓
Intune	✗	✗	✓	✗	✗	✗
Defender	✗	✗	✓	✗	✗	✗
AIP	✗	✗	✓	✗	✗	✗
Conditional Access	✗	✗	✓	✗	✗	✗
Windows Virtual Desktop	✗	✗	✓	✗	✗	✗
PowerBI Pro	✗	✗	✗	✗	✓	✗



For help getting more from your Microsoft 365 package or to hear more about switching to Microsoft, contact Starcom on **0844 569 0800** or visit **starcom.node4.co.uk**

Microsoft
Partner

Gold Hosting
Gold Cloud Platform
Gold Datacenter
Silver Small and Midmarket Cloud Solutions

Features and product details are correct as of November 2020 and subject to change.