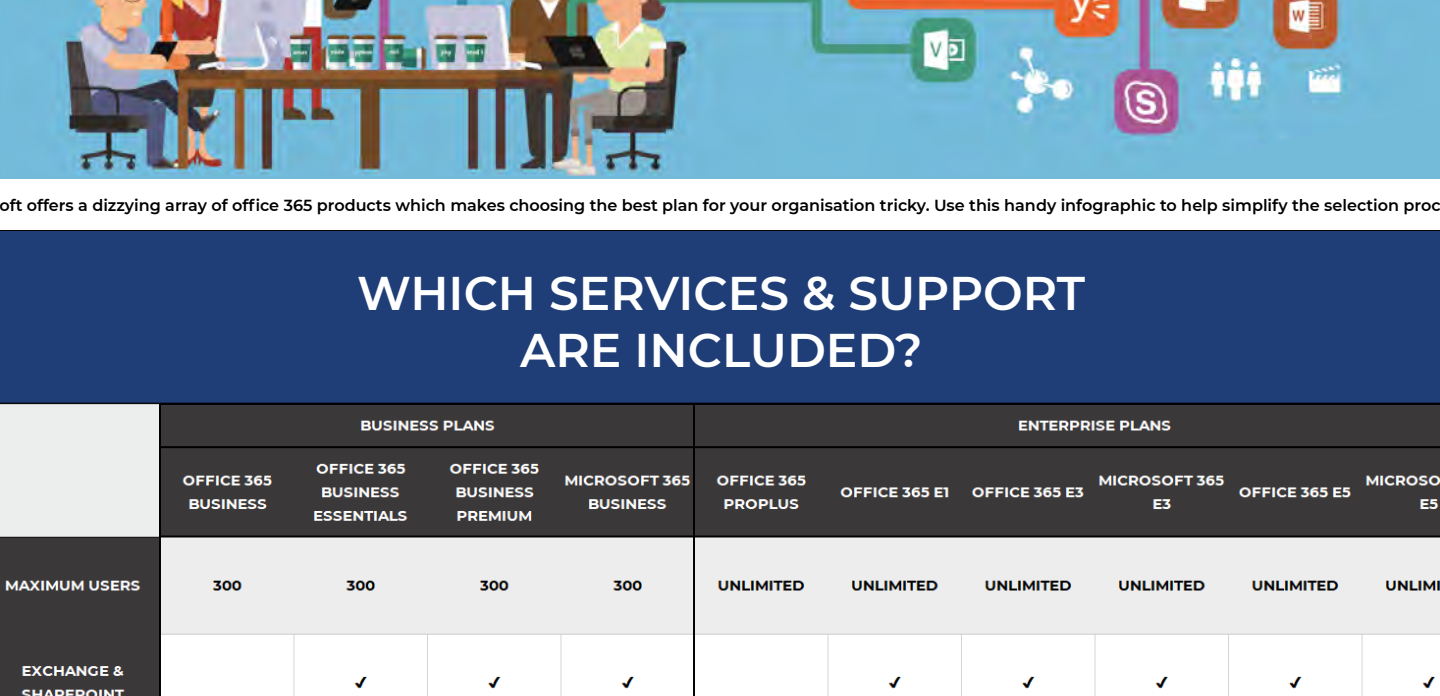


Everything you need to know to find the right Microsoft plan for you

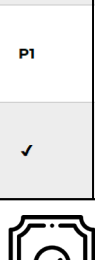



Microsoft offers a dizzying array of Office 365 products which makes choosing the best plan for your organisation tricky. Use this handy infographic to help simplify the selection process.

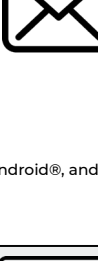
WHICH SERVICES & SUPPORT ARE INCLUDED?

	BUSINESS PLANS				ENTERPRISE PLANS					
	OFFICE 365 BUSINESS	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM	MICROSOFT 365 BUSINESS	OFFICE 365 PROPLUS	OFFICE 365 E1	OFFICE 365 E3	MICROSOFT 365 E3	OFFICE 365 E5	MICROSOFT 365 E5
SERVICE & SUPPORT	300	300	300	300	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED
EXCHANGE & SHAREPOINT		✓	✓	✓		✓	✓	✓	✓	✓
ONEDRIVE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

300+ USER SUPPORT
Suitable for Enterprise level organisations with 300 or more users.

**Microsoft Exchange Online**
A hosted messaging solution that delivers the capabilities of Microsoft Exchange Server as a cloud-based service. It gives users access to email, calendar, contacts, and tasks from PCs, the web and mobile devices.

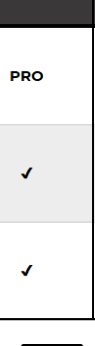
**Microsoft SharePoint Online**
SharePoint powers sharing and collaboration in the form of an intranet. Broadcast your message and drive communications or share resources and news with your teams and organisation. Build sites and portals that engage people, connecting them to expertise, content, actionable insights and collective knowledge.

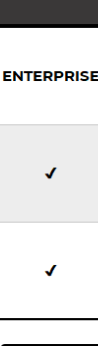
**Microsoft OneDrive**
OneDrive is online storage space in the cloud, provided to licensed users within an organisation. OneDrive lets you share files and collaborate on documents and sync files to your computer.

WHICH WINDOWS SERVICES ARE AVAILABLE?

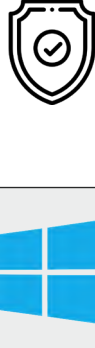
	BUSINESS PLANS				ENTERPRISE PLANS					
	OFFICE 365 BUSINESS	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM	MICROSOFT 365 BUSINESS	OFFICE 365 PROPLUS	OFFICE 365 E1	OFFICE 365 E3	MICROSOFT 365 E3	OFFICE 365 E5	MICROSOFT 365 E5
BASIC SECURITY & COMPLIANCE	LIMITED	✓	✓	✓	LIMITED	✓	✓	✓	✓	✓
ADVANCED EMAIL SECURITY & COMPLIANCE				✓			✓	✓		✓
ADVANCED THREAT PROTECTION		ADD-ON	ADD-ON	P1	ADD-ON	ADD-ON	ADD-ON	ADD-ON	P2	P2
DEVICE MANAGEMENT FEATURES				✓				✓		✓


BASIC SECURITY, COMPLIANCE & MULTI FACTOR AUTHENTICATION
Protect your email against spam, malware, and known threats with Exchange Online Protection.
Meets key international, regional, and industry-specific standards and terms, with more than 1000 security and privacy controls.
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.
Add an additional layer of security with multi factor authentication.

**DEVICE MANAGEMENT FEATURES**
Configure security features and settings on Windows 10 PCs and mobile devices and organise the information that's likely to be most interesting to you.
Use simplified controls to manage policies applied to Windows 10 PCs.
Automatically deploy Office apps to Windows 10 PCs.
Configure your PCs to automatically install Office and Windows 10 updates.
Apply security policies to protect business data on all your devices, including iOS, Android®, and Windows PCs with Mobile Device Management from Intune.



ADVANCED THREAT PROTECTION
Remotely wipe company data from lost or stolen devices with Selective Wipe from Intune.
Restrict the copying or saving of company information to unauthorised apps and locations with App protection for Office mobile apps.
Control who has access to company information by applying restrictions like Do not Copy and Do Not Forward with Information Rights Management.
Apply policies that provide pre-breach threat resistance in Windows 10 with Windows Defender Exploit Guard.
Use Flow to connect email and IM alerts, synchronise files between applications, copy files from one service to another, collect data from one app and store it in another, and more.


**ADVANCED EMAIL SECURITY & COMPLIANCE**
Advanced email security and compliance tools including legal hold, data loss prevention and advanced information protection.




WHAT SECURITY & COMPLIANCE COVER IS AVAILABLE?


	BUSINESS PLANS				ENTERPRISE PLANS					
	OFFICE 365 BUSINESS	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM	MICROSOFT 365 BUSINESS	OFFICE 365 PROPLUS	OFFICE 365 E1	OFFICE 365 E3	MICROSOFT 365 E3	OFFICE 365 E5	MICROSOFT 365 E5
WINDOWS 10				PRO				ENTERPRISE		ENTERPRISE
WINDOWS AUTOPILOT				✓				✓		✓
ENTERPRISE MOBILITY SUITE				✓			ADD-ON	✓	ADD-ON	✓

Enterprise Mobility Suite
Set of tools that are deeply integrated to provide you with all you need to administer, provision and secure the devices that are used in your enterprise. With EMS, you can manage smartphones, tablets, and laptops in a single system where you can also manage user credentials, applications and security from a single place.

**Windows Autopilot**
Windows Autopilot is a collection of technologies used to set up and pre-configure new devices, getting them ready for productive use. You can also use Windows Autopilot to reset, repurpose and recover devices. This solution enables an IT department to achieve the above with little to no infrastructure to manage, with a process that's easy and simple.



Windows 10
The Windows 10 operating system introduces a new way to build, deploy, and service Windows. Windows as a service. Microsoft has a wealth of resources, relationships, and intelligence all through a single endpoint. With EMS, you can manage smartphones, tablets, and laptops in a single system where you can also manage user credentials, applications and security from a single place.



WHAT OTHER APPLICATIONS DO PLANS INCLUDE?


	BUSINESS PLANS				ENTERPRISE PLANS					
	OFFICE 365 BUSINESS	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM	MICROSOFT 365 BUSINESS	OFFICE 365 PROPLUS	OFFICE 365 E1	OFFICE 365 E3	MICROSOFT 365 E3	OFFICE 365 E5	MICROSOFT 365 E5
FLOW		✓	✓	✓		✓	✓	✓	✓	✓
DELVE	✓	✓	✓	✓						✓
GRAPH API	✓	✓	✓	✓		✓	✓	✓	✓	✓
POWER BI PRO							ADD-ON	ADD-ON	✓	✓


Microsoft Flow
Allows you to automate workflows across applications. You can use Flow to connect email and IM alerts, synchronise files between applications, copy files from one service to another, collect data from one app and store it in another, and more.

**Office Delve**
Use Delve to manage your Office 365 profile and to discover and organise the information that's likely to be most interesting to you right now - across Office 365.



Microsoft Graph API
Use the Microsoft Graph API to quickly build apps that connect to a wide range of Microsoft services. The Graph API is a single endpoint for example, you can build custom dashboards, workflows and apps that retrieve data for your organisation.

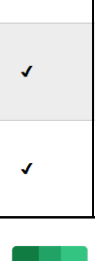
**Power BI**
A cloud-based suite of business analytics tools that lets anyone connect, visualise, and analyse data with greater speed, efficiency, and understanding. It connects users to a broad range of live data through easy-to-use dashboards, provides interactive reports, and delivers compelling visualisations that bring data to life.

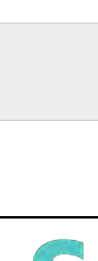


WHICH OFFICE, COMMUNICATIONS AND FILE SHARING APPLICATIONS ARE PROVIDED?


	BUSINESS PLANS				ENTERPRISE PLANS					
	OFFICE 365 BUSINESS	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM	MICROSOFT 365 BUSINESS	OFFICE 365 PROPLUS	OFFICE 365 E1	OFFICE 365 E3	MICROSOFT 365 E3	OFFICE 365 E5	MICROSOFT 365 E5
OFFICE	✓	WEB & MOBILE ONLY	✓	✓		WEB & MOBILE ONLY		✓	✓	✓
WEB BASED PHONES							ADD-ON	ADD-ON	✓	✓
COMMUNICATIONS	✓	✓	✓	✓	SKYPE ONLY	✓	✓	✓	✓	✓
FORMS & SWAY	✓	✓	✓	✓		✓	✓	✓	✓	✓
STREAM		✓	✓	✓		✓	✓	✓	✓	✓


Microsoft Outlook
Microsoft Outlook is an email program for Windows and Mac operating systems.

**Microsoft Word**
Microsoft Word is a full-featured word processing program for Windows and Mac operating systems.





Microsoft Excel
Microsoft Excel is a spreadsheet program that features calculation, graphic tools, pivot tables and macro programming language support for Windows and Mac operating systems.

**Microsoft PowerPoint**
Microsoft PowerPoint is a presentation program for Windows and Mac operating systems.



Microsoft Publisher (PC Only)
Microsoft Publisher is a desktop publishing program for Windows operating systems.

**Microsoft Access (PC Only)**
Microsoft Access is a database management solution for Windows operating systems.

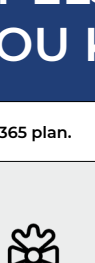



Microsoft OneNote
Microsoft OneNote is a free-form note-taking program for Windows and Mac operating systems.

**Skype for Business**
Skype for Business is an instant messaging client and unified communications application. Host a video or an audio conference, record your calls, enable live captions and subtitles or just simply talk.





Microsoft Teams
A chat-centered workspace in Office 365 that helps team members achieve more together. Microsoft Teams serves as a hub for teamwork, providing instant access to chat conversations, content and files, and from across Office 365 into a single workspace. Microsoft Teams also supports video calls and meetings so let teams meet live, whether on demand, or scheduled. Team members can easily collaborate with multiple teams and search across people, chats and files anytime.

**Phone System**
The Microsoft technology for enabling call control and PBX capabilities in the Office 365 cloud with Skype for Business Online and Microsoft Teams. Phone System allows you to replace your existing PBX system with a set of features delivered from Office 365 that is tightly integrated into your cloud experience. With Phone System, users can use Skype for Business Online and Microsoft Teams to place and receive calls, transfer calls, and mute or unmute calls. Phone System can be connected to the Public-Switched Telephone Network (PSTN) by purchasing an Office 365 Calling Plan or using on-premises PSTN connectivity.

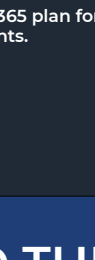



Yammer
A best-in-class, secure, and private enterprise social network. Yammer empowers employees to be more productive and successful by enabling them to collaborate easily, make decisions faster, and self-organise into teams to take on any business challenge.

**Microsoft Kaizala**
Microsoft Kaizala is a phone number based, simple, and secure mobile chat app that enables you to connect and coordinate work across your network, your organisation, vendors, partners, suppliers, and customer.



To Do
Accomplish what's meaningful to you each day with My Day, intelligent and personalized suggestions to update your daily to-do list.

**Microsoft Forms**
Quickly and easily create custom quizzes, surveys, questionnaires, registrations and more. When you create a quiz or form, you can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses.



Microsoft Sway
A professional digital storytelling app for business that helps you and your colleagues express ideas using an interactive, web-based canvas. Moving instantly built-in design engine helps you produce professional, visually-appealing reports, presentations and more without the need for extensive formatting or additional training.

**Microsoft Stream**
An enterprise video service that people in your organisation can use to upload, view and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration. Microsoft Stream also makes it easy to share comments on a video and tag time codes in comments and descriptions to refer to specific points in a video.



WHICH BUSINESS MANAGEMENT APPS DO PLANS INCLUDE?

	BUSINESS PLANS				ENTERPRISE PLANS					
	OFFICE 365 BUSINESS	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM	MICROSOFT 365 BUSINESS	OFFICE 365 PROPLUS	OFFICE 365 E1	OFFICE 365 E3	MICROSOFT 365 E3	OFFICE 365 E5	MICROSOFT 365 E5
PLANNER		✓	✓	✓		✓	✓	✓	✓	✓
STAFFHUB			✓	✓						
MY ANALYTICS		✓	✓	✓		✓	✓	✓	✓	✓
BOOKINGS			✓	✓						
MILEIQ			✓	✓						

Microsoft Planner
Gives users a visual way to organise teamwork. Members can create new plans, organise and assign tasks, share files, chat about what they're working on, set due dates and update status. Microsoft Planner also offers the ability to associate documents with specific tasks, edit them together and have conversations around tasks.

**Microsoft StaffHub**
A cloud-based application that lets workers and their managers use their mobile devices to manage schedules and keep in touch. Employees can use StaffHub to request time off, trade shifts, and communicate with other employees. Employees can also send messages directly to each other or to the entire team. Managers can use StaffHub to send messages, create schedules, and send team news or company announcements.
Effective December 31, 2019, Microsoft StaffHub was retired. StaffHub capabilities are built into Microsoft Teams. Today, Teams includes the Shifts app for schedule management and additional capabilities will roll out over time. StaffHub stopped working for all users on December 31, 2019. Anyone who tries to open StaffHub will be shown a message directing them to download Teams.




Microsoft MyAnalytics
MyAnalytics provides insights into two of the key factors in your personal productivity: how you spend your time and who you spend it with. MyAnalytics takes a look at your everyday work patterns, finds areas that could benefit from your attention and provides you with the tools to achieve more thoughtful use of your time.

**Microsoft Bookings**
An online and mobile app for small businesses that provide services to customers on an appointment basis.



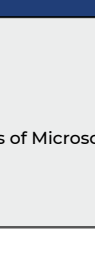
MILEIQ
Designed for small businesses, MileIQ provides accurate mileage tracking and reporting in the palm of your hand. It works in the background as you drive, automatically logging and recording your miles, creating a complete record of all your tax deductible and reimbursable mileage.

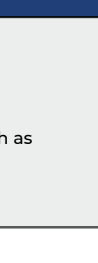


WHAT ELSE SHOULD YOU KNOW?

Here are some other considerations to be mindful of before choosing an Office 365 plan.


MIX AND MATCH
You can mix and match Enterprise, Business and standalone plans (for example, Exchange Online Plan 1) within a single account.

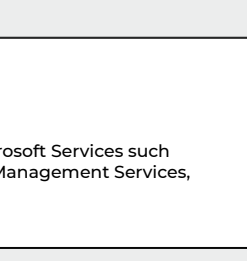
**THIRD PARTY BACKUP**
Microsoft recommends using a third party service to backup all of the Office 365 user data (OneDrive, SharePoint, Emails) as Microsoft cannot prevent data loss or corruption.



HELP ME CHOOSE A PLAN

With so many apps and services to consider, figuring out the best Office 365 plan for your business is complicated. Use our free plan finder tool to get an instant recommendation based on your specific requirements.





HOW DO THE PLANS LOOK SIDE BY SIDE?

Here are some other considerations to be mindful of before choosing an Office 365 plan.

	BUSINESS PLANS				ENTERPRISE PLANS					
	OFFICE 365 BUSINESS	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM	MICROSOFT 365 BUSINESS	OFFICE 365 PROPLUS	OFFICE 365 E1	OFFICE 365 E3	MICROSOFT 365 E3	OFFICE 365 E5	MICROSOFT 365 E5
SERVICE & SUPPORT	300	300	300	300	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED
EXCHANGE & SHAREPOINT		✓	✓	✓		✓	✓	✓	✓	✓
ONEDRIVE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BASIC SECURITY & COMPLIANCE	LIMITED	✓	✓	✓	LIMITED	✓	✓	✓	✓	✓
ADVANCED EMAIL SECURITY & COMPLIANCE				✓			✓	✓	✓	✓
ADVANCED THREAT PROTECTION		ADD-ON	ADD-ON	P1	ADD-ON	ADD-ON	ADD-ON	ADD-ON	P2	P2
DEVICE MANAGEMENT FEATURES				✓				✓		✓
WINDOWS 10				PRO				ENTERPRISE		ENTERPRISE
WINDOWS AUTOPILOT				✓				✓		✓
ENTERPRISE MOBILITY SUITE				✓			ADD-ON	✓	ADD-ON	✓
OFFICE	✓	WEB & MOBILE ONLY	✓	✓	✓	WEB & MOBILE ONLY		✓	✓	✓
WEB BASED PHONES							ADD-ON	ADD-ON	✓	✓
COMMUNICATIONS	✓	✓	✓	✓	SKYPE ONLY	✓	✓	✓	✓	✓
FORMS & SWAY	✓	✓	✓	✓		✓	✓	✓	✓	✓
STREAM		✓	✓	✓		✓	✓	✓	✓	✓
PLANNER		✓	✓	✓	✓	✓	✓	✓	✓	✓
STAFFHUB			✓	✓						
MY ANALYTICS	✓	✓	✓	✓		✓	✓	✓	✓	✓
BOOKINGS			✓	✓						
MILEIQ			✓	✓						
FLOW			✓	✓		✓	✓	✓	✓	✓
DELVE	✓	✓	✓	✓		✓	✓	✓	✓	✓
GRAPH API	✓	✓	✓	✓		✓	✓	✓	✓	✓
POWER BI PRO							ADD-ON	ADD-ON	✓	✓

WHY WOULD I BUY EACH PLAN?

OFFICE 365 BUSINESS
Suited to businesses with less than 300 users that require licenced versions of Microsoft Office applications without utilising any of the main Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration).

OFFICE 365 BUSINESS ESSENTIALS
Suited to businesses with less than 300 users that require Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration) who may already have licenced versions of supported Microsoft Office applications.

OFFICE 365 BUSINESS PREMIUM
Suited to businesses with less than 300 users that require licenced versions of Microsoft Office applications with the addition of Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration).

MICROSOFT 365 BUSINESS
Suited to businesses with less than 300 users that require licenced versions of Windows 10 and Microsoft Office applications with the addition of Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration). Also includes advanced security features focused around data protection (Rights Management Services, eDiscovery and in-place search), mobile device management and compliance.

OFFICE 365 PROPLUS
Suited to businesses with over 300 users that require licenced versions of Microsoft Office applications without utilising any other Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration). Shared Computer Activation included to support virtual environments.

OFFICE 365 E1
Suited to businesses with over 300 users requiring enterprise grade email, Microsoft Office (web version) who don't need additional services such as SharePoint (Intranet) and Teams (Collaboration).

OFFICE 365 E3
Suited to businesses with over 300 users requiring enterprise grade email and licenced versions of Microsoft Office applications (Shared Computer Activation supported for virtual environments) with additional Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration), Rights Management Services, eDiscovery and in-place search are included to prevent data leakage.

MICROSOFT 365 E3
Suited to businesses with over 300 users requiring enterprise grade email and licenced versions of Microsoft Office applications (Shared Computer Activation supported for virtual environments) with additional Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration).
Also includes advanced security features focused around data protection (Rights Management Services, eDiscovery and archiving), mobile device management and compliance.


OFFICE 365 E5
Suited to businesses with over 300 users requiring enterprise grade email, hosted PBX and licenced versions of Microsoft Office applications (Shared Computer Activation supported for virtual environments) with additional Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration). Advanced Threat Protection, Rights Management Services, eDiscovery and archiving search are included for enhanced data protection.


MICROSOFT 365 E5
Suited to businesses with over 300 users requiring enterprise grade email, hosted PBX and licenced versions of Microsoft Office applications (Shared Computer Activation supported for virtual environments) with additional Microsoft Services such as Exchange (Email), SharePoint (Intranet), Teams (Collaboration). Also includes advanced security features focused around data protection (Advanced Threat Protection, Rights Management Services, eDiscovery and archiving), mobile device management and compliance.

WHY PARTNER WITH AN IT PROVIDER FOR OFFICE 365?

An experienced IT provider should offer the following value added benefits:


GET FASTER TECHNICAL SUPPORT
Get faster technical support & issue resolution (backed by SLAs in many cases).

**REDUCE YOUR ADMIN BURDEN**
Reduce your admin burden e.g. with commissioning new users and ongoing license management.



MAXIMISE YOUR ROI
Maximise your ROI by entrusting your provider to keep you updated on new Office 365 features, ensure you have the right mix of plans for your organisation and check app utilisation rates at user level.

**SIMPLIFY ACCOUNTING PROCESSES**
Simplify accounting processes through a single consolidated monthly bill for easier tracking and attribution.



WHY PARTNER WITH EVARIS?

Evaris offers a range of Microsoft cloud packages that bring together the productivity apps you trust with comprehensive help desk support for your subscription in a choice of pay-as-you-go monthly plans. These packages are designed to free you from routine, day-to-day IT admin and support operations so you can focus on the bigger picture stuff.

MICROSOFT PARTNER
Fully accredited internal account management team with over 30 years experience.

**EXPERT CONSULTANTS**
We live and breathe technology. Our team have accrued fantastic feedback for their knowledge and service levels.



FASTER THAN MICROSOFT RESPONSE TIMES
IT resource you can rely on for help, licensing advice and tech support with fast response times backed by SLAs.

AWARD-WINNING CUSTOMER SERVICE
We hold long-standing client relationships and have attracted testimonials and case studies for the technology solutions we've implemented.

UK HELP DESK
Our in-house team of highly qualified and experienced technicians allows us to provide 24/7/365 cover with first, second and third line support both on-site and remotely.

KEEP UP TO DATE
Office 365 evolves constantly so it's tricky to know whether you're using it to its full potential. Evaris' Microsoft experts will keep you up to speed.

