![Microsoft] **Microsoft 365**

What is Microsoft 365

Microsoft 365 is designed to help you achieve more with innovative Office apps, intelligent cloud services, and world-class security.

Your productivity cloud across work and life

Office 365 is now Microsoft 365. Learn what this means for you.

For home

Microsoft 365—new name, more value, same price.

Powerful productivity apps for individuals and families.

Learn more See plans and pricing

For business

Microsoft 365—new name, same great value, same price.

Productivity solutions for small and medium sized businesses.

Learn more See plans and pricing

For enterprise

Microsoft 365—same name, same great value, same price.

Enterprise-grade productivity, management, and security.

Learn more See plans and pricing

Frequently asked questions

- **What Microsoft 365 plans are available?**
  Microsoft 365 for home plans

  - Microsoft 365 Family
  - Microsoft 365 Personal

  Microsoft 365 for business plans

  - Microsoft 365 Business Basic
  - Microsoft 365 Business Standard
  - Microsoft 365 Business Premium
  - Microsoft 365 Apps for business

  Microsoft 365 for enterprise plans

  - Microsoft 365 E3
  - Microsoft 365 E5
  - Microsoft 365 F1
  - Microsoft 365 Apps for enterprise

- **Why did you change the name from Office 365 to Microsoft 365?**
  We changed the name to be more reflective of the range of features and benefits in the subscription, to meet the unique needs of individuals and businesses.

- **What happens to existing Office 365 subscriptions for home and business?**

Many Office 365 subscriptions automatically become Microsoft 365 subscriptions. No action is needed from your end.

- o Office 365 Personal becomes Microsoft 365 Personal.
- o Office 365 Home becomes Microsoft 365 Family.
- o Office 365 Business Essentials becomes Microsoft 365 Business Basic.
- o Office 365 Business Premium becomes Microsoft 365 Business Standard.
- o Microsoft 365 Business becomes Microsoft 365 Business Premium.
- o Office 365 Business becomes Microsoft 365 Apps for business.
- o Office 365 ProPlus becomes Microsoft 365 Apps for enterprise.

There are no changes to the following Office 365 for enterprise plans:

- o Office 365 E1
- o Office 365 E3
- o Office 365 E5

- **What is the difference between Office 365 and Microsoft 365?**
Microsoft 365 includes everything you know in Office 365. Microsoft 365 is designed to help people and businesses achieve more with innovative Office apps, intelligent cloud services, and world-class security.

- **Does Microsoft 365 cost more?**
No, the subscription cost will not change.

- **What Office 365 plans are still available?**
The following [Office 365 plans for enterprise](#) are still available:

- o Office 365 E1
- o Office 365 E3
- o Office 365 E5

- **Is internet access required for Microsoft 365?**
Yes, internet access is required to install and activate Microsoft 365 and get all the latest releases of apps and services.

Note that if you are an existing Office 365 subscriber, you do not need to reinstall or purchase another subscription.

You do not need to be connected to the internet to use Office apps, such as Word, Excel, and PowerPoint, because the apps are fully installed on your computer.

- **What are the steps to get started with Microsoft 365?**

Choose a plan and purchase a subscription:

- o [Microsoft 365 for home plans](#)
- o [Microsoft 365 for business plans](#)
- o [Microsoft 365 for enterprise plans](#)

Learn more about Microsoft 365

Home [Learn more](#)
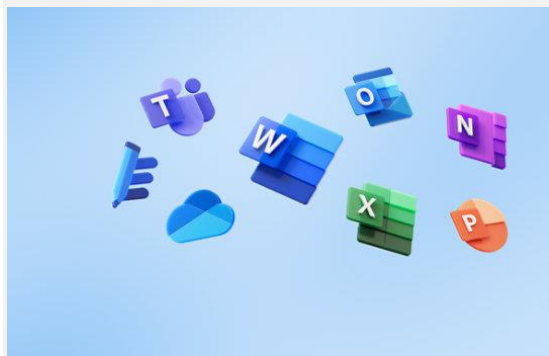
Business [Learn more](#)

Enterprise [Learn more](#)

Education [Learn more](#)

Maximise the everyday

With Microsoft 365, get online protection, secure cloud storage and innovative apps all in one plan.

Save 16% when you pay yearly for Microsoft 365

Microsoft 365 Family

Best value for 2–6 people

£79.99/year   [Or buy at £7.99/month](#)   **Try free for 1 month**

- For one to six people

- Sign in to five devices at once

- Use on PCs, Macs, phones and tablets

- Up to 6 TB of secure cloud storage

- Apps with premium features and offline access

- Data and device security

- Ad-free, secure email

Microsoft 365 Personal

£59.99/year [Or buy at £5.99/month](#)

- For one person

- Sign in to five devices at once

- Use on PCs, Macs, phones and tablets

- 1 TB of cloud storage

- Apps with premium features and offline access

- Data and device security

- Ad-free, secure email

> Subscription automatically renews. Cancel at any time to stop future charges.[1]
> Already have a subscription?

Explore even more benefits of Microsoft 365

Simplify your online security

Keep you and your family safer online with continuous monitoring for threats, real-time alerts, tips and expert guidance from Microsoft Defender.

Powerful productivity apps

Use Word, Excel and PowerPoint to collaborate in real time or work offline.

Trusted storage for priceless memories

Quickly save, share and edit your photos and files with OneDrive and Microsoft 365.

Make the most of your day

With Outlook as command central, you can spend less time organising your life and more time enjoying it.

All your ideas in one place

Capture inspiration in text, audio, photos and videos to create your next big idea with OneNote.

Tell your story, your way

Easily turn captured memories into beautiful videos with Clipchamp and Microsoft 365.

Compare Microsoft 365 with Office

Microsoft 365 Family

Best value for 2-6 people

Subscription   **£79.99/year**   Or buy at £7.99/month   **Try free for 1 month**

Microsoft 365 Personal

Subscription   **£59.99/year**   Or buy at £5.99/month

Office Home & Student 2021

One-time purchase for PC or Mac

£119.99   **Buy now**

	Microsoft 365 Family	Microsoft 365 Personal	Office Home & Student 2021
Number of users	One to six people	1 person	One PC or Mac
Number of accounts	One to six	1	One PC or Mac
Cloud storage	Up to 6 TB (1 TB per person)	1 TB	

Multiple devices and platforms	Included	Included	
Word, Excel, PowerPoint	Included	Included	Included
Outlook	Included	Included	
Ongoing technical support	Included	Included	
Microsoft Defender	Included	Included	
Microsoft Editor	Included	Included	
Clipchamp	Included	Included	
Microsoft Teams	Included	Included	
OneNote	Included	Included	
Access (PC only)	Included	Included	
Publisher (PC only)	Included	Included	
Microsoft Forms	Included	Included	
Skype	Included	Included	
	• [Learn more]	• [Learn more]	• [Learn more]

Office Home & Business 2021

- One-time purchase for one PC or Mac
- Classic 2021 versions of Word, Excel, PowerPoint and Outlook
- Access to support experts

[Learn more]

Frequently asked questions

Expand All|Collapse All

- **What's the difference between Office 2021 (one-time purchase) and Microsoft 365 (subscription)?**

  Office 2021 is sold as a one-time purchase, which means you pay a single, up-front cost to get Office apps for one computer. One-time purchases are available for both PCs and Macs. However, there are no upgrade options, which means if you plan to upgrade to the next major release, you'll have to buy it at full price.

  Microsoft 365 is a subscription that includes the most collaborative, up-to-date features in one seamless, integrated experience. Microsoft 365 includes the robust Office desktop apps that you're familiar with, like Word, PowerPoint and Excel. You also get extra online storage and cloud-connected features that let you collaborate on files in real time. With a subscription, you'll always have the latest features, fixes and security updates along with ongoing tech support at no extra cost. You can choose to pay for your subscription on a monthly or yearly basis, and the Microsoft 365 Family plan lets you share your subscription with your family for up to six people, and use your apps on multiple PCs, Macs, tablets and phones.

- **How do I know if my PC or Mac can run Microsoft 365?**

  Microsoft 365 is compatible with PC, Mac, Android and iOS. See system requirements for compatible versions of your devices, and for other feature requirements.

- **Will Microsoft 365 be identical on a PC and on a Mac?**

  No. Microsoft 365's applications are tailored for each platform and each operating system. The applications available for Mac users and the specific features included may be different from those available for PC users. With Microsoft 365, you can be flexible. With your account, you are not limited to exclusively Mac or exclusively PC, so you can transition across devices.

- **Do I keep control of my documents with a Microsoft 365 subscription?**

  Yes. Documents that you have created belong fully to you. You can choose to store them online on OneDrive or locally on your PC or Mac.

- **Is internet access required for Microsoft 365?**

  Internet access is required to install and activate all the latest releases of apps and services included in all Microsoft 365 subscription plans. Note that if you

are an existing subscriber, you do not need to reinstall or purchase another subscription.

For Microsoft 365 plans, Internet access is also needed to manage your subscription account, for example to install Office apps on other PCs or to change billing options. Internet access is also required to access documents stored on OneDrive, unless you install the [OneDrive desktop app](#).

You should also connect to the internet regularly to keep your version of Microsoft 365 up to date and to benefit from automatic upgrades. If you do not connect to the internet at least every 31 days, your apps will go into reduced functionality mode, which means that you can view or print your documents but cannot edit the documents or create new ones. To reactivate your apps, simply reconnect to the Internet.

You do not need to be connected to the Internet to use the Office apps, such as Word, Excel and PowerPoint, because the apps are fully installed on your computer.

- **What is a Microsoft account and why do I need it for Microsoft 365?**
Your Microsoft account is the combination of an email address and password that you use to sign in to services like OneDrive, Xbox LIVE and Outlook.com. If you use any of these services, you already have a Microsoft account that you can use, or you can create a new account. [Learn more about Microsoft accounts](#).

As part of signing up for a trial or purchasing Microsoft 365, you will be prompted to sign in with a Microsoft account. You must be signed in with this account to install and manage your Microsoft 365 subscription, or to use some subscription benefits, including cloud storage.

- **How many people can use a Microsoft 365 subscription?**

You can share Microsoft 365 Family with five other people, for a total of six users. Microsoft 365 Personal can be used by one person.

- **How do I share my subscription benefits with members of my family?**

If you have an active Microsoft 365 Family subscription, you can share it with up to five other people. Each person you share your subscription with can install Microsoft 365 on all their devices and sign in to five devices at the same time.

To add someone to your subscription, sign in to your [Microsoft account](#) and follow the on-screen instructions to add a user. Each person you add will receive an email with the steps they need to follow. Once they have accepted and completed the

steps, their information, including the installs they are using, will appear on their My Account page. You can stop sharing your subscription with someone or remove a device they are using by logging into your [Microsoft account](#).

- **If I'm not paying for a subscription, what do I get for free?**

  Visit [this page](#) to learn more about free apps.

- **What is Microsoft Defender?**

  Microsoft Defender is a cross-device security app that helps individuals and families protect their data and devices by continuously scanning the web for threats to your identity and personal data (US only). Defender also helps you stay safer online with malware protection, real-time security notifications and security tips. [Download the Microsoft Defender app.](#)

- **What is the difference between Microsoft Defender and Windows Security?**
  Microsoft Defender is a new cross-device app that helps people and families stay safer online. Microsoft Defender adds new features and a simplified user interface. Microsoft Defender also brings valuable device protection to iOS, Android, Windows and Mac, with malware protection, web protection, real-time security notifications and security tips.[Footnote1] Microsoft Defender is available in the Apple, Google and Microsoft app stores and requires a Microsoft 365 Personal or Family subscription to use.

  Windows Security, formerly known as Windows Defender Security Centre, is built-in security on Windows PCs to protect your device and data. Windows Security is pre-installed and automatically enabled. Windows Security includes Microsoft Defender Antivirus software that protects your Windows device and data against viruses, ransomware, trojans and other malware unless non-Microsoft antivirus software is active.

- **What is Clipchamp?**

  A free in-browser video editing platform designed to make video creation accessible for everyone.

- App availability varies by device/language. Features vary by platform.
- Features and app availability may vary by region.
- [1] You can cancel online by visiting the [Microsoft Account site](#). Sign in with the Microsoft account that you used to buy your subscription, and then turn off recurring billing. Then, your subscription will automatically expire when your remaining subscription time is up. For details, see "[How to cancel your Microsoft subscription](#)" at the [Microsoft Support site](#).

What Is Microsoft 365?

Microsoft 365 is a way for businesses, and now consumers as well, to subscribe to Office, Teams, and other Microsoft software. Here are the details you need to know.

by **Michael Muchmore**

Jul 30, 2020

Microsoft 365 is an umbrella offering of software and services for organizations that launched in the summer of 2017. Because some may be scratching their heads as to what precisely Microsoft 365 *is*, we provide an explanation of what it's all about below. Microsoft representatives (who also call it M365) describe the product as Office 365 plus Windows 10 plus Enterprise Mobility.

Update: In March 2020, the company unveiled a version of Microsoft 365 for consumers. That offering differs from the business plans, and it replaces Office 365 plans. It includes not only the Office apps, but also OneDrive cloud storage, Outlook, Family Safety (including apps for Android and iOS),

and Teams for Families. It also includes new consumer-targeted finance templates for Excel, and AI-powered style checking for Word.

The offering has been a success at attracting customers: At a recent Goldman Sachs conference last month, Microsoft Corporate Vice President Jared Spataro stated that "over a quarter of Office 365 licenses are being purchased through M365 or through Microsoft 365."

The Microsoft Graph

Microsoft 365 is available in three flavours: Business, Enterprise, and Education. Pricing starts at $20 per user per month for the Business level, which gets you all of Office 365. According to my Microsoft contact, however, "Pricing varies based on factors such as seat volume and total services provided by the Microsoft partner involved in the sale."

Microsoft 365 leverages the Microsoft Graph, which is basically all the data you produce based on your activity in Office apps, in the Edge web browser, and on Microsoft's mobile apps, including the Edge and Office apps for iOS and Android. There are other inputs as well, such as web-indexing data from Bing, Outlook.com mail, Azure Active Directory, SharePoint, and business data from LinkedIn.

That data is just the start of the Graph, however. Its special sauce is the Microsoft AI and machine learning applied to it. An example of this is the new grammar-learning capabilities in Word. Cloud services can learn grammar patterns and propose more types of corrections. It will know, for example, that it's more correct to say "I saw fog in the air" rather than "I saw the fog in the air," based on lots of data showing the correct usage.

The Graph isn't just for Microsoft apps: Developers can use Graph APIs to build more proactive and smarter apps of their own using all that intelligence via Azure cloud services. For example, a company could use the APIs to build a custom administrator's console.

What's New in Microsoft 365?

Since Microsoft 365 includes Windows 10 and Office 365, the case could be made that every new feature in those is a new Microsoft 365 feature. One new feature specific to the service is Insider Risk Management. This uses AI to monitor risky situations such as a departing employee downloading sensitive business files. It checks for simple security mistakes as well as for malicious actions. The protection is important, as a survey showed that 90 percent of organizations felt vulnerable to insider risk, and half of the respondents had experienced insider breaches in the previous year.

A related new tool is Advanced Audit for Microsoft 365. This Enterprise feature adds the following capabilities:

- Extending the preservation of a user's audit activities from 90 days to 1 year

- Increasing bandwidth access to the Management Activity API

- Access to crucial events for investigations

Windows 10's Your Phone app is a <u>window on the PC</u> that shows photos, notifications, and messages from Android mobile devices. Microsoft still hasn't gotten Your Phone capabilities to work with iOS, but Microsoft 365 MDM capabilities do work with iPhones. You'll likely see more features with Android, since Apple locks down its OS features more. But a Microsoft rep said Your Phone will indeed work with iOS sometime.

Office and M365

Of course, a huge part of M365 is Office 365. The adaptive cards that appear in Outlook and <u>Teams</u> messages change to reflect changes in your organization's Microsoft Graph data. A manager could approve an expense report right in a card. You'll also be able to pay bills in a card using Microsoft Pay. Cards are adaptive and actionable, as the buttons in the card below show.
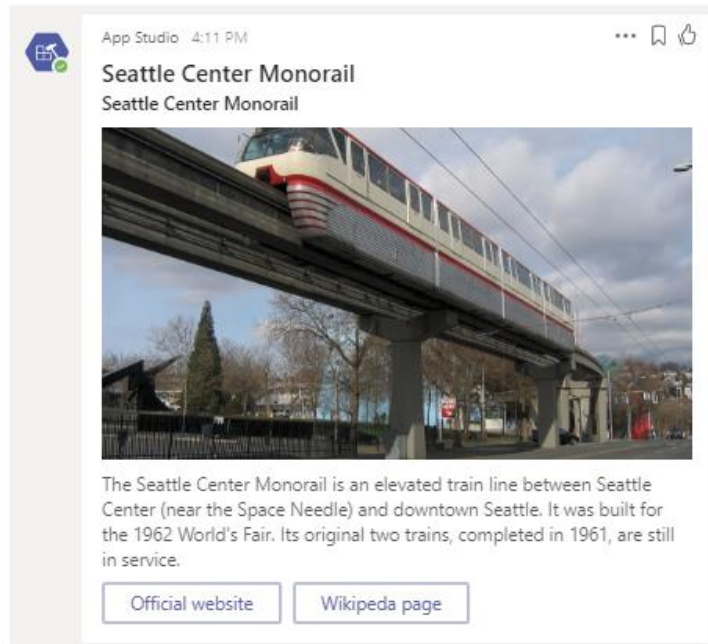
Mobile

In addition to the mobile app integrations mentioned above, Microsoft 365 includes mobile device management capabilities. This lets IT staff deploy app and security settings to Android and iOS devices as well as to Windows tabletsand desktops. The system doesn't offer automatic deployment on the mobile OSes, but does allow this on Windows 10 devices. You can set security policies to take effect on all platforms.
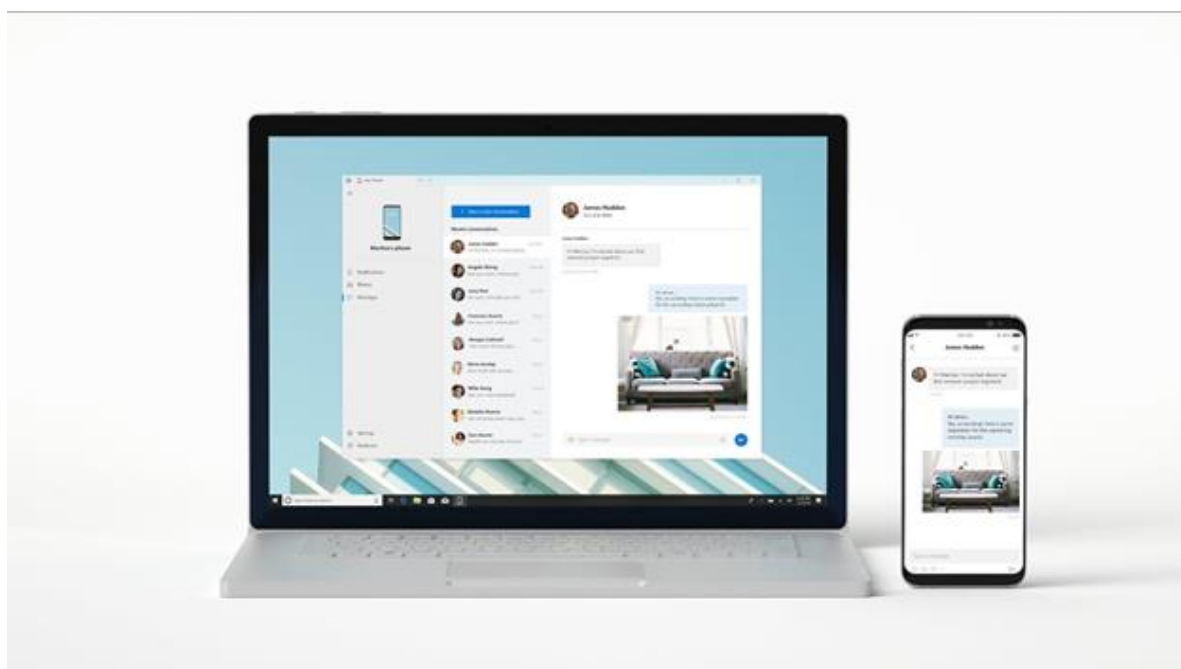
Cloud Storage and Services

As you might expect, Microsoft throws in OneDrive online storage and sharing, as well as access to all the Office web apps, for when you don't have one of your own devices handy. Microsoft 365 users get the same 1TB of OneDrive cloud storage Office 365 subscribers get, along with Microsoft Teams accounts. They also get customizable SharePoint team intranet sites.

Security

Microsoft 365 offers better security than what you'd get with a simple Office 365 subscription, including Advanced Threat Protection, remote wiping capability, App protection (which restricts copying or saving proprietary data in mobile apps), Windows Defender Exploit Guard, and unlimited cloud archiving for Exchange email.

Is Microsoft 365 Cannibalizing Windows and Office?

At first glance, it could seem like Windows and Office are being subsumed by Microsoft 365. But really, it's just that the company wants to promote the new offering for businesses and organizations. Windows and Office aren't going anywhere, and indeed, they'll benefit from some of the features introduced for Microsoft 365.

FURTHER READING

- Microsoft's All-In-One Office Mobile App Now Available for Everyone

- Office 365 ProPlus Will Switch Chrome's Default Search to Bing

- Adobe Integrates Creative Cloud With Microsoft Office

- How to Use Track Changes in Google Docs

- More in Office Suites

OFFICE SUITE REVIEWS

- Prezi

- Microsoft Office Mobile

- Microsoft Office 2019

- Google Docs, Sheets, and Slides

- Google G Suite

OFFICE SUITE BEST PICKS

- The Best Presentation Software

- The Best Office Suites

Find the best Microsoft 365 plan for your business

Microsoft 365 Business Basic

£4.90

user/month

(Annual subscription–auto renews)[1]

Price does not include VAT.

Try free for one month

See trial terms[2]

- **Apps and services to kick-start your business, including:**
- Identity, access, and user management for up to 300 employees
- Custom business email (you@yourbusiness.com)
- Web and mobile versions of Word, Excel, PowerPoint, and Outlook[3]
- Chat, call, and video conference with Microsoft Teams
- 1 TB of cloud storage per employee
- 10+ additional apps for your business needs (Microsoft Bookings, Planner, Forms, and others)
- Automatic spam and malware filtering
- Anytime phone and web support

Secure cloud services:

- Teams
- OneDrive
- SharePoint
- Exchange

Web and mobile apps only:

- Word

- Excel
- PowerPoint
- Outlook

Microsoft 365 Business Standard

£10.30

user/month

(Annual subscription–auto renews)[1]

Price does not include VAT.

Buy now

Try free for one month

See trial terms[2]

- **Everything in Business Basic, plus:**
- Desktop versions of Word, Excel, PowerPoint, and Outlook
- Webinars with attendee registration and reporting
- *New*: Collaborative workspaces to co-create using Microsoft Loop
- *New*: Video editing and design tools with Microsoft Clipchamp
-
- Copilot
  Copilot for Microsoft 365 available as an add-on.[*]

Desktop, web, and mobile apps and secure cloud services:

- Word
- Excel
- PowerPoint

- Outlook
- Teams
- OneDrive
- SharePoint
- Exchange
- Clipchamp
- Microsoft Loop

Microsoft 365 Business Premium

£18.10

user/month

(Annual subscription–auto renews)[1]

Price does not include VAT.

Buy now

Try free for one month

See trial terms[2]

- **Everything in Business Standard, plus:**
- Advanced identity and access management
- Enhanced cyberthreat protection against viruses and phishing attacks
- Enterprise-grade device and endpoint protection
- Discover, classify, and protect sensitive information
-
-
- **Copilot for Microsoft 365 available as an add-on**.[*]

Desktop, web, and mobile apps and secure cloud services:

- Word
- Excel
- PowerPoint
- Outlook
- Teams
- OneDrive
- SharePoint
- Exchange
- Clipchamp
- Microsoft Loop
- Microsoft Entra ID
- Intune
- Microsoft Defender for Business
- Azure Information Protection

Microsoft 365 Apps for business

£8.60

user/month

(Annual subscription–auto renews)[1]

Price does not include VAT.

Buy now

Try free for one month

See trial terms[2]

-
- ## Desktop versions of Word, Excel, PowerPoint, and Outlook:
- Desktop versions of Word, Excel, PowerPoint, and Outlook
- 1 TB of cloud storage per user
- Anytime phone and web support

Desktop, web, and mobile apps and secure cloud services:

- Word
- Excel
- PowerPoint
- Outlook
- OneDrive

	Microsoft 365 Business Basic	Copilot for Microsoft 365 available as an add-on.[*] Microsoft 365 Business Standard	Copilot for Microsoft 365 available as an add-on.[*] Microsoft 365 Business Premium	Only includes apps Microsoft 365 Apps for business
	£4.90 user/month (Annual subscription– auto renews)[1] Price does not include VAT. Buy now	£10.30 user/month (Annual subscription– auto renews)[1] Price does not include VAT. Buy now	£18.10 user/month (Annual subscription– auto renews)[1] Price does not include VAT. Buy now	£8.60 user/month (Annual subscription– auto renews)[1] Price does not include VAT. Buy now

- **Partial checkmark icons indicate a feature is partially included**

- **Checkmark icons indicate a feature is included**

	Or try free for one month	Or try free for one month	Or try free for one month	Or try free for one month
	See trial terms[2] **Learn more**	**See trial terms**[2] **Learn more**	**See trial terms**[2] **Learn more**	**See trial terms**[2] **Learn more**

Email and calendar

Use a custom business email (name@yourbusiness.com)				
Host and administer email with a 50-GB mailbox				
Easily schedule meetings and respond to invitations using shared calendars				
Manage your calendar, share available meeting times, schedule meetings, and get reminders				

Toggle visibility of 4 table rows below the File storage and sharing row

File storage and sharing

Collaborate in the same file with real-time coauthoring and editing				
Access your files from your computer, tablet, or phone				
Keep your files securely stored, up to date, and accessible across devices				

Engage and inform with intelligent video using Microsoft Stream

Toggle visibility of 4 table rows below the Teamwork and communication row

Teamwork and communication

Chat one-on-one or in a group chat, pin chats, and save messages for quick access

Host secure, organized meetings with audio, video, screen-sharing, and the option to record

Create team sites to share information, content, and files throughout your intranet using SharePoint

Invite people outside of your business to your meetings— even those without Teams accounts

Toggle visibility of 4 table rows below the Standard security and compliance row

Standard security and compliance

Help protect your business against spam and malware with cloud-based email filtering

Manage security threats by creating password policies

Secure access with multifactor authentication

Control access to business information with security groups and custom permissions

Toggle visibility of 4 table rows below the Support and deployment row

Support and deployment

Contact phone and online support anytime

Get technical support for installation, setup, configuration, and general usage

Access help and troubleshooting tools, videos, articles, and forums

Have peace of mind with a financially backed 99% uptime guarantee

Toggle visibility of 3 table rows below the Web and mobile apps row

Web and mobile apps

Word, Excel, PowerPoint, OneNote

Outlook

No web version

Teams, Bookings, Forms, Microsoft Lists, Planner, SharePoint, Stream

Toggle visibility of 2 table rows below the Installable desktop apps row

Installable desktop apps

Microsoft 365 apps for PC and Mac, including Word, Excel, PowerPoint, Outlook, and OneNote

PC-only apps, including Microsoft Access and Microsoft Publisher		

Toggle visibility of 2 table rows below the AI-powered assistance row

AI-powered assistance

Get intelligent writing assistance with advanced grammar and style suggestions using Editor		
Boost creativity with Copilot for Microsoft 365 in Word, Excel, PowerPoint, Outlook, Teams, and other apps	Available as an [add-on]	Available as an [add-on]

Toggle visibility of 5 table rows below the Project and customer relationship management row

Project and customer relationship management

Easily create, manage, and share schedules and tasks with your team		
Manage workflow and track important tasks with Microsoft Lists		
Quickly and easily create custom surveys and analyze results with Forms		
Streamline client scheduling and manage appointments with Bookings		
Collaborate in workspaces to organize your projects, both large and small, with Microsoft Loop		

Toggle visibility of 3 table rows below the Video editing row

Video editing	
Edit videos using basic tools, such as trimming, cropping, and speed control Create high-quality recordings and set dimensions for upload to multiple platforms Collaborate live or asynchronously in a video-editing workspace	
Toggle visibility of 3 table rows below the Webinars and live events row	
Webinars and live events	
Schedule and host webinars for up to 300 people Host webinars that include attendee registration pages and email confirmations Get reporting data on webinar registration and meeting attendance	
Toggle visibility of 4 table rows below the Advanced cyberattack protection row	
Advanced cyberattack protection	
Enable enterprise-grade endpoint security across devices to protect against ransomware and other cyberthreats Help protect against email threats, such as phishing that's hidden in email attachments and links Restrict access to sensitive business information with information rights management	

Help employees securely access business apps wherever they work with conditional access, while helping prevent unauthorized access

Toggle visibility of 3 table rows below the Device management row

Device management

Apply security policies to help protect work data on company-owned and employee devices[3]

Keep company data within approved apps across iOS, Android, and Windows PCs[3]

Remotely remove business data from lost or stolen devices

Microsoft 365 Business Basic	Microsoft 365 Business Standard	Microsoft 365 Business Premium	Microsoft 365 Apps for business
	Copilot for Microsoft 365 available as an add-on.[‡]	Copilot for Microsoft 365 available as an add-on.[‡]	Only includes apps
£4.90	£10.30	£18.10	£8.60
user/month	user/month	user/month	user/month
(Annual subscription–auto renews)[1]	(Annual subscription–auto renews)[1]	(Annual subscription–auto renews)[1]	(Annual subscription–auto renews)[1]
Price does not include VAT.	Price does not include VAT.	Price does not include VAT.	Price does not include VAT.
Buy now	Buy now	Buy now	Buy now
Or try free for one month			
See trial terms[2]			

	Learn more	Or try free for one month	Or try free for one month	Or try free for one month
		See trial terms[2]	See trial terms[2]	See trial terms[2]
		Learn more	Learn more	Learn more

Add Copilot to your Microsoft plan[*]

[Sign in to add Copilot](#) to your existing Microsoft 365 business plan.

If you're not an existing customer, buy a Microsoft 365 plan to get started.

See Microsoft 365 pricing **Learn more**

Explore Microsoft 365

Help me choose the right Microsoft 365 plan

[Help me choose](#)

Learn more about Microsoft 365 for business

[Learn more](#)

Learn more about Microsoft 365 for enterprise

Learn more

Compare enterprise plans

Get just the Microsoft 365 desktop apps

Learn more

Other suggested products

Visio: Flowchart software. Different plans available

Project: Project management software. Different plans available

See all apps and services

Microsoft 365

"Windows 365" redirects here. For other uses, see Microsoft Windows § Windows 365.

Microsoft 365

From top-left: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Viva Engage

Developer(s)	Microsoft
Initial release	July 10, 2017; 6 years ago[1]
Operating system	Windows, macOS, Android, iOS
Predecessor	Microsoft Office
Type	Software as a service contract
Website	microsoft365.com

Microsoft 365 is a product family of productivity software, collaboration and cloud-based services owned by Microsoft. It encompasses online services such as Outlook.com, OneDrive, Microsoft Teams, programs formerly marketed under the name Microsoft Office (including applications such as Word, Excel, PowerPoint, and Outlook on Microsoft Windows, macOS, mobile devices, and on the web), enterprise products and services associated with these products such as Exchange Server, SharePoint, and Viva Engage. It also covers subscription plans encompassing these products, including those that include subscription-based licenses to desktop and mobile software, and hosted email and intranet services.

The branding **Office 365** was introduced in 2010 to refer to a subscription-based software as a service platform for the corporate market, including hosted services such as Exchange, SharePoint, and Lync Server, and Office on the web. Some plans also included licenses for the Microsoft Office 2010 software. Upon the release of Office 2013, Microsoft began to promote the service as the primary distribution model for the Microsoft Office suite, adding consumer-focused plans integrating with services such as OneDrive and Skype, and emphasizing ongoing feature updates (as opposed to non-subscription licenses, where new versions require purchase of a new license, and do not receive feature updates).

In July 2017, Microsoft introduced a second brand of subscription services for the enterprise market known as Microsoft 365, combining Office 365 with Windows 10 Enterprise volume licenses and other cloud-based security and device management products. On April 21, 2020, Office 365 was rebranded as Microsoft 365, to emphasize the service's current inclusion of products and services beyond the core Microsoft Office software family (including cloud-based productivity tools and artificial intelligence features). Most products that were called Office 365 were renamed as Microsoft 365 on the same day.[2] In October 2022, Microsoft announced that it would discontinue the "Microsoft Office" brand by January 2023, with most of its products and online productivity services being marketed primarily under the "Microsoft 365" brand.[3][4][5] It continues to reside on the domain name `office365.com`, whereas personal (non-education/enterprise) accounts are on `live.com`. However, Microsoft reversed this stance with the release of an Office 2024 preview build in November 2023.[6][7]

History[edit]

As Office 365[edit]

Microsoft first announced Office 365 in October 2010, beginning with a private beta with various organizations, leading into a public beta in April 2011, and reaching general availability on June 28, 2011, with a launch aimed originally at corporate users. Facing growing competition from Google's similar service Google Workspace, Microsoft designed the Office 365 platform to "bring together" its existing online services (such as the Business Productivity Online Suite) into "an always-up-to-date cloud service" incorporating Exchange Server (for e-mail), SharePoint (for internal social networking, collaboration, and a public web site), and Lync (for communication, VoIP, and conferencing). Plans were initially launched for small business and enterprises; the small business plan offered Exchange e-mail, SharePoint Online, Lync Online, web hosting via SharePoint, and the Web App with the enterprise plan also adding per-user licenses for the Office 2010 Professional Plus software and 24/7 phone support.[8] [9] Following the official launch of the service, Business Productivity Online Suite customers were given 12 months to migrate from BPOS to the Office 365 platform.[10]

With the release of Office 2013, an updated version of the Office 365 platform was launched on February 27, 2013, expanding Office 365 to include new plans aimed at different types of businesses, along with new plans aimed at general consumers, including benefits tailored towards Microsoft consumer services such as OneDrive (whose integration with Office was a major feature of the 2013 suite).[11] The server components were updated to their respective 2013 versions, and Microsoft expanded the Office 365 service with new plans, such as Small Business

Premium, Midsize Premium, and Pro Plus.[12] A new Office 365 Home Premium plan aimed at home users offers access to the Office 2013 suite for up to five computers, along with expanded OneDrive storage and 60 minutes of Skype calls monthly. The plan is aimed at mainstream consumers, especially those who want to install Office on multiple computers.[13][14] A University plan was introduced, targeted at post-secondary students. With these new offerings, Microsoft began to offer prepaid Office 365 subscriptions through retail outlets alongside the normal, perpetually licensed editions of Office 2013 (which are only licensed for use on one computer, and do not receive feature updates).[15][16]

On March 19, 2013, Microsoft detailed its plans to provide integration with the enterprise social networking platform Yammer (which they had acquired in 2012) for Office 365, such as the ability to use a single sign-on between the two services, shared feeds and document aggregation, and the ability to entirely replace the SharePoint news feed and social functionality with Yammer.[17] The ability to provide a link to a Yammer network from an Office 365 portal was introduced in June 2013, with heavier integration (such as a Yammer app for SharePoint and single sign-on) to be introduced in July 2013.[18]

On July 8, 2013, Microsoft unveiled Power BI, a suite of business intelligence and self-serve data mining tools for Office 365, to be released later in the year. Power BI is primarily incorporated into Excel, allowing users to use the Power Query tool to create spreadsheets and graphs using public and private data, and also perform geovisualization with Bing Maps data using the Power Map tool (previously available as a beta plug-in known as GeoFlow). Users will also be able to access and publish reports, and perform natural language queries on data.[19][20] As a limited-time offer for certain markets (but notably excluding the US), Microsoft also offered a free one-year Xbox Live Gold subscription with any purchase of an Office 365 Home Premium or University subscription, until September 28, 2013.[21]

From April 15, 2014, Microsoft renamed the "Home Premium" plan to "Home," and added a new "Personal" plan for single users.[22][23]

In June 2014, the amount of OneDrive storage offered to Office 365 subscribers was increased to 1 terabyte from 20 GB.[24] On October 27, 2014, Microsoft announced "unlimited" OneDrive storage for Office 365 subscribers.[25] However, due to abuse and a general reduction in storage options implemented by Microsoft, the 1 TB cap was reinstated in November 2015.[26]

In June 2016, Microsoft made Planner available for general release. It is considered to be a competitor to Trello and to other agile team collaboration cloud services.[27]

In April 2017, Microsoft announced that with the ending of mainstream support for Office 2016 on October 13, 2020, access to OneDrive for Business and Office 365-hosted servers for Skype for Business will become unavailable to those who are not using Office 365 ProPlus or Office perpetual in mainstream support.[28] In July 2019, Microsoft announced that the hosted Skype for Business Online service would be discontinued on July 31, 2021, with users being redirected to the Microsoft Teams collaboration platform as its replacement. Since September 2019, Skype for Business Online is no longer offered to new subscribers.[29][30]

In October 2017, the existing Outlook.com Premium service was discontinued and folded exclusively into Office 365, with all Personal and Family subscribers subsequently being upgraded to 50 GB of storage.[31]

As Microsoft 365[edit]

For businesses[edit]

The "Microsoft 365" brand was first introduced at Microsoft Inspire in July 2017 as an enterprise subscription product, succeeding the "Secure Productive Enterprise" services released in 2016, and combining Windows 10 Enterprise with Office 365 Business Premium, and the Enterprise Mobility + Security suite including Advanced Threat Analytics, Azure Active Directory, Azure Information Protection, Cloud App Security and Microsoft Intune. Microsoft 365 is sold via Microsoft and its cloud services reseller network.[32][33]

Consumer launch[edit]

On March 30, 2020, Microsoft announced that the consumer plans of Office 365 would be rebranded as "Microsoft 365" (a brand also used by Microsoft for an enterprise subscription bundle of Windows, Office 365, and security services) on April 21, 2020, succeeding existing consumer plans of Office 365.[34]

It is a superset of the existing Office 365 products and benefits, positioned towards "life", productivity, and families, including the Microsoft Office suite, 1 TB of additional OneDrive storage and access to OneDrive Personal Vault, and 60 minutes of Skype calls per month. Under the brand, Microsoft will also add access to its collaboration platform Teams (which will also add additional features designed around family use), and a premium tier of Microsoft Family Safety. Microsoft also announced plans to offer trial offers of third-party services for Microsoft 365 subscribers, with companies such as Adobe (Creative Cloud Photography), Blinkist, CreativeLive, Experian, and Headspace having partnered. Microsoft 365 Personal and Family succeeded the Office 365 Personal and Home subscriptions, with no change in pricing.[35][36][37][38]

Office 365 for small- and medium-sized businesses was also renamed Microsoft 365, with Office 365 Business and ProPlus becoming "Microsoft 365 Apps for business" and "Microsoft 365 Apps for enterprise", Office 365 Business Essentials becoming "Microsoft 365 Business Basic", and Office 365 Business Premium becoming "Microsoft 365 Business Standard" (with the existing Microsoft 365 Business product becoming "Microsoft 365 Business Premium"). The Office 365 brand remains in use for its enterprise, education, healthcare, and governmental plans. Microsoft stated that "over the last several years, our cloud productivity offering has grown well beyond what people traditionally think of as 'Office'", citing examples such as Forms, Planner, Stream, and Teams.[39]

On October 13, 2022, Microsoft announced that it would be phasing out the Microsoft Office brand, in favor of branding all products under the Microsoft 365 name. This change took effect on Office.com in November 2022, followed by the Office mobile apps in January 2023. The Microsoft Office brand will still be used for legacy products, including subscription products still carrying the "Office 365" name since the previous Microsoft 365 rebranding, and the "on-premises"/perpetually licensed Microsoft Office 2021.[40][16]

Software and services

Desktop applications

Main article: List of Microsoft 365 applications and services

The Microsoft 365 desktop applications (formerly marketed as Microsoft Office) are primarily used on personal computers running Microsoft Windows, and are distributed as part of the Microsoft 365 subscription. They are installed using a "click-to-run" system which allows users to begin using the applications almost instantaneously, while files are downloaded in the background. Updates to the software are installed automatically, covering both security and feature updates. These applications were one of the core components of the initial Office 365 service.[11][14][15][41] If the user's subscription lapses, the applications enter a read-only mode where editing functionality is disabled. Full functionality is restored once a new subscription is purchased and activated.[42]

Although there are still "on-premises" or "perpetual" releases of Office released on a three-year cycle, these versions do not receive new features or access to new cloud-based services as they are released on Microsoft 365.[43][44][45]

All of these applications, excluding Access and Publisher, are also available on macOS.

- **Microsoft Word** is a word processing application for editing documents.
- **Microsoft Excel** is a spreadsheet editor.
- **Microsoft PowerPoint** is a presentation program.
- **Microsoft OneNote** is a notetaking program that gathers handwritten or typed notes, drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network.
- **Microsoft Outlook** is a personal information manager (PIM) that includes an e-mail client, calendar, task manager and address book.
- **Microsoft Publisher** is a desktop publishing app for Windows mostly used for designing brochures, labels, calendars, greeting cards, business cards, newsletters, web sites, and postcards.
- **Microsoft Access** is a database management system for Windows that combines the relational Access Database Engine (formerly Jet Database Engine) with a graphical user interface and software development tools. Microsoft Access stores data in its own format based on the Access Database Engine. It can also import or link directly to data stored in other applications and databases.[46]

Mobile and web applications

Word, Excel, and PowerPoint are available as mobile and web app, usable for free with limitations, although they do not contain all of the functionality as the desktop versions. The mobile apps were originally limited to Office 365 subscribers,[47][48][49] but basic editing and document creation has since been made free for personal use. An active Microsoft 365 subscription is still required to unlock certain advanced editing features, use the apps on devices with screens larger than 10.1 inches, or to use the apps for commercial purposes.[50][51][52] In February 2020, Microsoft introduced a new Microsoft Office app that integrates Word, Excel, and PowerPoint, replacing the previous, separate apps for each.[53]

Microsoft Outlook for mobile is derived from the apps Acompli and Sunrise Calendar, which were acquired by Microsoft and discontinued.[54][55][56]

Online services and apps

Some Microsoft 365 online services are usable without a subscription, but with limitations such as advertising and lower storage limits.

- **Outlook.com**, an online webmail service originally launched as Hotmail, also including an address book (People) and calendar.
- **OneDrive**, an online file storage service.
- **Office on the web**, cloud-based versions of Word, Excel, and PowerPoint; they compete primarily with services such as Google Docs.
- **Microsoft Teams**, a business communication platform.
- **To Do**, a task management app.
- **Clipchamp**, an online video editor.[57]
- **Skype**, an instant messaging and VOIP service.
- **Microsoft Family Safety** is a service encompassing parental controls that can be used across Windows, Android, iOS, and Xbox devices for web filtering, time limits, location sharing, and other features.

Enterprise servers and services

Business and enterprise-oriented plans for Microsoft/Office 365 offer access to cloud-hosted server platforms on a software as a service basis, including Exchange, Skype for Business, SharePoint, Microsoft Dictate (speech recognition[60][61]), and Office on the web.[8] Through SharePoint's OneDrive for Business functionality (formerly known as SharePoint MySites and SkyDrive Pro, and distinct from the consumer-oriented OneDrive service), each user also receives 1 TB of online storage. Certain plans also include unlimited personal cloud storage per user.[62][63]

Microsoft 365 services can be configured through an online portal; users can be added manually, imported from a CSV file, or set up for single sign-on with a local Active Directory using Active Directory Federation Services.[10][64] More advanced setup and features requires the use of PowerShell scripts.[65]

- **Exchange Server**, a mail and calendaring server.
- **SharePoint** is a web-based collaborative platform. It is primarily sold as a document management and storage system, but the product is highly configurable and usage varies substantially among organizations.
- **Microsoft Power Platform** is a line of business intelligence, app development, and app connectivity applications.
- **Viva Engage**, a platform for creating enterprise social networks.

Subscription plans

Microsoft 365 offers subscription plans aimed at different needs and market segments, providing different sets of features at different price points.[66][67] Microsoft has also offered Office 365 subscriptions to students of institutions who have licensed Office software for their faculty.[68][69] There are two separate backends for the products:[70][71]

- Consumer plans log in using a Microsoft account, also called a "personal account"
- Business, enterprise and education plans log in using a user ID managed by Azure Active Directory, also called a "work or school account"

Consumer

Aimed at mainstream consumers, both plans offer access to Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Publisher, and Access) for home/non-commercial use on one computer (Windows, macOS, and mobile

devices), with access to additional online-based services and premium creative content, 1 TB of OneDrive storage with Advanced Security, 60 minutes of Skype international calls per month (subject to area), and partner offers.[72][73][74][75]

- **Microsoft 365 Personal** (formerly Office 365 Personal): Includes access to Word, Excel, PowerPoint, Outlook, Publisher, and Access for home/non-commercial use on up to five computers, phones or tablets (Windows, Mac, Android, iOS). Additional benefits include 1 TB of additional OneDrive storage and 60 minutes of Skype international calls per month (subject to area).[72][76] A version of Personal purchased on a discounted four-year plan, known as **Office 365 University**, allowing use on two devices by one user, was available for those in post-secondary institutions until 2019.[77]
- **Microsoft 365 Family** (formerly Office 365 Home): Aimed at mainstream consumers and families; same as Personal, but for use on up to five devices per person by up to six users.[78]

Small Business

- **Microsoft 365 Apps for business** (formerly Office 365 Business): Offers Office applications for Windows, Mac, and mobile platforms for up to five computers, tablets, and smartphones per user.

- **Microsoft 365 Business Basic** (formerly Office 365 Business Essentials) is suitable for small and medium-sized businesses. It includes Office 365 web-apps: Word, Excel, Outlook, PowerPoint, OneNote, as well as Exchange, Teams, SharePoint, OneDrive, Forms and Visio with 1 TB.

- **Microsoft 365 Business Standard** (formerly Office 365 Business Premium) includes Microsoft 365 Business Basic and Microsoft 365 Apps for Business.

- **Microsoft 365 Business Premium** (formerly Microsoft 365 Business) is for businesses with up to 300 employees. It includes Microsoft 365 Business Standard and additionally: Windows 10 Business, Azure Virtual Desktop, Azure AD P1, Microsoft Intune, Defender for Business, Defender for Office 365.[79]

Enterprise

- **Microsoft 365 Apps for Enterprise** (formerly Office 365 ProPlus)

- **Office 365 Enterprise**: Intended for use in corporate environments. Provides access to all Office applications and hosted services, as well as business-specific features and regulatory compliance support.

- **Microsoft 365 Enterprise**: is a bundle of Office 365 Enterprise, Windows 10 Enterprise and Enterprise Mobility + Security.[80][81]

Education

- **Microsoft 365 Education**[82]

Other

- **Office 365 operated by 21Vianet**: Microsoft has licensed 21Vianet to provide Office 365 services to its China customers. Microsoft does not operate Office 365 in China;

instead, 21Vianet does. The service differs in features from the service offered elsewhere.[83]

Comparison[edit]

	Microsoft 365 Editions																
	Private[84]			Business[85]				Enterprise[86]					Education[87]			Frontline[88]	
Features	Office Online	Personal	Family	Apps[89]	Standard	Premium	Basic	Apps[90]	E1	E3	E5	A1	A3	A5	F1	F3
Devices per user (PC/Tablet/Smartphone)		max. 5	5/5/5	5/5/5	5/5/5	5/5/5	-/5/5	5/5/5	–/5/5	5/5/5	5/5/5	–/5/5	5/5/5	5/5/5	–/5/5	–/5/5
Max. Users	1	1	6	300	300	300	300	unlimited	unlimited	unlimited	unlimited	unlimited	unlimited	unlimited	unlimited	unlimited
commercial use	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
Skype-Free minutes worldwide	No	60 60 mins / month	60 60 mins / month	No	No	No	No	No	No	No	No	No	No	No	No	No
Email inbox size	15 GB	50 GB	50 GB		50 GB	50 GB	50 GB		50 GB	100 GB	100 GB	50 GB	100 GB	100 GB	2 GB	2 GB
OneDrive-storage	5 GB	1 TB	1 TB	1 TB	1 TB	1 TB	1 TB	unlimited	1 TB	unlimited	unlimited	unlimited	unlimited	unlimited	2 GB	2 GB
Word	Web App o	Yes	Yes	Yes	Yes	Yes	Web App only	Yes	Web App only	Yes	Yes	Web App only	Yes	Yes	Web App only	Web App only

	nly y															
Excel	WebApp only	Yes	Yes	Yes	Yes	Yes	WebApp only	Yes	WebApp only	Yes	Yes	WebApp only	Yes	Yes	WebApp only	WebApp only
PowerPoint	WebApp only	Yes	Yes	Yes	Yes	Yes	WebApp only	Yes	WebApp only	Yes	Yes	WebApp only	Yes	Yes	WebApp only	WebApp only
OneNote	WebApp only	Yes	Yes	Yes	Yes	Yes	WebApp only	Yes	WebApp only	Yes	Yes	WebApp only	Yes	Yes	WebApp only	WebApp only
Outlook	WebApp only	Yes	Yes	Yes	Yes	Yes	WebApp only	Yes	WebApp only	Yes	Yes	WebApp only	Yes	Yes	WebApp only	WebApp only
Publisher	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes
Access	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes
Sway	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Skype for Business	No	No	No	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Yammer	No	No	No	No	No	No	No	No	Yes	Yes	Yes	No	No	No	Yes	Yes

SharePoint	No	No	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Exchange	No	No	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Microsoft Teams	No	No	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Planner	No	No	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	Yes
StaffHub	No	No	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Power BI Pro	No	No	No	No	No	No	No	No	No	No	Yes	No	No	Yes	No	No
Forms	No	Yes	Yes	No	No	No	No	No	No	No	No	Yes	Yes	Yes	No	Yes
Stream	No	No	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Power Automate	No	Yes	Yes	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PowerApps	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
School Data Sync	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	No	No
Bookings	No	No	No	No	Yes	Yes	No	No	No	Yes	Yes	No	Yes	Yes	No	Yes
Clipchamp	No	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No

Security

In December 2011, Microsoft announced that the Office 365 platform was now compliant with the ISO/IEC 27001 security standards, the European Union's Data Protection Directive (through the signing of model clauses), and the Health Insurance Portability and Accountability Act for health care environments in the United States. At the same time, Microsoft also unveiled a new "Trust Center" portal, containing further information on its privacy policies and security practices for the service.[91][92] In May 2012, Microsoft announced that Office 365 was now compliant with the Federal Information Security Management Act: compliance with the act would now allow Office 365 to be used by U.S. government agencies.[93]

In spite of claiming to comply with European data protection standards, and in spite of existing Safe Harbor agreements, Microsoft has admitted that it will not refrain from handing over data stored on its European servers to US authorities under the Patriot Act.[94]

In Finland, FICORA has warned Office 365 users of phishing incidents and break-ins that have caused losses of millions of euros.[95][96] In September 2019, NCSC-FI (National Cyber Security Centre of Finland) created a detailed guide on how to protect Microsoft Office 365 against phishing attempts and any data breaches.[97]

In July 2019, the German state of [Hesse](#) outlawed the use of Office 365 in educational institutions, citing privacy risks.[98]

In December 2020, the [US Department of Commerce was breached](#) via Office 365. The attackers were able to access staff emails for several months.[99][100]

A July 1, 2021 [cybersecurity](#) advisory from British ([NCSC](#)) and American ([NSA](#), [FBI](#), [CISA](#)) security agencies warned of a [GRU](#) [brute-force](#) campaign from mid-2019 to the present (July 2021) that focused a "significant amount" of activity on Microsoft Office 365 cloud services.[101][102]

On November 10, 2023, IT news portal *Heise online* disclosed in the article "Microsoft lays hands on login data: Beware of the new Outlook", that "if you try out the new Outlook, you risk transferring your IMAP and SMTP credentials of mail accounts and all your emails to Microsoft servers."[103]

Reception[[edit](#)]

[TechRadar](#) gave the 2013 update of Office 365 a 4.5 out of 5, praising its administration interfaces for being accessible to users with any level of expertise, the seamless integration of OneDrive Pro into the Office 2013 desktop applications, and the service as a whole for being suitable in small business environments, while still offering "powerful" options for use in larger companies (such as [data loss protection](#) and the ability to integrate with a local [Active Directory](#) instance). However, the service was severely criticized for how it handled its 2013 update for existing users, and its lack of integration with services such as [Skype](#) and [Viva Engage](#).[64]

In the fourth quarter of fiscal year 2017, Office 365 revenue had exceeded that of conventional license sales of Microsoft Office software for the first time.[104]

See also

- [Comparison of office suites](#)
- [List of office suites](#)
- [Windows 365](#)
- [Google Workspace](#)
- [Microsoft Intune](#)
- [Microsoft 365 Copilot](#)

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External links

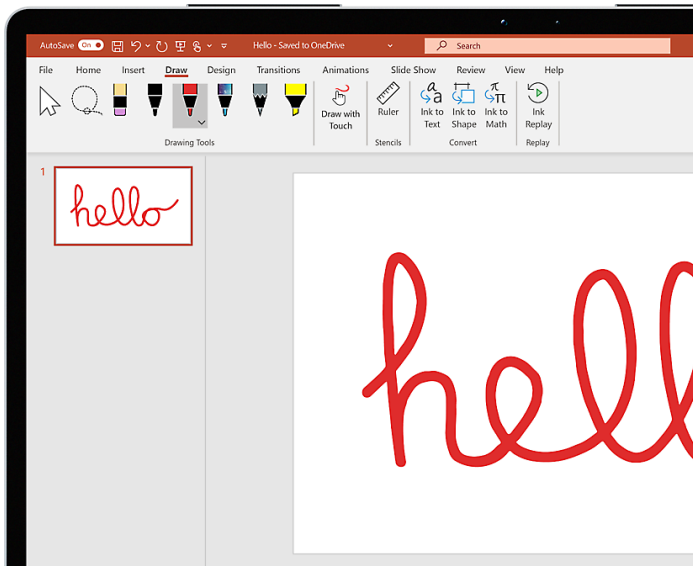- [Official website](#) ✎

Your modernized Office

Create content, stay organized, and work together with updated versions of Word, Excel, PowerPoint, and other apps in Office 2021.
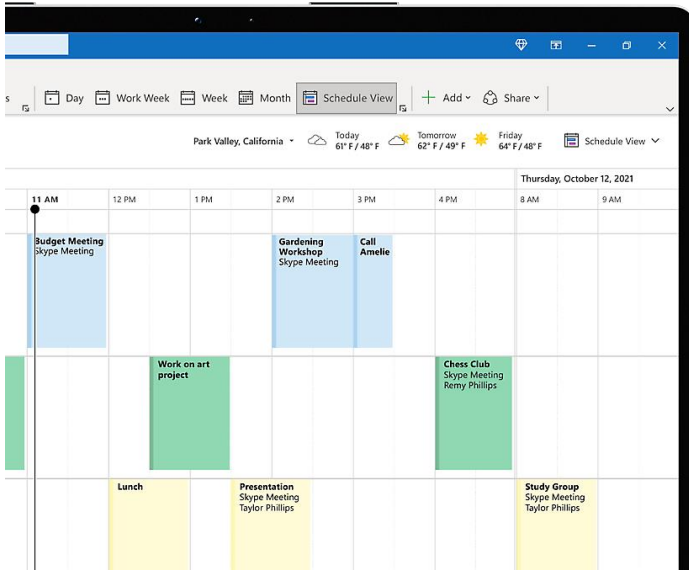
See plans and pricing

## See what's in Office 2021
See what's in Office 2021

Create with confidence

Produce engaging documents and presentations with new, modern visuals and quickly find what you need with improved navigation features and search functions.

Organize your work and life

Efficiently manage your messages, appointments, contacts, and tasks in one place. Easily stay on top of meetings, deadlines, and family time, too.
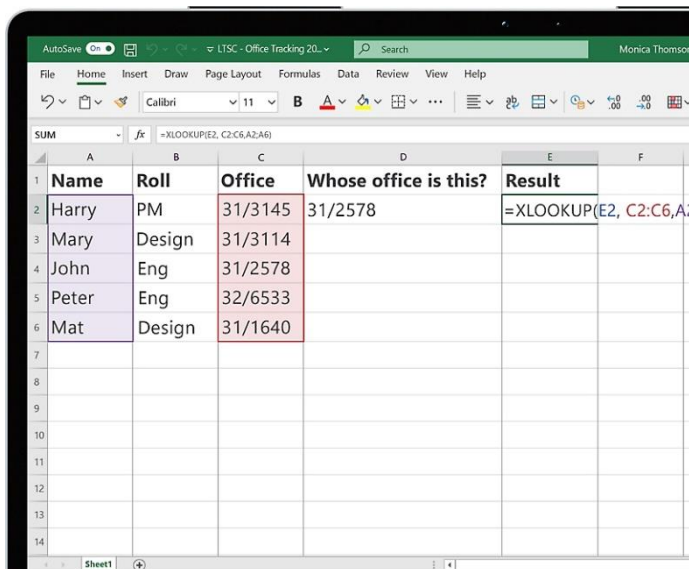
Track and organize effortlessly

Use fewer and more robust formulas to quickly build spreadsheets that update as information changes. Find data fast with improved navigation features and search functions.
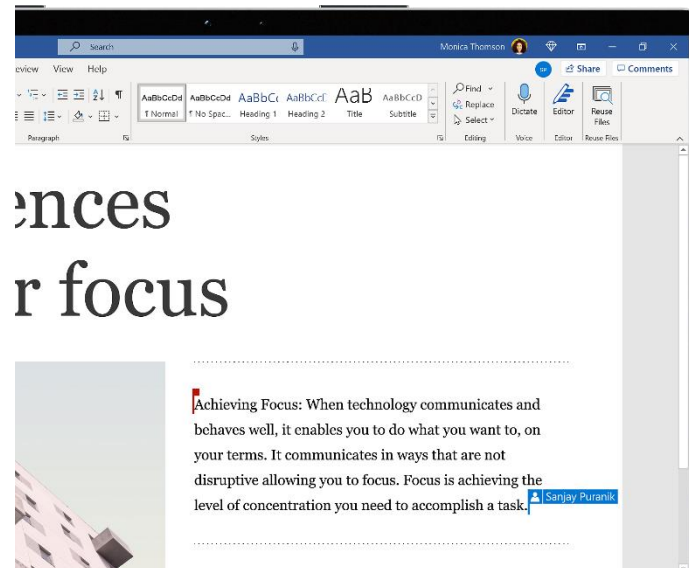
Work together seamlessly

Easily share files and get notified when others make edits or mention you in comments and quickly catch up on what's changed every time you open a document.[2] Improved performance features help your system run faster and new autosave[2] means you'll never lose your work again.

Achieve even more with Microsoft 365

Your hub for teamwork

Bring all your groups and resources together in one place with Microsoft Teams.

[Learn more](#)

1 TB of file storage and sharing

Stay connected to what's important—like your files and projects—anywhere, on any device.

[Learn more](#)

Support when you need it

Get access to call or chat support around the clock with Microsoft 365 experts.

[Learn more](#)

Choose the best productivity suite for your business

Compare and choose from a variety of plans designed for businesses like yours.

Office Home & Business 2021

£249.99   (one-time purchase)

- One-time purchase for 1 PC or Mac
- Classic 2021 versions of Word, Excel, PowerPoint, and Outlook
- Access to Microsoft support experts

Desktop, apps

- Word   Excel   PowerPoint   Outlook

Microsoft 365 Apps for business

£8.60   user/month (Annual subscription–auto renews)[1] Price does not include VAT.

See trial terms[4]

- Desktop versions of Word, Excel, PowerPoint, and Outlook
- 1 TB of cloud storage per user
- Standard security
- Anytime phone and web support

Desktop, web, and mobile apps and services:

- Word   Excel   PowerPoint   Outlook
- OneDrive   Access (PC only)   Publisher (PC only)
-

Microsoft 365 Business Standard

£10.30   user/month (Annual subscription–auto renews)[1] Price does not include VAT.

See trial terms[4]

- *Everything in Apps for business, plus:*
- Chat, call, meet up to 300 attendees
- Business-class email
- Easily host webinars
- Manage customer appointments

Desktop, web, and mobile apps and services:

- Word   Excel   PowerPoint   Outlook
- Teams   OneDrive   SharePoint   Exchange
- Access (PC only)   Publisher (PC only)

Find out which plan is right for you

	Office Home & Business 2021 £249.99 (one-time purchase)	Microsoft 365 Apps for business £8.60 user/month (Annual subscription—auto renews)[1] Price does not include VAT.	Microsoft 365 Business Standard £10.30 user/month (Annual subscription—auto renews)[1] Price does not include VAT.
• **Partial checkmark icons indicate a feature is partially included** • ✓ **Checkmark icons indicate a feature is included**	Buy now	Buy now Or try free for one month Trial cancelations might apply[4]	Buy now Or try free for one month Trial cancelations might apply[4]
Teamwork and communication			✓
Host online meetings and video calls for up to 300 people with Microsoft Teams[3]			✓
Chat with your team from your desktop or on the go with Microsoft Teams			✓
Bring together all your team's chats, meetings, files, and apps so you can easily connect and collaborate from one place with Microsoft Teams			✓
Create team sites to share information, content, and files throughout your intranet using SharePoint			✓
Join meetings on the go with a dial-in number using Microsoft Teams Audio Conferencing[6]			Available as add-on

Host webinars that include attendee registration pages, email confirmations, and reporting			✔
Web and mobile versions of Microsoft 365 apps[5]		✔	✔
Web versions of Word, Excel, PowerPoint, and OneNote		✔	✔ Plus a web version of Outlook
Always up-to-date versions of Word, Excel, PowerPoint, and OneNote for iOS and Android on up to five mobile devices and five tablets[4]		✔	✔ Plus Outlook
Real-time coauthoring so multiple users can work in the same document, simultaneously		✔	✔
Email and calendaring			✔
Email hosting with 50 GB mailbox			✔
Use your own custom domain name (for example, yourname@yourcompany.com)			✔
Business-class email on mobile devices, tablets, desktops, and the web with Exchange			✔
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 large cloud archive and long-term preservation policies with Exchange Online Archiving			
File storage and sharing		✔	✔
Store and share files with 1 TB of OneDrive cloud storage per user		✔	✔

Work on a file and save it directly to OneDrive or SharePoint; your changes are updated across your synced devices		✔ OneDrive only	✔
Share files with external contacts by providing access or guest links		✔	✔
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 with Exchange Online Protection			✔
Meets key international, regional, and industry-specific standards and terms, with more than 1,000 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		✔	✔
Defender for Business			Available as add-on
Support and deployment		✔	✔
Around-the-clock phone and online support		✔	✔
Have peace of mind with a financially backed 99.9% uptime guarantee		✔	✔
Maximum number of users	For 1 PC or Mac	300	300
Licensed for commercial use	✔	✔	✔
Tools to build and manage your business		✔	✔
Gather feedback from your customers and employees with Microsoft Forms		✔	✔

Create, edit, share, and coauthor professional diagrams and flowcharts with Microsoft Visio for the web		✔	✔
Plan schedules and daily tasks with Microsoft Teams			✔
Track information and work that matters most to your team with Microsoft Lists			✔
Make it easier for your customers to schedule and manage appointments with Microsoft Bookings			✔
Desktop versions of Microsoft 365 apps for PC and Mac		✔	✔
Fully installed and always -up-to-date versions of Outlook, Word, Excel, PowerPoint, OneNote for Windows or Mac(plus Access and Publisher for PC only)		✔	✔
Each user can install the Microsoft 365 apps on up to five PCs or Macs[4]		✔	✔
Advanced threat protection			
Get enterprise-grade endpoint security across your devices to protect against ransomware and other cyberthreats			
Help protect against sophisticated threats hidden in email attachments and links, and protect against phishing attacks with Defender for Office 365			
Restrict the copying or saving of company information to unauthorized apps and locations with app protection for Microsoft 365 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 11 and Windows 10 with			

	Office Home & Business 2021	Microsoft 365 Apps for business	Microsoft 365 Business Standard
attack surface reduction and exploit protection capabilities			
Help employees securely access business apps wherever they work with conditional access, while helping prevent unauthorized access.			
PC and mobile device management[5]			
Configure security features and settings on Windows 11 and Windows 10 PCs and mobile devices running iOS or Android® with an easy-to-use setup wizard			
Use simplified controls to manage policies applied to Windows 11 and Windows 10 PCs			
Automatically deploy the Microsoft 365 apps to Windows 11 and Windows 10 PCs			
Configure your PCs to automatically install Microsoft 365, Windows 11, 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			
Remotely wipe company data from lost or stolen devices with selective wipe from Intune			
	Office Home & Business 2021 £249.99 (one-time purchase) Buy now	**Microsoft 365 Apps for business** £8.60 user/month (Annual subscription—auto renews)[1] Price does not include VAT.	**Microsoft 365 Business Standard** £10.30 user/month (Annual subscription—auto renews)[1] Price does not include VAT.

Buy now	**Buy now**
Or try free for one month	Or try free for one month
Trial cancelations might apply[4]	Trial cancelations might apply[4]

See more options for Microsoft 365

Shop for business Shop for enterprise

- [1] Once your paid subscription begins, cancelation policies vary based on your status as a new customer, product, and domain selections on Microsoft. Learn more. Cancel your Microsoft 365 subscription any time by going to the Microsoft 365 admin center. When a subscription is canceled, all associated data will be deleted. Learn more about data retention, deletion, and destruction in Microsoft 365.
- [2] Documents must be saved in and shared from OneDrive.
- [3] Compatible with Windows 10 or later. For complete requirements for PC and Mac see system requirements.
- [4] After your one-month free trial, you will be charged the applicable subscription fee. Credit card required. Cancel any time to stop future charges.
- [5] Availability of mobile apps varies by country/region.
- [6] Availability of Audio Conferencing and Calling plans varies by country/region. See countries and regions that are supported for more information.

Microsoft OneDrive – Hints and tips

Videos

Setup Microsoft OneDrive for the first time | APTeck Tutorials

YouTube · APTeck Tutorials

11 minutes, 22 seconds

10   ec 2021

10 key moments in this video

1. From 00:06   Intro
2. From 00:31   Install OneDrive
3. From 02:33   OneDrive Folder Location
4. From 03:31   Create a new folder
5. From 05:22   Setup OneDrive on the Phone
6. From 06:14   How to access OneDrive Online
7. From 07:23   What does OneDrive look like?
8. From 08:34   Deleting files
9. From 09:32   What is Personal Vault?
10. From 10:32   Recycle Bin

How to use Microsoft OneDrive tutorial 2023 - Windows 10 & 11

YouTube · MyExcelOnline.com

9 minutes, 3 seconds

6eb 2022

6 key moments in this video

1.   From 00:00   Introduction

2.   From 00:32   Reasons to Use OneDrive

3.   From 02:07   Using OneDrive on a PC

4.   From 05:30   Using OneDrive online

5. From 07:31   Using OneDrive on an iPhone
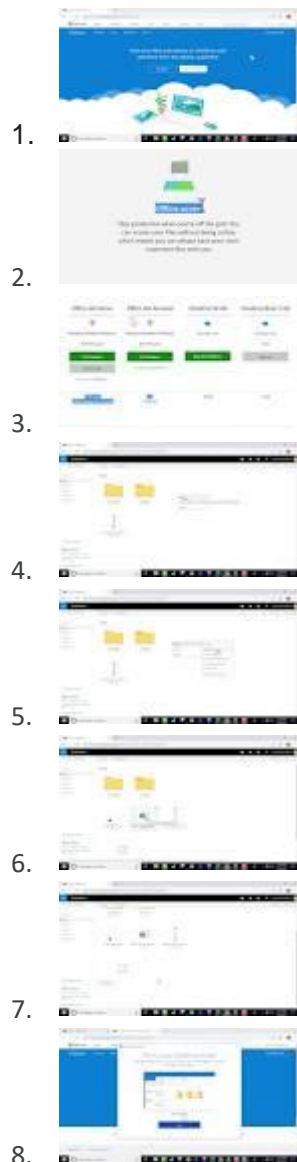

6. From 08:25   Conclusion

Beginner's Guide to OneDrive for Windows - UPDATED Tutorial

YouTube · Technology for Teachers and Students

15 minutes, 25 seconds

10   un 2019

10 key moments in this video

1. From 00:00   What is OneDrive?

2. From 01:31   Offline access to OneDrive

3. From 02:59   Getting started

4. From 04:24   Setting up a new folder

5. From 05:07   Creating new documents

6. From 07:18   Accessing files from any device

7. From 08:53   Syncing OneDrive to your computer

8. From 10:52   Changing the location of your OneDrive folder

9.   From 12:32   OneDrive Icon in Windows

10.   From 14:37   Conclusion

Sync Your OneDrive Files to Your Windows 10 Computer

YouTube · MPS EdTech

4 minutes, 28 seconds

5 Nov 2019

8 key moments in this video

1.   From 00:00   Intro

2.   From 00:17   OneDrive Sync App

3.   From 00:57   Setup process

4.   From 01:23   Choose which folders to sync

5.   From 01:48   Selecting which files to sync

6.   From 03:02   Syncing files

7.   From 03:32   Open OneDrive folder

8.   From 03:50   Conclusion

Microsoft Office 2021

Microsoft Office 2021

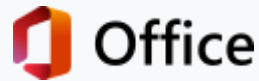|	
Developer(s)	Microsoft
Initial release	October 5, 2021 / 2108 (16.0.14326.20454)
	Stable release(s)
	Retail: 2402 (Build 17328.20162)
	Volume: 2108 (Build 14332.20637) / March 4, 2024; 21 days ago[1]
Operating system	Windows 10 1809 or later
	Windows 11
	Windows Server 2019 or later
	macOS Catalina or later
Platform	x86, x64, ARM64
Included with	Microsoft 365
Predecessor	Microsoft Office 2019 (2018)
Successor	Microsoft Office 2024
Available in	102 languages[2]
	show
List of languages	
Type	Office suite
License	Trialware

Website	office.com

Microsoft Office 2021 (third release codenamed **Office 16**) is a version of the Microsoft Office suite of applications for the Microsoft Windows and macOS operating systems. It was released on October 5, 2021, along with Windows 11, and replaced Office 2019.[3] A successor, Microsoft Office 2024 is expected to be rolled out in the second half of 2024.[4]

Office 2021 retains the same major version number of 16 that previous versions of Office had. It introduces new dynamic arrays, XLOOKUP[5] features for Excel, full dark-mode support and performance improvements.[6][7][8] Support for retail versions of Office 2021 will end on October 13, 2026; unlike older versions of Office, there is no extended support period.[9]

Development[edit]

The office suites updates includes better support for the OASIS OpenDocument file format. The version update adds features to the LET function, has better search for XMATCH function, dynamic arrays, XLOOKUP.[10] It enhances Ink for Translate in Microsoft Outlook and PowerPoint.

Office editions[edit]

Available editions include:[11][12]

- Office Home & Student 2021: Includes Word, Excel, PowerPoint for Windows and Mac OS. Includes 1 license for PC or Mac.[13]
- Office Home & Business 2021: Includes Outlook, Word, Excel, PowerPoint for Windows and Mac OS. Includes 1 license for PC or Mac.
- Office Professional 2021: Includes Outlook, Word, Excel, PowerPoint, Publisher, Access for Windows. Includes 1 license for PC.[14]
- Microsoft 365 Apps for business: Includes Office Home & Business 2021 apps, plus Access and Publisher for Windows, Microsoft Forms; web versions of Word, Excel, PowerPoint, and OneNote. Licence expanded to 5 PCs or Macs, 5 tablets, and 5 mobile devices. Other features include 1 TB of OneDrive storage, direct save to OneDrive or SharePoint.
- Microsoft 365 Business Standard: Microsoft 365 Apps for business with Microsoft Bookings, Microsoft Exchange, web version of Outlook, Microsoft Teams, Microsoft SharePoint. Other features include a 50 GB mailbox.

Default font change[edit]

Midway through the life cycle of Office 2021, in July 2023 – after two years of evaluating five newly commissioned fonts – [15] the default font across all Office applications was changed to Aptos.[16][17] This marked the first time since Office 2007 that Microsoft had changed default fonts.

Version history[edit]

Retail[edit]

Release date	hideVersion number
October 5, 2021	2108 (Build 16.0.14326.20454)
October 6, 2021	2109 (Build 14430.20270)
October 12, 2021	2109 (Build 14430.20298)
October 14, 2021	2109 (Build 14430.20306)
October 25, 2021	2110 (Build 14527.20226)
October 28, 2021	2110 (Build 14527.20234)
November 9, 2021	2110 (Build 14527.20276)
November 30, 2021	2110 (Build 14527.20312)
December 3, 2021	2111 (Build 14701.20226)
December 14, 2021	2111 (Build 14701.20248)
December 16, 2021	2111 (Build 14701.20262)
January 4, 2022	2112 (Build 14729.20194)
January 11, 2022	2112 (Build 14729.20248)
January 12, 2022	2112 (Build 14729.20260)
January 26, 2022	2201 (Build 14827.20158)

Release date	hideVersion number
February 8, 2022	2201 (Build 14827.20192)
February 16, 2022	2201 (Build 14827.20198)
February 28, 2022	2202 (Build 14931.20120)
March 8, 2022	2202 (Build 14931.20132)
March 30, 2022	2203 (Build 15028.20160)
April 12, 2022	2203 (Build 15028.20204)
April 20, 2022	2203 (Build 15028.20228)
April 26, 2022	2204 (Build 15128.20178)
May 10, 2022	2204 (Build 15128.20224)
May 17, 2022	2204 (Build 15128.20248)
May 24, 2022	2205 (Build 15225.20204)
June 14, 2022	2205 (Build 15225.20288)
June 29, 2022	2206 (Build 15330.20196)
July 6, 2022	2206 (Build 15330.20230)
July 12, 2022	2206 (Build 15330.20246)

Release date	hideVersion number
July 18, 2022	2206 (Build 15330.20264)
August 3, 2022	2207 (Build 15427.20194)
August 9, 2022	2207 (Build 15427.20210)
August 31, 2022	2208 (Build 15601.20088)
September 13, 2022	2208 (Build 15601.20148)
September 26, 2022	2209 (Build 15629.20156)
October 11, 2022	2209 (Build 15629.20208)
October 27, 2022	2210 (Build 15726.20174)
November 8, 2022	2210 (Build 15726.20202)
December 6, 2022	2211 (Build 15831.20190)
December 13, 2022	2211 (Build 15831.20208)
January 10, 2023	2212 (Build 15928.20216)
January 26, 2023	2301 (Build 16026.20146)
February 28, 2023	2302 (Build 16130.20218)
March 14, 2023	2302 (Build 16130.20306)

Release date	hideVersion number
March 20, 2023	2302 (Build 16130.20332)
March 28, 2023	2303 (Build 16227.20212)
April 4, 2023	2303 (Build 16227.20258)
April 11, 2023	2303 (Build 16227.20280)
April 25, 2023	2304 (Build 16327.20214)
May 9, 2023	2304 (Build 16327.20248)
June 1, 2023	2305 (Build 16501.20196)
June 13, 2023	2305 (Build 16501.20210)
June 26, 2023	2306 (Build 16529.20154)
July 11, 2023	2306 (Build 16529.20182)
July 26, 2023	2307 (Build 16626.20132)
July 27, 2023	2307 (Build 16626.20134)
August 8, 2023	2303 (Build 16227.20280)
August 28, 2023	2308 (Build 16731.20170)
September 12, 2023	2308 (Build 16731.20234)

Release date	hideVersion number
September 28, 2023	2309 (Build 16827.20130)
October 10, 2023	2309 (Build 16827.20166)
October 25, 2023	2310 (Build 16924.20106)
October 31, 2023	2310 (Build 16924.20124)
November 14, 2023	2310 (Build 16924.20150)
November 29, 2023	2311 (Build 17029.20068)
December 12, 2023	2311 (Build 17029.20108)
January 4, 2024	2312 (Build 17126.20126)
January 9, 2024	2312 (Build 17126.20132)

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Release date	hideVersion number
October 12, 2021	2108 (Build 14332.20145)
November 9, 2021	2108 (Build 14332.20176)
December 14, 2021	2108 (Build 14332.20204)
January 11, 2022	2108 (Build 14332.20216)

Release date	hideVersion number
February 8, 2022	2108 (Build 14332.20238)
March 8, 2022	2108 (Build 14332.20255)
April 12, 2022	2108 (Build 14332.20281)
May 10, 2022	2108 (Build 14332.20303)
June 14, 2022	2108 (Build 14332.20324)
July 12, 2022	2108 (Build 14332.20345)
August 9, 2022	2108 (Build 14332.20358)
September 13, 2022	2108 (Build 14332.20375)
October 11, 2022	2108 (Build 14332.20400)
November 8, 2022	2108 (Build 14332.20416)
December 13, 2022	2108 (Build 14332.20435)
January 10, 2023	2108 (Build 14332.20447)
February 14, 2023	2108 (Build 14332.20461)
March 14, 2023	2108 (Build 14332.20481)
April 11, 2023	2108 (Build 14332.20493)

Release date	hideVersion number
May 9, 2023	2108 (Build 14332.20503)
June 13, 2023	2108 (Build 14332.20517)
July 11, 2023	2108 (Build 14332.20529)
July 27, 2023	2108 (Build 14332.20542)
August 8, 2023	2108 (Build 14332.20546)
September 12, 2023	2108 (Build 14332.20565)
October 10, 2023	2108 (Build 14332.20582)
November 14, 2023	2108 (Build 14332.20604)
December 12, 2023	2108 (Build 14332.20615)
January 9, 2024	2108 (Build 14332.20624)

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