

# Take your business further with Microsoft 365 Business Standard

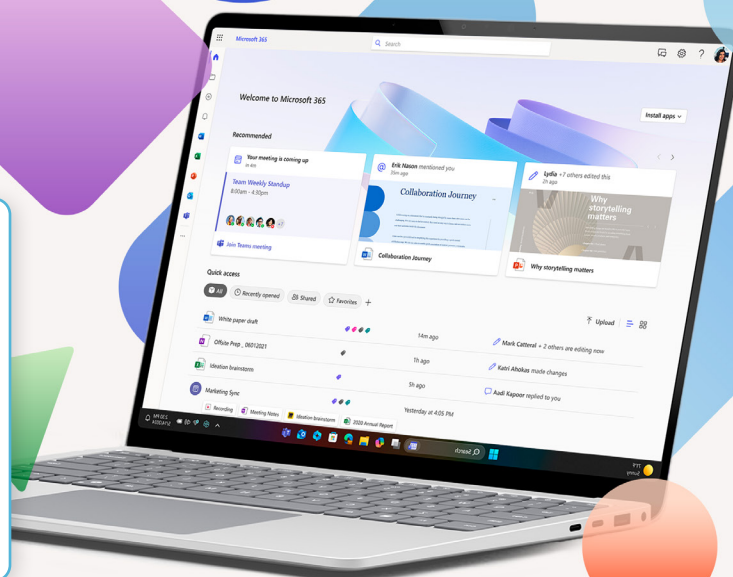
Microsoft 365 Business Standard offers a complete solution—with built-in security, cloud-connected tools, and flexible access to help your team work from anywhere. While Office Home & Business 2024 delivers dependable desktop apps for everyday tasks, Business Standard offers even more, making it easier to collaborate, stay productive anywhere, and confidently scale your operations.

Get caught up faster on day-to-day tasks

Present a polished, unified brand to stand out

Deliver consistent, professional customer service

Protect your company's data as your team and devices grow



## What Microsoft 365 Business Standard can do for your business

Combining powerful apps and services, Business Standard helps your team create, collaborate, and stay connected—wherever work happens—offering essential productivity and security capabilities in one cohesive solution.

Category	Office Home & Business 2024	Microsoft 365 Business Standard
<b>Designed for</b>	Families and small businesses who want classic Office apps and email	Businesses seeking best-in-class Office apps with cloud-based collaboration and security
<b>Purchasing and access</b>	One-time purchase, install on one PC or Mac	Subscription with anytime, anywhere access to files and apps
<b>Updates and support</b>	Security updates only; no major upgrades included	Always up-to-date apps with security and feature updates; includes support
<b>Email and accounts</b>	Uses a personal Microsoft account (MSA); no company domain support	Business email with company domain (Exchange); sign in with Entra ID
<b>Desktop apps</b>	Word, Excel, PowerPoint, Outlook, OneNote	Word, Excel, PowerPoint, Outlook, OneNote, Access (PC only)
<b>Web and mobile apps</b>	Not included	Included
<b>Cloud storage</b>	Not included	1 TB OneDrive per user
<b>File access and sharing</b>	Local access only	Cloud access and real-time collaboration with OneDrive and SharePoint
<b>Communication and collaboration</b>	Not included	Microsoft Teams for chat, meetings, and file sharing; Bookings, Planner, Loop
<b>AI productivity (Copilot)</b>	Not available	Available as paid add-on <sup>1</sup>
<b>Security and threat protection</b>	Device-level protections only (via OS)	Anti-spam and malware filtering with Exchange Online Protection
<b>Device and app management</b>	Not included	Basic mobile device and app management (via built-in tools)
<b>Access management</b>	Personal Microsoft account login only	Microsoft Entra ID (formerly Azure AD) for user sign-in and basic access management
<b>Data protection and compliance</b>	Not included	Not included
<b>Support and services</b>	No web/phone support included	24/7 web and phone support included

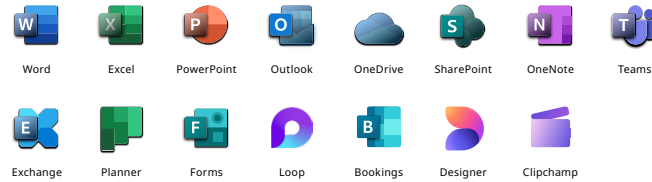
## Choose the solution that works for you from the start

Microsoft 365 Business Standard opens you up to even more applications and tools for productivity collaboration, security, compliance, and management to run and grow your business.

### Office Home & Business 2024



### Microsoft 365 Business Standard



#### Learn more about the apps, tools, and services in Microsoft 365 Business Standard:

- **Word** – Create and edit with smart writing assistance.
- **Excel** – Analyze data with powerful formulas, charts, and data visualizations.
- **PowerPoint** – Build presentations using designer templates, AI-generated layouts, and speaker tools.
- **Outlook** – Manage your business email, calendar, and contacts in one place.
- **OneNote** – Organize notes and ideas across devices.
- **Teams** – Meet, chat, and collaborate in one hub for teamwork.
- **OneDrive** – Store and share files securely in the cloud.
- **SharePoint** – Share content and build a company intranet or team sites.
- **Exchange** – Get a business-class email with custom domains, shared calendars, and enterprise-grade security.
- **Clipchamp** – Easily create professional videos for marketing and branding.
- **Loop** – Collaborate in real time on projects using adaptive, dynamic components.
- **Designer** – Generate unique designs and create social posts, invitations, and more.
- **Forms** – Collect and analyze customer feedback and opinions.
- **Planner** – Manage projects with tools to plan, assign, and monitor tasks with deadlines.
- **Bookings** – Schedule and manage customer appointments with set availability and prices.

#### Looking to supercharge your productivity?



Take your Microsoft 365 experience even further with Microsoft 365 Copilot<sup>1</sup> — your AI assistant for work. Copilot integrates directly into the apps you use every day and helps you:

- Write documents, emails, and presentations faster
- Summarize meetings, emails, and action items
- Analyze and visualize data in seconds
- Automate repetitive tasks and workflows

*Ask how to add Copilot to your subscription.*