Details/Plans	Microsoft 365 Business Basic	Microsoft 365 E3	Workplace Standard	Workplace Professional
Pricing billed annually (INR)	*	*	₹99/user/month	₹399/user/month
Pricing billed annually (USD)	$6/user/month	$36/user/month	$3/user/month	$6/user/month
Mail storage/user	50 GB	100 GB	30 GB	100 GB
File storage/user	1 TB	1 TB for < 5 users Unlimited for >=5 users	10 GB	100 GB
Additional storage add-on	✅	✅	✅	✅
Integrated Mobile app	❌	❌	✅	✅
SAML based SSO	✅	✅	✅	✅
Email and Calendar				
Webmail	✅	✅	✅	✅
Attachment limit	150 MB	150 MB	Up to 500 MB	Up to 1 GB
Email aliases and groups	✅	✅	✅	✅
Scheduling and reminders	✅	✅	✅	✅
Email recall and undo send	✅	✅	✅	✅
Custom domain	✅	✅	✅	✅
Mobile and desktop apps	✅	✅	✅	✅
TLS Encryption	✅	✅	✅	✅
S/MIME	✅	✅	❌	✅
Archival	As an add-on	✅	❌	✅
Email retention and holds	❌	✅	❌	✅
eDiscovery	❌	✅	❌	✅
Email recovery	As an add-on	As an add-on	❌	✅
Data loss prevention	❌	✅	❌	❌
Email sharing and commenting	❌	❌	✅	✅
Delegate emails	✅	✅	✅	✅
Group mailboxes	✅	✅	✅	✅
Out-of-office replies	✅	✅	✅	✅
POP and IMAP	✅	✅	✅	✅
ActiveSync	✅	✅	✅	✅
In-house translation engine	✅	✅	✅	✅
Attachment viewer	❌	❌	✅	✅
Task management	❌	✅	✅	✅
Notes	✅	✅	✅	✅
Group Calendars	✅	✅	✅	✅
Calendar Sync	✅	✅	✅	✅
Resource Booking	❌	✅	❌	✅
Advanced Threat Protection	As an add-on	As an add-on	✅	✅
Malware detection	✅	✅	✅	✅
Anti-spam and anti-phishing	✅	✅	✅	✅
Real-time Spam reports	✅	✅	✅	✅
Customizable spam control settings	✅	✅	✅	✅
Threat trackers	In Plan 2 only	In Plan 2 only	❌	❌
Automated Incident Response	In Plan 2 only	In Plan 2 only	❌	❌
Attack simulator	In Plan 2 only	In Plan 2 only	In development	
Online Office Applications				
Word Processor	✅	✅	✅	✅
Spreadsheet	✅	✅	✅	✅
Presentation tool	✅	✅	✅	✅
Real-time co-authoring	✅	✅	✅	✅
Advanced Collaboration features	Not available on web	Not available on web	✅	✅
Mai merge	Not available on web	Not available on web	✅	✅
Word processor offline	Not available on web	Not available on web	✅	✅
External sharing	✅	✅	✅	✅
Spreadsheet Data cleaning	❌	❌	✅	✅
VBA and Macro Scripting	✅	✅	✅	✅
Broadcast presentation	Not available on web	Not available on web	✅	✅
Create custom animations	Not available on web	Not available on web	✅	✅
Business chat				
Instant Messaging	✅	✅	✅	✅
Audio and Video calls	✅	✅	✅	✅
Public and private channels	✅	✅	✅	✅
Screen sharing	✅	✅	✅	✅
Remote work module	❌	❌	✅	✅
Chatbots	✅	✅	✅	✅
File storage/org	1 TB	1 TB	100 GB	100 GB
Meetings				

	Up to 300 participants	Up to 300 participants	✖	Up to 100 participants
Video conferencing	Up to 300 participants	Up to 300 participants	✖	Up to 100 participants
Virtual backgrounds	✅	✅	✖	✖
Meeting recording	✅	✅	✖	✖
File management				
External sharing	✅	✅	✅	✅
File preview	✅	✅	✅	✅
Roles and permissions	✅	✅	✅	✅
Version history	✅	✅	✅	✅
Activity Notifications	✅	✅	✅	✅
Unread Notifications tab	✖	✖	✅	✅
Social Intranet				
Files and Libraries	✅	✅	✖	✅
Feed, announcements, news	✅	✅	✖	✅
Forums and Townhalls	✖	✅	✖	✅
External access	✅	✅	✖	✅
Support and Migration				
24/7 Support (email, chat, call)	✅	✅	✅	✅
99.9% uptime guarantee	✅	✅	✅	✅
Migration tool	✅	✅	✅	✅
Security and Compliance				
End-to-end encryption and EAR	✅	✅	✅	✅
TFA	✅	✅	✅	✅
IP restrictions and suspicious login alerts	✅	✅	✅	✅
ISO 27017		✅		
ISO 27018		✅		
SOC 2 Type II		✅		
GDPR		✅		
CCPA		✅		

* Microsoft's regional pricing hasn't been announced yet