



# SUMMARY OF LOW-COST EMAIL OPTIONS



- Mail
- Calendar
- Drive
- Video/Voice Conferencing
- Security / Admin Control
- 30 GB Cloud Storage per user

K-12 and Nonprofit	Other Organizations
Free	\$5.00 / user / month

*Be better connected.*

# Office 365



Word



Excel



PowerPoint



OneNote



Outlook

## BUSINESS ESSENTIALS

- Business Class Email and Calendar – Outlook
- 1 TB (1,024 GB) storage per user – OneDrive
- Video & Voice – Skype for Business
- Collaboration – Microsoft Teams, SharePoint
- Any Device – PC, Chromebook, Tablet, Phone
- Any Platform – Chrome, Android, iOS, Windows
- Web based apps: Word, Excel, PowerPoint, Outlook

K-12 and Libraries	Other Organizations
Free	\$5.00 / user / month

*Be better connected.*

# Office 365

## BUSINESS PREMIUM



All Business Essentials features (from previous slide), plus:

- Perpetual upgrades to latest desktop software for each user



Outlook



Word



Excel



PowerPoint



OneNote



Publisher (PC only)




Access (PC only)

K-12	Libraries and Nonprofits
\$2.50 / user / month (student) \$3.25 / user / month (faculty)	\$3.00 / user / month

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# WORKPLACE

Writer, 


Sheet, 

and

Show 

**CREATE**

Docs, 


ShowTime, 

and

Sites 

**COLLABORATE**

Mail, 

Cliq, 

and

Connect 

**COMMUNICATE**

- Alternative not owned by Google or Microsoft
- Email supports IMAP and POP

25 Users or Less	Standard	Pro	Enterprise
Free	\$2 / user / month	\$5 / user / month	\$8 / user / month

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# WEBMAIL

- Basic email – 2 GB email storage
- Business email – 50 GB email storage
  - Price per user drops based on number of users

Basic	Business (1-4 users)	Business (5-9 users)	Business (10-24 users)	Business (25+ users)
\$.99 / user / mo	\$6.99 / user / mo	\$4.99 / user / mo	\$3.99 / user / mo	\$2.99 / user / mo

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# SUMMARY OF PRODUCTS REVIEWED

- Google G-Suite (<https://gsuite.google.com>)
- Google G-Suite for Education (<https://edu.google.com>)
- Microsoft Office 365 for Nonprofits:  
(<https://products.office.com/en-us/nonprofit/office-365-nonprofit-plans-and-pricing>)
- Microsoft Office 365 for Education  
(<https://products.office.com/en-us/academic/compare-office-365-education-plans>)
- Zoho Workplace (<https://www.zoho.com/workplace/>)
- 1&1 (<https://www.1and1.com/email-address>)