CHECKLIST · SOFTWARE & SYSTEMS

Microsoft 365 Business Basic vs Standard vs Premium: which plan does a small business need?

Updated 15 November 2026. Read the full story, sources and any updates at digitaladvisors.com.au/journal/microsoft-365-business-plans-compared/

- [ ] List who needs desktop Office apps and who only needs email, web apps and Teams.
- [ ] Note which staff handle sensitive client data or work on laptops away from the office. Compare Premium's extra controls with what those users need.
- [ ] Check current prices on Microsoft's Australian pages or with your reseller, remembering they exclude GST.
- [ ] Decide between annual (cheaper, locked in after seven days) and monthly (about 20% more, more flexible).
- [ ] Try Copilot Chat, which is already included, before paying for Copilot Business, then trial the paid version with a few users.
- [ ] If you choose Premium, book time with your IT provider to set up Conditional Access, Intune device enrolment and Defender.
- [ ] Confirm SPF, DKIM and DMARC are set up for your email domain.
- [ ] Put a note in your calendar a month before your annual renewal date to review licence numbers.

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.