

Office 365

Ellegant is a Microsoft Partner. We sell and support all Office 365 products.



Office 365 is here to stay, and we're glad. There is no real competition for Microsoft Office. The closest competitor is Google's suite of products. Google's products aren't very well integrated and by the time you get done adding all the Google APPs to try to do what you can do much easier in Office 365, you are paying the same, or more.

Microsoft product names, are confusing. A lot of that confusion is caused by programs for personal use and business use being called very similar names (like OneDrive and OneDrive for Business and Skype and Skype for Business).

Typically, the "Business" version of anything is the consumer version of the same product with added features. But in some cases, they're actually two completely separate products. The worst culprit is the title "Office 365"—especially Office 365 Personal, Office 365 Home, and Office 365 Business.

The exact same software that comes with Office 365, which is Office 2016, is no longer available as a stand-alone, purchasable product, but if it was, the cost to buy it is about the same as renting Office 365 Business for 3 years.

Office 2016 is available as an installable product as Office 2016 Home and Student as well as Office 2016 Home and Business, but neither compare to Office 365 in features or flexibility.

What do you get with Office 365? There are 2 Home packages and 3 Business packages that will cover 90% of what small business could need. In addition to those packages for Business, Microsoft has 12 additional packages for the other 10% and Enterprise customers. There is a list of the basic products at the end of this article.

Office 365 For Home Use

Word, Excel, PowerPoint, OneNote, Outlook, Publisher (PC only), Access (PC only), Personal Skype, Personal One Drive and all the free features.
1TB OneDrive cloud storage per user; 60 minutes per month Skype calls per user.



Office 365 For Business Use

Word, Excel, PowerPoint, OneNote, Outlook, Publisher (PC only), Access (PC only), Skype for Business, One Drive for Business and all the free features. For a little more, Exchange Server and a PBX.
1TB OneDrive cloud storage per user; 60 minutes per month Skype calls per user.



Exchange (Office 365 Essentials) is available as a stand-alone product for employees who need email, but not Office OR as part of Office 365 for Business.

Microsoft Office Analysis

For home use, where between 2 and 5 people will use it, buying Office 365 Home and paying annually is a spectacular deal. You can't use Office 365 Home for business because it doesn't have domain capabilities.

For business use, purchasing Office 365 business has more capabilities than Office 2016 Home & Business plus you can install Office 365 Business on 5 devices while you can only install Office 2016 Home & Business on 2. AND the collaborative capabilities of Office 365 far exceed those of Office 2016 Home & Business.



There are no products on the market that compete with Office 365 Business Premium in features or cost. It is by far the "Killer App" for business. Add Skype PBX and you have a complete package.

Product	Cost	Packages included in
Microsoft Word	\$110.00/copy	All except Essentials
Microsoft Excel	\$110.00/copy	All except Essentials
Microsoft PowerPoint	\$110.00/copy	All except Essentials
Microsoft Access	\$110.00/copy	Office 365
Microsoft Publisher	\$110.00/copy	Office 365, Home & Business
Microsoft Outlook	\$110.00/copy	Office 365, Home & Business
Microsoft Skype PBX	\$8.00 per month per user	None, Stand alone add-on
Microsoft Exchange	\$4.00 per month per user	Office 365 Business Premium
Microsoft Skype for Business	Part of an Online package	All Business cloud packages
Microsoft Teams	Part of an Online package	All Business cloud packages
Microsoft OneDrive	Part of an Online package	All cloud packages
Microsoft SharePoint	Varies	Business packages only
Microsoft OneNote	Free	
Microsoft Sway	Free	
Microsoft Yammer	Free	

Software Packages	Cost
Office 2016 Home & Student	\$149.99
Office 2016 Home & Business	\$229.99
Office 2016	No longer available

Cloud Products

Home	Cost	
Office 365 Home	\$9.99/mo or \$99/yr	5 separate users, 5 separate devices
Office 365 Personal	\$6.99/mo or \$69/yr	1 user, Cloud & 1 PC

Business	Cost
Office 365 Essentials	\$5.00/mo, 1 yr commitment
Office 365 Business	\$8.25/mo 1 yr commitment
Office 365 Business Premium	\$12.50/mo 1 yr commitment