



**Your email and office suite shouldn't cost an arm and a leg.
Looking for an Office 365 alternative?**

Try our secure email solution, with the online office suite that doesn't hurt your budget!

Check out our feature comparison table with **Office 365**

Features	Zoho Workplace (Professional) \$6 /user/month (Billed Annually)	Office 365 Business (Premium) \$12.50 /user/month (Billed Annually)
STORAGE		
Storage / user / month	100 GB + 1 TB	50 GB + 1 TB
Options to purchase additional storage as Add on	✓	✓
SUPPORT AND MIGRATION		
24x7 Support (Email, Call and Chat)	Yes	Yes*
99.9% uptime guarantee	✓	✓
Migration options	✓	✓
SECURITY AND PRIVACY		
Two-factor authentication	✓	✓
Encryption at rest (Mail)	✓	✓
Data Encryption at Rest and in Transit (File Storage)	✓	✓
TLS encryption	✓	✓
MAIL		
Business email	Zoho Mail	Microsoft Exchange
Attachment limit	Up to 250 MB	20 MB
Email Groups	✓	✓
Email Sharing	✓	✓
Folder Sharing with delegation	✓	✓
Recall sent email	✓	✓



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MAIL		
Email forwarding / routing	✓	✓
Active Sync	✓	✓
Email aliases	✓	✓
Group email alias	✓	✓
Domain alias	✓	✓
Team collaboration platform	Zoho Mail - Streams	Microsoft Exchange - Distribution Groups
White Labeling	✓	✗
SAML based SSO integration	✓	✓
S/MIME Encryption	Yes	✓
eDiscovery	Yes	✓
Archival	Yes	✗
Native app for iOS and Android	Zoho Mail app	Microsoft Outlook app
Native Admin control app for iOS and Android	Zoho Mail Admin app	Office 365 Admin app
Desktop app for Business email	Zoho Mail Desktop Lite Client	Microsoft Outlook
CALENDAR		
Integrated Calendar	✓	✓
Calendar Sync	✓	✓
Group Calendars	✓	✓
Appointment Scheduling	✓	✓
Resource Booking	Yes*	✗



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CALENDAR		
Calendar on mobile	Zoho Mail app	Microsoft Outlook app
NOTES		
Notes	✓	✓
Group Notes	✓	✓
Sticky Notes	✓	✓
Share Notes	✓	✓
Attachment support in Notes	✓	✓
Add Mail as Notes	✓	✓
Link Note to Mail	✓	✓
Mobile access to Notes	Streams app	Microsoft OneNote app
TASKS		
Tasks	✓	✓
Sub-tasks	✓	✗
Group tasks	✓	✓
Share Tasks	✓	✓
Recurring Tasks	✓	✓
Attachment support in Tasks	✓	✗
Add mail as Task	✓	✓
Link Task to Mail	✓	✗
Mobile access to Tasks	Streams app	Outlook integration in Microsoft To-do/ Microsoft Planner



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INSTANT MESSAGING		
Direct messaging <hr/> Group chat <hr/> Chat bot (Existing default bots) <hr/> Options to create Chat bots <hr/> Audio/Video Calls <hr/> Screen sharing <hr/> Group video conferencing <hr/> Native app for iOS and Android	Zoho Cliq <hr/> Zoho Cliq <hr/> Taz in Zoho Cliq <hr/> ✓ <hr/> Zoho Cliq <hr/> Zoho Cliq <hr/> Zoho Cliq - up to 100 participants <hr/> Zoho Cliq app	Microsoft Teams <hr/> Microsoft Teams/ Microsoft Kaizala <hr/> T-bot in Microsoft Teams <hr/> ✓ <hr/> Microsoft Teams/ Skype for business <hr/> Microsoft Teams <hr/> Microsoft Teams - up to 250 participants <hr/> Microsoft Teams app
FILE STORAGE		
Online File storage <hr/> Storage limit <hr/> File upload limit <hr/> Password protected file/link sharing with an expiry period <hr/> Team Folders <hr/> Public and Private Team Folders <hr/> Granular access controls <hr/> Sub-folder level sharing <hr/> Preview <hr/> Universal content search <hr/> Unread notification	Zoho Workdrive <hr/> 1 TB <hr/> 1 GB <hr/> ✓ <hr/> ✓ <hr/> ✓ <hr/> ✓ <hr/> 160+ Preview file types <hr/> ✓ <hr/> ✓	OneDrive <hr/> NA <hr/> NA <hr/> ✓ <hr/> ✗ <hr/> ✗ <hr/> ✓ <hr/> ✓ <hr/> ✓ <hr/> Partially



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FILE STORAGE		
Zip file preview and extraction	✓	✗
Transfer ownership of private files on exit	✓	✗
Track Externally Shared Files	✓	✗
External File Access Control	✓	✓
External sharing	✓	✓
Private folder	✓	✗
ADMIN		
User Management	✓	✓
Custom Branding	✓	✓
Control External sharing	✓	✓
Transfer ownership of private files	✓	✗
Full content visibility and management	✓	✓
File Recovery	90 Days	30 Days
Generate and Export Customized Activity Reports	✓	✓
Admin Dashboard	✓	✓
Team Folder Activity Timeline	✓	✗
Deletion of files from the trash	✓	✓
ONLINE OFFICE SUITE		
Online Document Editor	Zoho Writer	Microsoft Word



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ONLINE OFFICE SUITE		
Online Spreadsheet software <hr/> Online Presentation tool <hr/> Native apps for iOS and Android	Zoho Sheet <hr/> Zoho Show <hr/> Zoho Writer, Zoho Sheet, Zoho Show apps	Microsoft Spreadsheet <hr/> Microsoft Powerpoint <hr/> Microsoft Word, Microsoft Spreadsheets, Microsoft Powerpoint apps
AUDIENCE ENGAGEMENT		
Audience Engagement tool <hr/> Remote Session <hr/> Unlimited face-to-face sessions <hr/> Instant polls <hr/> Session analytics and reports <hr/> Native presenter app for iOS and Android <hr/> Native viewer app for iOS and Android	Zoho Showtime <hr/> Up to 25 attendees <hr/> ✓ <hr/> ✓ <hr/> ✓ <hr/> Zoho Showtime Presenter app <hr/> Zoho Showtime Viewer app	Microsoft Powerpoint <hr/> ✗ <hr/> ✓ <hr/> ✗ <hr/> ✗ <hr/> Microsoft Powerpoint app <hr/> ✗
CORPORATE SOCIAL NETWORK		
Social Media style Intranet with unlimited groups <hr/> Task and Knowledge management <hr/> External network (Extranet) <hr/> Forums <hr/> Native app for iOS and Android	Zoho Connect <hr/> Zoho Connect <hr/> Zoho Connect <hr/> Zoho Connect <hr/> Zoho Connect app	Microsoft SharePoint <hr/> Microsoft SharePoint <hr/> Microsoft SharePoint <hr/> ✗ <hr/> Microsoft Sharepoint app
ONLINE MEETINGS		
Web conferencing tool	Zoho Meeting	Skype for Business



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ONLINE MEETINGS		
Screen Sharing	Zoho Meeting	Skype for Business
Native app for iOS and Android	Zoho Meeting	Skype for Business
Native apps for iOS and Android	Zoho Meeting app	Skype for Business app

Note : Comparison done based on the information available in the competitor's website and may not include any modifications made later.

* Call support only available during office hours | # Features available for early access on request.



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