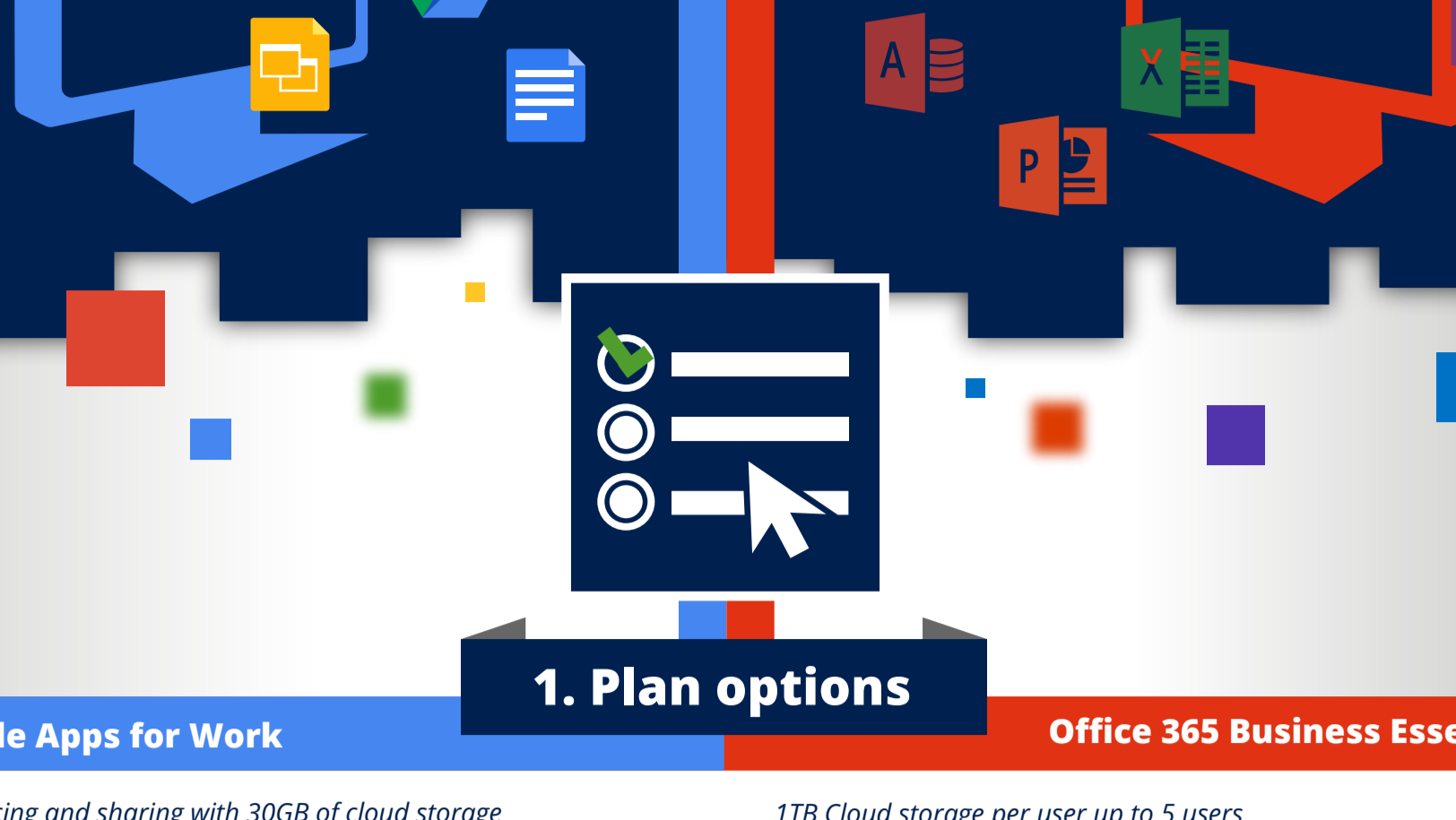


Google and Microsoft have been competing with one another to offer a productivity suite that includes all the essential tools for conducting daily business activities. But, which productivity suite is better? For more insight, here is a side by side comparison.



1. Plan options

Google Apps for Work	Office 365 Business Essentials
File syncing and sharing with 30GB of cloud storage	1TB Cloud storage per user up to 5 users
VoIP and video calling	Online meetings, Instant Messaging and hd video conferencing
Document collaboration - online spreadsheets, documents, slides	Professional digital tools help create interactive reports, presentations
Integrated online calendars for sharing	Access to online versions of Office incl. Word, PowerPoint, and Excel
Team collaboration with project site creation	Access to corporate social network for collaboration
24/7 tech support	Automatic updates and 24/7 tech support.

Google Apps with Unlimited Storage and Vault	Office 365 Business
Everything in Google Apps for Work in addition to:	Full Installations Office on 5 PCs/Macs, up to 5 tablets and 5 phones.
Enhanced security and administration	Access to Word, Excel, PowerPoint, OneNote, Outlook, Access, Publisher.
Controls for Google Drive.	Access to online versions of Office including Word, PowerPoint, Excel.
Unlimited storage with exception 1TB per user for under 5 users.	1TB Cloud storage per user up to 5 users.
Access to Google Vault for chat, emails, files, and documents.	1 Skype for Business app per user for 5 users.
Search and export functions in a variety of formats.	Business email, calendar, and contacts with a 50GB Inbox per user.
Audit & reporting capability for Google Drive sharing content.	No access to online meetings, Instant Messaging, hd video conferencing.
Email archiving.	No access to corporate social network.
Policy functions - customize message retention Inbox holds.	Professional digital tools help create reports, presentations, etc.
	Automatic updates, 24/7 tech support, and free trial.

Office 365 Premium
Access to unlimited online meetings, Instant Messaging & hd video conferencing.
Access to corporate social network for collaboration.

2. Deployment options cloud, hybrid, or both?

Deployment is in the cloud .	Deployment is both cloud and hybrid .
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3. Privacy is the customer data kept private?

Data is stored in geographically distributed data centers within the Google network.	Data is stored in geographically distributed data centers within the Microsoft network.
Computing clusters are designed with redundancy to reduce data loss, equipment failure and environmental risks.	Built-in security with redundancy reduces data loss, equipment failure, and environmental risks.
Access to data centers is limited to select Google employees and personnel.	Customer knows where the data resides and who has access.

4. Mail

• 30GB of Inbox storage with the ability to use a customized domain to create domain-based email addresses.	• 50GB of Inbox storage with the ability to use a customized domain to create domain-based email addresses.
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5. Offline Access Who has the edge?

Offline access is limited to Google Docs, Google Sheets, Google Slides and Google Drawings using Google Chrome browser or a Chrome device.	Complete offline access using Office 365 Business and Business Premium plans.
No offline access to Google Sites, Google Forms, Fusion Tables, files in pdf, .doc, .xls and .ppt formats, uploaded images, or folders.	Work automatically syncs the next time you connect to the Internet.

6. Anywhere Access How easy is it to access emails and data offline?

Fairly easy to access emails, pre-written messages, view schedules, track Drive changes, access stored files and update documents.	Very easy to access emails, messages, schedules, stored files, and update documents.
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7. Collaboration What platform makes it easier to work together?

Online collaboration in real-time shows changes to document edits as they are being typed.	Work on Office files with anyone, in any location, and in real time.
Create, store and edit documents, spreadsheets, and presentations online and in real-time.	Create, store, and share documents, spreadsheets, presentations, and notebooks online.

8. Online meetings

Schedule events in Google Calendar in real-time.	Unlimited online meetings, Instant Messaging and high definition video conferencing.
Get meeting reminders directly to your Gmail inbox.	Collaborate with Skype for Business app.
Join a video meeting in one-click through Google Hangouts.	Communicate with corporate social network.

9. Cost of ownership Do you have to purchase add-ons or is everything included?

Everything is included with optional add-ons from Google store.	Everything is included with Office 365 Business Premium with optional add-ons from the Microsoft Store.
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10. Security Compliance

Google holds security certifications including ISO 27001 certification and SOC 2 and SOC 3 Type II audits. For customers who are subject to the requirements of the Health Insurance Portability and Accountability Act (HIPAA), Google Apps also supports HIPAA compliance.	Microsoft is verified to meet requirements specified in ISO 27001, EU model clauses, HIPAA, BAA, and FISMA.
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11. Security and Privacy

Google does not share your data with others except as noted in the Privacy Policy.	Microsoft does not share your data with others.
Your data is stored for as long as you require Google to keep it.	Your data is stored for as long as you require Microsoft to keep it.
You can take your data with you if you choose to use external services in conjunction with Google Apps or discontinue using Google Apps altogether.	You can take your data with you if you choose to use external services in conjunction with Office 365 or discontinue using Office 365 altogether.
Data is stored in Google's network of geographically distributed data centers with 24/7 monitoring.	Data is stored on a Microsoft network of geographically distributed data centers with 24/7 monitoring.
Access to data centers is limited to select Google employees and personnel.	Multi-factor authentication, including biometric scanning, controls and secures data center access.
Data is virtually protected as if it were on its own server.	Internal data center network is segregated from the external network.
Unauthorized parties cannot access your data.	Lock box processes limits human access to your data.
	Encryption protects your data on Microsoft servers.
	Encryption in transit with SSL/TLS protects data transmission.
	Threat management, security monitoring, and file/data integrity prevents or detects any unauthorized modification of data.
	Rights Management Services prevents file-level access without using the proper user credentials.

12. Cost Savings

£3.30 per user per month	£3.10 per user per month
up to £6.60 per user per month with flexible payment plans.	up to £7.80 per user per month with annual commitment.