

# G Suite & Office 365 Comparison

**G Suite**

VS

**Office 365**

**G SUITE & OFFICE 365 COMPARISON**

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## G Suite vs. Office 365 Comparison

Gone are the days of going to a store and buying productivity software off the shelf. Now a days G Suite and Office 365 are king. Both are integrated suites of collaboration and productivity apps. G Suite offers Google apps like Gmail, Docs, and Drive, while Office 365 offers Microsoft products such as Outlook, Word, and Excel. Both options have starting prices at \$5/month per user and have tiered plans for businesses with different needs.

The question that we get asked all the time is which one should I use? This is a difficult question to answer quickly and effectively. Each business has their own unique needs and as a result each approach is different.

This comparison document is aimed at providing you with as much information as possible on both options with recommendations on when to use one or the other. As always, we strongly recommend analyzing both solutions in detail before deciding to avoid costly migration charges.

### When to Use G Suite

G Suite is the best option for small businesses that want to take advantage of branded email using Google's Gmail service. It's also best for users who regularly collaborate on documents and want to leverage cloud apps like Google Docs and Sheets. What's more, G Suite has an endless number of integrations between Google Drive and many of the project management tools, CRMs, and other apps that small businesses already use. Prices range from \$6 to \$25/month (USD) per user.
















### When to Use Office 365

Office 365 is the best option for small businesses that rely on the advanced features of MS Excel (like conditional formatting, advanced formulas, and macros), as well as companies that regularly edit and collaborate using MS Word documents. Unlike G Suite, it's also has dedicated desktop versions for those needing to work off a native computer. Prices are between \$5 and \$25/month (USD) per user.



## G Suite vs. Office 365 at a Glance

		
 Pricing	\$6/month - \$25/month	\$5/month - \$25/month
 Business Email	Gmail	Outlook
 Email Storage	30GB - Unlimited	50GB
 Cloud Storage	30GB - Unlimited	1TB
 Word Processing	Google Docs	MS Word
 Spreadsheets	Google Sheets	MS Excel
 Presentations	Google Slides	MS Powerpoint
 Video Conferencing	Hangouts / Voice	Skype
 Team Intranet	Teams	SharePoint
 Administrative Tools	✓	✓
 Calendar	✓	✓
 Browser-Based Versions	✓	✓
 Mobile App Versions	✓	✓
 Desktop Versions		✓

## How We Evaluated G Suite & Office 365

G Suite and Office 365 are two of the leading productivity and collaboration suites. Most important to users are the available email options as well as the network of branded applications that help companies work together. For example, some value G Suite's cloud-based apps while others need the power of downloaded programs like Excel. When assessing the two, we took into account such things as email, cloud storage, collaboration apps, price, and more.

When evaluating G Suite vs. Office 365, we considered each of the following:



### **Affordability/Price**

The price and value of each option and how well it fits into the budget for a small business.



### **Ease of Use**

The best option has to be easy for most businesses to set up and intuitive to use.



### **Browser-based Option**

We looked at the browser-based apps available versus native desktop software, and how well each works in different browsers.



### **Mobile Apps**

The best productivity software needs to have fully-featured mobile apps so that you can get work done on the go without having to compromise on features.



### **Collaboration**

Documents should be simple to create and share, and communication should be seamless and integrated into a company's workflow. The best option makes it easy to work on documents and projects together.



### **Administrative Features**

We evaluated how your business is able to set up each option, including how easy it is to create new users and assign them the applications and permissions they need.



### **Cloud Storage**

We looked at storage options, storage capacity, and how each service keeps your information synced across all of your various devices.












### **Customer Support**

We considered how well each company provides dedicated support to their business users, including how easy it is to contact a real support agent by phone or email.









## G Suite Pricing



	Basic	Business
 Pricing	\$6/Month <i>Per User</i>	\$12/Month <i>Per User</i>
 Storage	30GB	Unlimited <i>(or 1TB if less than 5 Users)</i>
 Branded Email	✓	✓
 Video & Voice Conferencing	✓	✓
 Web-Based Google Docs, Sheets, and Slides	✓	✓
 Phone / Email / Online Support	✓	✓
 iOS / Android Mobile Apps	✓	✓
 Advanced Activity and Audit Reporting		✓
 Retention Policies		✓

## Office 365 Pricing



	Business Essentials	Business	Business Premium
 Pricing	\$5/Month <i>Per User</i>	\$10/Month <i>Per User</i>	\$15/Month <i>Per User</i>
 Business Email	Included	Not Included	Included
 OneDrive (Cloud Storage)	1TB	1TB	1TB
 Web Versions of Word, Excel, Powerpoint	✓	✓	✓
 Mobile Apps (iOS/Android)	✓	✓	✓
 Phone / Web Support	✓	✓	✓
 Desktop Versions of Word, Excel, Powerpoint, Outlook		✓	✓
 Outlook Customer Manager			✓
 Microsoft Invoicing, Bookings, and Planner			✓



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