

CHECKLIST · SOFTWARE & SYSTEMS

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

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- ☐ 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.
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