

MICROSOFT 365 LICENSING EXPLAINER

Know What You Own, Pay Only for What You Need.

Base Licenses

The number of base licenses should closely match the number of employees actively using Microsoft 365. This table shows the four most common base licenses we see for small businesses and what they provide.

	Exchange Online	Basic	Standard	Premium
Email	✓	✓	✓	✓
Web Apps		✓	✓	✓
Desktop Apps			✓	✓
Access Security				✓
Device Security				✓

Add-On Licenses

These licenses are additional features or services from Microsoft that aren't tied to every user and can be purchased as needed. Here are a few examples: **Project, Copilot, Power BI, Power Automate, Visio Online Plan 2.**

Quick Tips

- You can upgrade or add licenses any time, but you can only remove licenses at your renewal date.
- Regularly check your accounts to identify licenses tied to inactive users, shared inboxes, or alias accounts. Remove or reassign these to avoid unnecessary charges.
- Even if a user leaves your organization, Microsoft continues billing for the license until your renewal date.

Contact Hungerford Technologies

If you have any questions regarding Microsoft 365 licensing, email us at support@hungerford.tech or call our team at (616) 949-4020.