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TECHNOLOGY SOLUTIONS

Microsoft 365 Licensing Decision Checklist

1. Basic Identity & Access

- Needs to sign in to a Windows PC using Entra ID — **Business Premium Or Government G3**
- Requires Conditional Access, MFA, or device compliance — **Business Premium**

2. Email & Collaboration Needs

- Only needs email (Outlook Web or mobile) — **Email-Only**
- Uses shared calendars/mailboxes or Outlook desktop — **Business Premium Or Government G3**
- Uses Teams, OneDrive, or SharePoint — **Business Premium Or Government G3**

3. Office Applications

- Needs Word, Excel, PowerPoint, or Outlook desktop — **Business Premium Or Government G3**
- Uses Office apps on multiple devices — **Business Premium Or Government G3**

4. Security & Compliance

- Requires Defender for Business, Intune, or DLP — **Business Premium Or Government G3**
- Handles sensitive data (HIPAA, CJIS, etc.) — **Business Premium Or Government G3**
- Included in retention/eDiscovery policy — **Business Premium Or Government G3**

5. Example Scenarios

Scenario	License
Seasonal or part-time worker checking city email only	Email-Only
Department head logging into a city laptop	Business Premium
Clerk or court staff accessing shared OneDrive folders	Business Premium
Mayor or IT staff with Defender, Teams, and file access	Business Premium