Microsoft

Feature Comparison Matrix:
Google Workspace productivity & collaboration

Are you considering Google Workspace? Today's modern workplace demands more than just real-time collaboration.

Microsoft 365 is the productivity suite organizations of all sizes choose to enable a modern workplace. Once you take a look at some key features,[1] you'll see Microsoft 365 offers a more complete, intelligent, and transformational service.

	Microsoft 365	VS	Google Workspace
Email, calendar	**Outlook** Work efficiently with email, calendar, contacts, tasks, and more—together in one place. Office integration lets you share attachments right from OneDrive, access contacts, and view LinkedIn profiles.	VS	**Gmail** ✓ Offers intelligent features such as nudging & smart replies ✗ Limited DLP rules out of the box and no automated data retention policies ✗ Doesn't protect data within 3rd party applications
Hub for teamwork	**Microsoft Teams** Only Teams delivers a unified hub with built-in productivity and collaboration features. With integrated calendar and authoring tools, a dedicated document library, and collaboration features like online meetings for up to 250 participants, information protection for sensitive content, and meeting controls, Microsoft Teams is a true workspace for the modern team.	VS	**Gmail + Google Chat + Google Meet** ✓ Google Meet and Google Chat are now integrated in the Gmail interface along with Rooms with files and tasks for team collaboration ✗ Many workflows still need separate browser windows ✗ Limited ability to customize the workspace with channels, tabs and apps ✗ Fewer third-party bots, connectors, and integrations
Meetings and calling	**Microsoft Teams** Teams offers a complete meeting solution supporting content sharing, video and audio conferencing, digital whiteboard, notes, in-meeting chat, enabling you to meet from anywhere. Meet the way you want from spontaneous 1:1 and team huddles, to organized meetings, large-scale online events or executive townhalls.	VS	**Google Meet + Google Voice** ✓ Google Meet is a meeting solution teams can use for video and audio conference ✗ Meet lacks a dedicated document library, built-in authoring tools, notes, and protection for sensitive content ✗ Meet lacks native accessibility support like transcription and immersive reader. ✗ Google Voice does not offer direct routing
Townhall and broadcast meetings	**Yammer + Microsoft Teams** Schedule, produce, and broadcast meetings or events to online audiences with up to 10,000 attendees.	VS	**Google Meet** ✓ Schedule and manage broadcast events with live streaming for up to 100,000 viewers internally ✗ No streaming to viewers outside of the company for public events
Enterprise video	**Stream** Watch videos from across your organization in Stream or in other applications you use every day—any time, on any device.	VS	**Google Drive** ✓ Supports video storage ✗ Lacks integrated video library across the Office 365 suite
Enterprise social	**Yammer** Enhance your communications, company meetings, and training with events for up to 10,000 attendees. Whether at home, work, or on the go—everyone has a seamless video experience across web and mobile apps.	VS	**Currents** ✓ Create online communities for employees to engage ✗ No built-in productivity tools like file sharing and notebooks ✗ Lacks broader engagement features like live video broadcasts and external sharing

	Microsoft 365	VS	**Google Workspace**

	Word	VS	**Docs**
Content creation tools[2]	Write with confidence, knowing intelligent technology can help with spelling, grammar and even stylistic writing suggestions. With tools at your fingertips, easily go from pen and paper to digital inking and edit intuitively.		✓ Provides real-time co-authoring and offline support ✗ Limited predefined rules and DLP templates to detect and automatically protect data ✗ Lacks data protection once an asset is downloaded or leaves the Google Workspace ecosystem
	Excel	VS	**Sheets**
	Enhanced by intelligence, Excel learns your patterns, organizing your data to save you time. Create spreadsheets with ease from templates or on your own and perform calculations with modern formulas.		✓ Provides real-time coauthoring and offline support and now offers macro recording, coming closer to Excel parity ✗ Offers only basic data analytics and pivot capabilities (unless connected to BigQuery) that fall short of what we offer with Power Query or even the richness of desktop Excel ✗ When connected to BigQuery, has limited external connectivity and charges a premium to customers
	PowerPoint	VS	**Slides**
	Get your ideas across with beautiful design, rich animation, cinematic motion, 3D models, and icons. Let intelligent technology help you bring your presentation to life with a few clicks.		✓ Provides real-time co-authoring and offline support ✗ Lacks supportive tools like accessibility checkers, and automated suggestions for sections and talking points within a deck

	Power BI[3] + Excel	VS	**Sheets + Looker**
BI and analytics tools	Make informed decisions quickly. Connect, model, and then explore your data with visual reports that you can collaborate, publish, and share. Power BI integrates with other tools, including Microsoft Excel, so you can get up to speed quickly and work seamlessly with your existing solutions.		✗ Requires first- or third-party add-ons to deliver this capability in Google Workspace ✗ Looker, Google's new natively integrated analytics tool, does not integrate directly into Sheets

	Power Automate + Power Apps + Teams	VS	**Apps Script & AppSheet**
Task and workflow management	Create automated workflows between your favorite apps and services to get notifications, synchronize files, collect data, and more. Create rich forms, workflows, and custom mobile apps to streamline processes. Easily create and manage schedules on the go and stay informed when changes are made; quickly assign and complete tasks to address customer and business needs in the moment.		✓ Enables users to build apps that integrate, automate, and extend Google Workspace ✗ Google Workspace does not offer a schedule/shift management or dedicated frontline worker offering

	OneDrive + SharePoint	VS	**Google Drive**
Cloud storage, collaboration and sharing	OneDrive connects you to all your files in Office 365 so you can share and work together from anywhere while protecting your work. Share and manage content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.		✓ Supports Office editing without requiring legacy applications ✓ Currently offers external user sharing

	SharePoint	VS	**Sites**
Company intranet	Share and manage content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.		✓ Provides content knowledge management with sharing abilities ✗ No customizable tabs for organization ✗ No shared conversations or shared notes

[2] Desktop apps available in E3 and E5 licenses. E1 is online apps only.
[3] Power BI is available in Microsoft 365 E5 SKU.