emPOWER TOOLS
THE CAPACITY COLLECTIVE

NONPROFIT TOOLS: Google Suite vs Microsoft 365

Purpose: There are many tools to help you collaborate with your team, but who has time to figure out the best options? In this emPower Tool, we compare two of the most common collaboration tools for nonprofits: Google's G Suite for Nonprofits, and Microsoft 365 for Nonprofits. Below, find the basics about each so you can make an informed decision. Each offers a suite of applications to help you create and share with your team, and both have discounts specifically for nonprofit organizations.

Quick Comparison between Free Google and Microsoft Platforms for Nonprofits

	G Suite for Nonprofits	**Microsoft 365 for Nonprofits**
Application Access	Cloud-based only	Cloud-based and desktop
Most Relevant Applications	Gmail, Docs, Sheets, Slides, Forms, Calendar, Hangouts	Office (Word, Excel, PowerPoint), Outlook, Exchange
Number of Free Licenses	Unlimited	10
HIPAA Compliance	Must sign a Business Associate Addendum (BAA) with Google	Business Associate Agreement (BAA) with Microsoft included

Application Names Comparison between G Suite and Microsoft 365 for Nonprofits

	G Suite for Nonprofits	**Microsoft 365 for Nonprofits**
Word Processing	Google Docs	Microsoft Word
Spreadsheet	Google Sheets	Microsoft Excel
Presentation	Google Slides	Microsoft PowerPoint
Email	Gmail	Microsoft Exchange
Calendar	Google Calendar	Microsoft Outlook
Forms	Google Forms	Microsoft Forms
Collaboration	Google Hangout	Microsoft Teams
Storage	Google Drive	Microsoft OneDrive

G Suite for Nonprofits

There are three types of G Suite programs (Basic, Business, and Enterprise). You will most likely only need the Basic suite, which is free to eligible nonprofit organizations.

Once your organization has a G Suite account, you can set up as many users as you need and you can have access to all of the apps listed on the previous page. G Suite Nonprofit has additional unique features:

- **Ad Grants** will give your organization a monthly budget of $10,000 (or $329/day) for advertising. You can use it to create, target, and optimize your campaigns.

- **YouTube Nonprofit Program** will provide you a new format to share stories of your organization and your clients with a wider audience.

- **Maps Platform** will allow you to use Google Earth's mapping tools to track and share your organization's impact with data visualizations, as well as connect your clients to community resources.

To get started, **register** with Google. Tip: have the person who will be the administrator of your organization's account sign up. Visit www.google.com/nonprofits/

Make sure you satisfy all the **eligibility requirements**: www.google.com/nonprofits/eligibility/

For **more information**, see: www.google.com/nonprofits/

Microsoft 365 for Nonprofits

There are two types of Microsoft 365 programs that are best suited for nonprofits:

Microsoft 365 Business *(free)*

- Licensing: 10 free licenses; $5/user/month for more than 10 users; maximum of 300 users
- Operating system included: Windows 10 Pro
- Email (Exchange) & Calendar (Outlook): 50 GB
- Cloud File Storage (OneDrive): 1 TB
- Scheduling application (Booking): yes

Microsoft 365 F1 *(discounted)*

- Licensing: $2.50/user/month; unlimited number of users
- Operating system: Windows 10 Enterprise
- Email (Exchange) & Calendar (Outlook): 2 GB
- Cloud file storage (OneDrive): 2 GB
- Scheduling application (Booking): no

For **organizations with more than 300 employees**, consider Microsoft 365 E3 or Microsoft 365 E5: (see "What you need to know about Microsoft 365 Nonprofit" at Tech Soup (www.techsoup.org).

To get started, **register** with Microsoft. **Tip**: have the person who will be the administrator of your organization's account sign up. Visit nonprofit.microsoft.com/en-us/getting-started

Make sure you satisfy all the **eligibility requirements**: www.microsoft.com/en-us/nonprofits/eligibility

Check out the **FAQs** for **more information**: www.microsoft.com/en-us/nonprofits/faq

Microsoft 365 for Nonprofits Support

Microsoft has two partners that work specifically with nonprofit organizations. For a fee, both offer a variety of support services for Microsoft 365, such as implementation, migration, and IT admin support.

- **TechSoup**: www.techsoup.org/microsoft-office-365-nonprofit-support
- **Tech Impact**: techimpact.org/services/office-365-nonprofits/