

Email / Office Suite Comparison

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	Microsoft 365	Google Workspace	Apple iWork
General			
Monthly Cost	\$6 to \$22 per user, per month	\$6 to \$18 per user, per month	Free for all Mac and iOS users
Initial Setup Process	Moderate Self-Onboarding	Moderate Self-Onboarding	Moderate Self-Onboarding
Browser Extension	Chrome and Outlook Only	Chrome Only	Safari Only
Mobile Application	Yes	Yes	Yes
Security			
Admin Access Controls	Yes	Yes	No
Encryption	256 Bit Encryption End to End	256 Bit Encryption End to End	256 Bit Encryption End to End
2FA	Email and Text	Email / Text / Authenticator App	Email / Text / Authenticator App
Password Expiration	Quarterly	Custom Timing	Custom Timing
Communication			
Email Forwarding	Yes	Yes	Yes
Email Rules	Plain Text or HTML Formatting	Plain Text or HTML Formatting	Plain Text or HTML Formatting
Email Templates	Moderate	Moderate	No
Office Suite			
Document Templates	Yes	Yes	No
Cloud Access	OneDrive	Google Drive	iCloud
Desktop File Syncing	No	Yes	Yes
Programs	Word, Excel, Powerpoint	Docs, Sheets, Slides	Pages, Numbers, Keynote
Other Included Features			
Scheduling	Microsoft 365 Bookings	Google Calendar	Apple iCloud Calendar
Task Management	Moderate	Moderate	No
Video Conferencing	Microsoft Teams	Google Meet	No
Integrations			

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Zapier Integration	Yes	Yes	No
G2 Rating			
Overall	4.6/5	4.6/5	4.6/5
Ease of Setup	8.7/10	9.2/10	Not Enough Data
Ease of Use	8.9/10	9.2/10	9.7/10
Quality of Support	8.5/10	8.6/10	8.7/10
Summary			
Best For Firm Size	Any	Any	Any
Best Features	Familiarity and ease of access	Access and ease of use for those working remotely	Seamless integration and syncing between iOS and MacOS devices.
Worst Drawbacks	Limited functionality integrations with third-party apps	Requires online access	Closed off platform that offers very limited external integrations.
Outcome			
Microsoft 365	In terms of popularity, Microsoft's brand has a huge user base. With Office being installed out of the box on most Windows devices, it makes using their office suite nearly a no-brainer for desktop work. Their cloud-based services on the other hand leave some things to be desired. What integrations it does offer with third-party platforms are severely limited in comparison to Google Workspace's robust and stable integrations.		
Google Workspace	Google is the champion in cloud computing and for good reason. From an automation standpoint, there is simply no competition in terms of the number of connections offered between Google and other third-party platforms. If you're used to using Excel, you might find a slight learning curve in switching to Sheets but Google's workspace stands its ground to Office, particularly when it comes to remote access.		
Apple iWork	iWork offers seamless integration and syncing at no extra cost for MacOS and iOS device users. However, it is limited in its connections to third-party applications and does not offer additional features like video conferencing or task management.		

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