



Zoho Workplace - Plan Comparison

| | Mail | | Workplace | |
|--------------------------------------|---------------------------|---------------------------|--------------------|------------------------|
| | Mail Lite | Mail Premium | Workplace Standard | Workplace Professional |
| PRICING (PLUS TAX, AS APPLICABLE) | | | | |
| Billed Annually | \$1 /User /Month | \$4 /User /Month | \$3 /User /Month | \$6 /User /Month |
| | \$1.25 /User /Month | | | |
| Billed Monthly | Yearly subscriptions only | Yearly subscriptions only | \$4 /User | \$7 /User |
| Storage | | | | |
| Mail Storage per user | 5 GB | 50 GB | 30 GB | 100 GB |
| | 10 GB | | | |
| WorkDrive Team storage per user | - | - | 5 GB | 100 GB |
| Support and Migration | | | | |
| 24x7 Support (email, chat, and call) | ✓ | ✓ | ✓ | ✓ |
| 99.9% Uptime guarantee | ✓ | ✓ | ✓ | ✓ |
| Migration tool | ✓ | ✓ | ✓ | ✓ |
| Zoho Mail | | | | |
| Webmail | ✓ | ✓ | ✓ | ✓ |
| Attachment limit (Mail) | 30 MB | 40 MB | 30 MB | 40 MB |
| Huge Attachment Limit (Mail) | up to 250 MB | up to 1 GB | up to 500 MB | up to 1 GB |
| Email Groups | ✓ | ✓ | ✓ | ✓ |
| Email Sharing | ✓ | ✓ | ✓ | ✓ |
| Folder Sharing with Delegation | ✓ | ✓ | ✓ | ✓ |
| Email Recall | ✓ | ✓ | ✓ | ✓ |
| Email Forwarding | ✓ | ✓ | ✓ | ✓ |
| Active Sync | ✓ | ✓ | ✓ | ✓ |
| Email Aliases | ✓ | ✓ | ✓ | ✓ |
| Domain Aliases | ✓ | ✓ | ✓ | ✓ |
| Custom Login | ✓ | ✓ | ✓ | ✓ |
| White Labeling | - | ✓ | - | ✓ |
| SAML based SSO integration | ✓ | ✓ | ✓ | ✓ |
| S/MIME Encryption | - | ✓ | - | ✓ |

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|---|-----------|--------------|--------------------------|----------------------------------|
| TLS Encryption | ✓ | ✓ | ✓ | ✓ |
| Email retention | - | ✓ | - | ✓ |
| eDiscovery (Mail) | - | ✓ | - | ✓ |
| Zoho Mail app for iOS and Android | ✓ | ✓ | ✓ | ✓ |
| Zoho Mail Admin Mobile App | ✓ | ✓ | ✓ | ✓ |
| Streams Mobile app for Team collaboration | ✓ | ✓ | ✓ | ✓ |
| Zoho WorkDrive | | | | |
| Online File Storage (Team Storage) | - | - | ✓ | ✓ |
| File upload limit | - | - | 250 MB | 1 GB |
| Files and folder sharing | - | - | ✓ | ✓ |
| Universal content search | - | - | ✓ | ✓ |
| External file sharing | - | - | 1 external link per file | Multiple external links per file |
| Encryption at rest (256-bit AES) and SSL/TLS encryption | - | - | ✓ | ✓ |
| Team folders | - | - | - | ✓ |
| Roles and permissions | - | - | - | ✓ |
| Sub-folder level sharing | - | - | - | ✓ |
| Unread notifications | - | - | - | ✓ |
| Desktop Sync | - | - | ✓ | ✓ |
| Zoho Writer, Sheet, and Show | | | | |
| Online Document Editor | - | - | ✓ | ✓ |
| Online Spreadsheet software | - | - | ✓ | ✓ |
| Online Presentation tool | - | - | ✓ | ✓ |
| Zoho Writer app for iOS and Android | - | - | ✓ | ✓ |
| Zoho Sheet app for iOS and Android | - | - | ✓ | ✓ |
| Zoho Show app for iOS and Android | - | - | ✓ | ✓ |
| Calendar | | | | |
| Integrated Calendar | ✓ | ✓ | ✓ | ✓ |

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| Resource Booking | - | ✓ | - | ✓ |
| Calendar Sync | ✓ | ✓ | ✓ | ✓ |
| Group Calendars | ✓ | ✓ | ✓ | ✓ |
| Appointment Scheduling | ✓ | ✓ | ✓ | ✓ |
| Calendar on mobile | ✓ | ✓ | ✓ | ✓ |
| Tasks | | | | |
| Tasks | ✓ | ✓ | ✓ | ✓ |
| Sub-tasks | ✓ | ✓ | ✓ | ✓ |
| Group tasks | ✓ | ✓ | ✓ | ✓ |
| Share Tasks | ✓ | ✓ | ✓ | ✓ |
| Recurring Tasks | ✓ | ✓ | ✓ | ✓ |
| Attachment support in Tasks | ✓ | ✓ | ✓ | ✓ |
| Add mail as Task | ✓ | ✓ | ✓ | ✓ |
| Link Task to Mail | ✓ | ✓ | ✓ | ✓ |
| Mobile access to Tasks via Streams app | ✓ | ✓ | ✓ | ✓ |
| Notes | | | | |
| Notes | ✓ | ✓ | ✓ | ✓ |
| Group Notes | ✓ | ✓ | ✓ | ✓ |
| Sticky Notes | ✓ | ✓ | ✓ | ✓ |
| Share Notes | ✓ | ✓ | ✓ | ✓ |
| Attachment support in Notes | ✓ | ✓ | ✓ | ✓ |
| Add Mail as Notes | ✓ | ✓ | ✓ | ✓ |
| Link Note to Mail | ✓ | ✓ | ✓ | ✓ |
| Mobile access to Notes via Streams app | ✓ | ✓ | ✓ | ✓ |
| Zoho Cliq | | | | |
| Real-time messaging | ✓ | ✓ | ✓ | ✓ |
| Group Chat/Channels | ✓ | ✓ | ✓ | ✓ |
| Voice and Video calls | ✓ | ✓ | ✓ | ✓ |
| Zoho Cliq app for iOS and Android | ✓ | ✓ | ✓ | ✓ |

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| Zoho Meeting | | | | |
| Online Web Conferencing Tool (up to 100 participants) | - | - | - | ✓ |
| Screen Sharing | - | - | - | ✓ |
| Cloud storage for up to 10 recordings | - | - | - | ✓ |
| Zoho Meeting app for iOS and Android | - | - | - | ✓ |
| Zoho Connect | | | | |
| Social Media style Intranet with unlimited groups | - | - | - | ✓ |
| Task and Knowledge management | - | - | - | ✓ |
| External users access | - | - | - | 5 external users per member |
| Forums | - | - | - | ✓ |
| Zoho Connect app for iOS and Android | - | - | - | ✓ |
| Zoho Showtime | | | | |
| Remote session up to 10 members | - | - | - | ✓ |
| Instant polls | - | - | - | ✓ |
| Whiteboard and Screenshare | - | - | - | ✓ |
| Evaluation and survey | - | - | - | ✓ |
| Robust engagement analytics | - | - | - | ✓ |
| Zoho ShowTime Presenter App | - | - | - | ✓ |
| Zoho ShowTime Viewer App | - | - | - | ✓ |