

Google Workspace vs Microsoft 365 Comparison Chart



Two Platforms, One Decision: What Works for You?

Picking the right productivity platform can feel like choosing between two heavyweights—and in this corner, we have Google Workspace, and in the other, Microsoft 365. Both give you the essentials—email, file storage, collaboration—but they each have their own style. One leans on simplicity and speed, the other on depth and flexibility.

Google Workspace

Microsoft 365

The chart below breaks down the key differences in a way that's easy to scan, so you can quickly see which platform fits your team's day-to-day needs and long-term plans.

Category	Google Workspace	Microsoft 365
Overall Approach	Built as a cloud-first productivity suite with an emphasis on simplicity, speed, and working entirely in a web browser. Designed to minimize complexity and reduce setup overhead.	Designed as a full productivity platform that supports cloud-first work while also accommodating desktop, offline, and hybrid workflows across a wide range of user needs.
Pricing Structure	Typically offers lower entry-level pricing with straightforward, tiered plans focused on browser-based productivity and collaboration.	Pricing varies by plan and workload, with many tiers including full desktop applications, predictable per-user storage, and advanced security and management features.
Core Applications	Includes Gmail, Docs, Sheets, Slides, Drive, Meet, Calendar, and Chat. Applications are lightweight and tightly integrated for quick collaboration and sharing.	Includes Word, Excel, PowerPoint, Outlook, OneDrive, Teams, and SharePoint. Applications range from lightweight web apps to feature-rich desktop versions.
Email Experience	Gmail provides a familiar, web-based interface with strong spam filtering and simple mailbox management, well suited for browser-centric workflows.	Outlook supports web, desktop, and mobile experiences, offering advanced calendaring, shared mailboxes, mailbox policies, and deeper administrative control.

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Storage Model	Uses pooled storage shared across users, with total capacity determined by license tier, which may require monitoring as organizations scale.	Provides 1 TB of OneDrive storage per user on most business plans, along with additional SharePoint storage for teams, offering more predictable capacity planning.
Collaboration	Excels at real-time, simultaneous editing in Docs, Sheets, and Slides with minimal friction and easy link-based sharing.	Supports real-time co-authoring while also enabling structured collaboration through Teams channels, SharePoint sites, and file-based workflows.
Desktop Applications	Primarily browser-based, with limited offline capabilities available through Chrome and local caching. Desktop use is not the primary design focus.	Full desktop applications are included with most plans, allowing offline work and access to advanced features not available in web-only versions.
AI Capabilities (2025)	Gemini AI assists with drafting content, summarizing emails and documents, and basic task automation within core productivity apps.	Copilot AI is embedded across Word, Excel, PowerPoint, Outlook, and Teams, supporting content creation, data analysis, meeting summaries, and workflow assistance.
Security & Compliance	Provides strong baseline security including encryption, MFA, and administrative controls, with advanced security features available on higher tiers.	Offers a broad security and compliance ecosystem integrated with identity management, endpoint protection, data loss prevention, and regulatory compliance tools.
Administration & Management	Centralized admin console emphasizes ease of use and faster onboarding, particularly for smaller IT teams.	Provides more granular administrative controls, policy enforcement, reporting, and customization suited for complex or regulated environments.
Integration Ecosystem	Integrates well within Google's ecosystem and with popular third-party SaaS tools via marketplace apps and APIs.	Deep integrations across Microsoft services (Azure, Power Platform, Dynamics) and a large third-party ecosystem supporting automation and extensibility.
Scalability	Well suited for small to mid-sized organizations with relatively consistent workflows and simpler IT requirements	Designed to scale from small businesses to large enterprises, supporting growth without requiring a platform change.

Key Takeaways

At the end of the day, Google Workspace makes collaboration simple and fast, while Microsoft 365 gives your team the flexibility, tools, and security to do more as you grow. Both have their strengths, but the right choice comes down to how your team works—and where you want to go next.

Need help figuring it out? Contact the experts at Mirazon and we'll guide you through your options, plan a smooth transition, and make sure your team gets the most from your productivity suite.

Curious which productivity platform is the right fit for your team? [Reach out to us!](#) We can help you compare your options, assess your current workflows, or discuss what a move to Microsoft 365 or Google Workspace could look like.

[Contact Us](#)

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