

		Gmail /Google Apps		Outlook/Office 365		State email	Comparison
Cost per biennium	150 Users	\$15,000		\$15,336		\$30,060	
Domain Name		legmt.gov		legmt.gov		mt.gov	
Mailbox Size + Archive		30GB		50GB		250mb + 25GB Archive	Google and Microsoft combine mailbox and archive into the same amount of space allowed for the user inbox and archiving. The state e-mail system gives users a mailbox size and then an archive size as well
Sending/Receiving Limitations		Daily Sending Limit = 2000 Recipients per message = 2000(500 external)		Daily sending Limit = 5000 Recipients per message = 10,000		No Limit	
Message Size		25 mb		25mb		10 mb	
Privacy		Scans e-mails for content		No scanning of data		State Owns data	
Productivity Suite	Word Processing	Document		Word		Purchased Separately	Both Google and Office 365 have an easy-to-use intuitive interface. Word looks very similar to its Office 2013 desktop variant, and therefore, probably better suited for users already familiar with the product. The ability to edit pdf documents with Word is a plus. However, Google has autosave, which is critical. Google has better native editing features. To use the State offered e-mail would need to purchase some office suite separately to have these office functions.
	Presentation	Presentation		PowerPoint		Purchased Separately	Again, Office 365/Office 2013 products have a very familiar look. Both more than suitable for enterprises when considering that advanced presentation is often left to experienced designers, not productivity suite users.
	Spreadsheet	Spreadsheet		Excel		Purchased Separately	Probably the biggest disparity amongst the applications. Excel is the clear winner, due to most users being much more acquainted with formulas and the idea that Spreadsheet's cell selection and formula editor is just awful.
	Other	Form and Drawing		OneNote		Purchased Separately	Google Apps Forms helps make up for its lacking in the spreadsheet department. Google clearly understands the need for validated data entry. However, one can achieve the same effect (validated form data entry) with SharePoint Online. SharePoint is a more professional approach to this, with backend database support, hence the non-suitable mark for Google Apps. Google's Drawing application was most likely created for users restricted to a single web browser or Chromebook. Similar to Microsoft's Paint Program with a few extra features. OneNote is probably one of the most underrated-underutilized- applications on the market. If it ever catches on, it could potentially replace the majority of work once done on word processors, as it is more ideal means to organize information. The interface is almost a spitting image of the Office 2013 desktop version.
Sharing & Collaboration		Document, Presentation, Spreadsheet and Drawing		Word, PowerPoint, Excel, and OneNote		N/A	Google has real-time collaboration on everything except forms. Furthermore, the mean for collaboration, a color-coded legend listing each collaborating user at the top right of your screen that corresponds to highlighted entries on the document, is simple yet highly effective. Office Web Apps also has near real-time collaboration with the added bonus of allowing desktop users to connect with the cloud. However, changes aren't seen until a co-authoring user saves changes to the document. Furthermore, changes are limited to access controlled objects or areas of a document. Google has better marks here for simplicity or ease-of-use. Also, an asterick might be appropriate under the Office 365 App/Service column as different limitations on co-authoring exist for each Office Web Apps application
Offline Editing		Document and Spreadsheet		Word, PowerPoint, Excel and OneNote			Google only supports offline editing for Document docs and spreadsheets on the Chrome browser only, while Office 365 supports Office Web Apps in its entirety. Office 365 offline editing is also facilitated by the provision of local office apps by Microsoft as part of the subscription price.
Document Sync		Document, Presentation, Spreadsheet		Word, PowerPoint, Excel and OneNote		N/A	Ironically, Google has a product called Google Cloud Connect for Microsoft Office that "brings collaborative multi-person editing to the familiar Microsoft Office experience" and allows a user to sync their Word, PowerPoint, and Excel documents with Google Apps. Office 365 supports Office Web Apps in its entirety.
Document Navigation & Search		Google Drive		Microsoft Sky Drive			Office Web Apps allows you to access files from your SkyDrive library or team site, while Google Apps takes some getting used to (just as Gmail did with its labeling system). Office Web Apps has a better right-click/shortcut menu navigation though. Both Google and Microsoft offer a search bar but Google has the ability to attach documents to multiple folders that aren't necessarily part of the same folder hierarchy, so I'd say Google Apps is the better of the two options.
Import & Export		Document, Presentation and Spreadsheet		Word, PowerPoint, Excel, and OneNote			Manual importing and exporting of documents for both services are fairly straightforward, and the both provide related storage capabilities (Drive for Google, and Skydrive for Microsoft) where documents can be kept. Both have good drag-and-drop features and the ability to import multiple files and even entire folders.
Revisioning/Versioning		Document, Presentation, Spreadsheet, and Drawing		Word, PowerPoint, Excel, and OneNote			Both have pretty decent features for both viewing and restoring revision history. However, both fail to support CVS(Concurrent Versioning System), which makes them bad candidates for large enterprises.