




# Cheat sheet: A side by side comparison of G Suite and Office 365 features and tools

Comparison cheat sheet	Features and applications	
	G Suite	Office 365
<b>Document and content management</b>		
 <b>Content management</b>	Google Sites	Sites (SharePoint)
 <b>Document editing</b>	Google Docs Sheets Slides	Office Online Office for Desktop
 <b>Document sharing</b>	Hangouts Google Groups Google Sites – Files (powered by Google Drive) Google Drive Google+	Skype for Business Outlook Groups SharePoint Document Libraries (powered by OneDrive for Business) OneDrive for Business Yammer
 <b>Document storage and sync</b>	Google Groups Sheets Slides	Google Docs Sheets Slides
<b>Team collaboration and productivity</b>		
 <b>Tasks</b>	Gmail Tasks Google Keep	Outlook Tasks Planner
 <b>Notes</b>		OneNote Outlook Groups (powered by OneNote) Microsoft Teams (powered by OneNote)
<b>Communication</b>		
 <b>Groups and communities</b>	Google Groups Google+	Outlook Groups Yammer Microsoft Teams
 <b>Discussions and announcements</b>	Google Groups Google+ Google Sites	Outlook Groups Yammer Sites (SharePoint)
 <b>Real-time messaging (private, group, universal)</b>	Hangouts	Skype for Business Microsoft Teams (internal only as of now)
 <b>Screen sharing</b>	Hangouts	Skype for Business Microsoft Teams (powered by Skype)
 <b>Video calls</b>		
<b>Mobility – native apps</b>		
 <b>Android and iOS devices</b>	Google Docs Google Sheets Gmail, Calendar, Keep Google Drive Google Slides Hangouts Google+	Word Excel Outlook OneDrive for Business PowerPoint Skype for Business Yammer OneNote Office 365 Admin Outlook Groups SharePoint Office Delve for Office 365 Microsoft Teams