

Zoho Workspace Plan and Features

Price List (INR/User/Month)	Rs.75 User/Month	Rs.199 User/Month	Rs.99 User/Month	Rs.399 User/Month
	Mail		Workplace	
Storage				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
Mail storage per user	5 GB and 10 GB	50 GB	30 GB	100 GB
WorkDrive Team storage per user	*	*	10 GB	100 GB
Support and Migration				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
24/7 support (email, chat, call)	✓	✓	✓	✓
99.9% Uptime guarantee	✓	✓	✓	✓
Migration tool	✓	✓	✓	✓
Zoho Mail				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
Webmail	✓	✓	✓	✓
Attachment limit (Mail)	30 MB	40 MB	30 MB	40 MB
Third-party application add-ons	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	✓	✓	✓	✓
Active Sync	✓	✓	✓	✓
Email Aliases	✓	✓	✓	✓
Domain Aliases	✓	✓	✓	✓
Custom Login	✓	✓	✓	✓
White Labeling	*	✓	*	✓
SAML based SSO integration	✓	✓	✓	✓
S/MIME Encryption	*	✓	*	✓
TLS Encryption	✓	✓	✓	✓
Email Retention	*	✓	*	✓
eDiscovery (Mail)	*	✓	*	✓
Zoho Mail app for iOS and Android	✓	✓	✓	✓
Zoho Mail Admin Mobile App	✓	✓	✓	✓
Streams Mobile app for Team collaboration	✓	✓	✓	✓

Price List (INR/User/Month)	Rs.75 User/Month	Rs.199 User/Month	Rs.99 User/Month	Rs.399 User/Month
	Mail		Workplace	
Zoho WorkDrive				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
Online File Storage (Team Storage)	*	*	Yes	Yes
File upload limit	*	*	1 GB	1 GB
Files and folder sharing	*	*	✓	✓
Universal content search	*	*	✓	✓
External file sharing	*	*	Multiple external links per file	Multiple external links per file
Encryption at rest (256-bit AES) and SSL/TLS encryption	*	*	✓	✓
Team folders	*	*	✓	✓
Granular access controls	*	*	✓	✓
Roles and permissions	*	*	✓	✓
Sub-folder level sharing	*	*	✓	✓
Unread notifications	*	*	✓	✓
Admin Dashboard	*	*	✓	✓
User management	*	*	✓	✓
Password protected links	*	*	✓	✓
Desktop Sync	*	*	✓	✓
Zoho Writer, Sheet, and Show				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
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				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
Integrated Calendar	✓	✓	✓	✓
Resource Booking	*	✓	*	✓
Calendar Sync	✓	✓	✓	✓

Price List (INR/User/Month)	Rs.75 User/Month	Rs.199 User/Month	Rs.99 User/Month	Rs.399 User/Month
	Mail		Workplace	
Calendar				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
Group Calendars	✓	✓	✓	✓
Appointment Scheduling	✓	✓	✓	✓
Calendar on mobile	✓	✓	✓	✓
Tasks				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
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				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
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				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
Real-time Messaging	✓	✓	✓	✓
Group Chat/Channels	✓	✓	✓	✓
Voice and Video Calls	✓	✓	✓	✓
Zoho Cliq app for iOS and Android	✓	✓	✓	✓
Searchable Messages	*	*	Unlimited	Unlimited
File Storage	*	*	100 GB for org	100 GB per user

Price List (INR/User/Month)	Rs.75 User/Month	Rs.199 User/Month	Rs.99 User/Month	Rs.399 User/Month
	Mail		Workplace	
Zoho Cliq				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
Max. participants per channel	*	*	100	100
User provisioning and de-provisioning	*	*	✓	✓
Google/Google Apps sign-on	*	*	✓	✓
SAML based single sign-on (SSO)	*	*	✓	✓
Screen sharing	*	*	✓	✓
Remote Work	*	*	✓	✓
Read Receipts	*	*	✓	✓
Rebranding	*	*	✓	✓
Custom Domain	*	*	✓	✓
Custom Email	*	*	✓	✓
Custom user roles and permissions	*	*	✓	✓
User groups (Teams)	*	*	✓	✓
External channels	*	*	✓	✓
Multi-team channels	*	*	✓	✓
Announcement channels	*	*	✓	✓
Exclusive security policy for teams	*	*	✓	✓
Reports	*	*	✓	✓
Guest Chat	*	*	✓	✓
Zoho Meeting				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
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				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
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	*	*	*	✓

Price List (INR/User/Month)	Rs.75 User/Month	Rs.199 User/Month	Rs.99 User/Month	Rs.399 User/Month
	Mail		Workplace	
Zoho Showtime				
	Mail Lite	Mail Premium	Workplace Standard	Workplace Professional
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	*	*	*	✓