

Lync Online Limits

Office 365

Applies to: Office 365

Topic Last Modified: 2014-10-07

The limits in Lync Online fall into the following categories:

- [Peer-to-peer limits](#)
- [Meeting limits](#)
- [Meeting retention limits](#)

Note:

The limits applied to an Office 365 organization can differ depending on how long the organization has been enrolled in the service. When a limit is changed in the Microsoft datacenters, it can take some time to apply the change to all existing customers.

Peer-to-peer limits

- **File transfer limit** The maximum size of a file that can be transferred in a Lync IM conversation. To learn which file types are blocked for file transfer, see the Microsoft Support article about [sending and receiving files or attachments in Lync Online](#).
- **Open tabbed conversations limit** The maximum number of conversation tabs a Lync user can have open at one time.

Peer-to-peer limits across Office 365 options

Feature	Lync Server 2013	Office 365 Business Essentials	Office 365 Business Premium	Office 365 Enterprise E1 Office 365 Education E1 Office 365 Government E1	Office 365 Enterprise E3 Office 365 Education E3 Office 365 Government E3	Office 365 Enterprise E4 Office 365 Education E4 Office 365 Government E4	Office 365 Enterprise K1 Office 365 Government K1
File transfer limit	No limit	No limit	No limit	No limit	No limit	No limit	Not applicable
Open tabbed conversations limit	50	50	50	50	50	50	Not applicable

Peer-to-peer limits across standalone options

Feature	Lync 2013 with Lync Server 2013	Lync Online Standalone Plan 1	Lync Online Standalone Plan 2
File transfer limit	No limit	No limit	No limit
Open tabbed conversations limit	50	50	50

Meeting limits

- **File upload limit** The maximum size of files that can be uploaded to a Lync meeting, including handouts and PowerPoint presentations.
- **Participants in a Lync meeting** The maximum number of participants (including the presenter) who can join a single Lync meeting.
- **Presenters in a Lync meeting** The maximum number of presenters in a single Lync meeting.
- **Lync Web App meeting participants** The maximum number of Lync Web App meeting participants who can join a meeting.
- **Lync Web App anonymous participants** The maximum number of Lync Web App meeting participants who can anonymously join a meeting.
- **Guests joining by phone** The maximum number of guests who can call in to a meeting.

Meeting limits across Office 365 options

Feature	Lync Server 2013	Office 365 Business Essentials	Office 365 Business Premium	Office 365 Enterprise E1 Office 365 Education E1 Office 365 Government E1	Office 365 Enterprise E3 Office 365 Education E3 Office 365 Government E3	Office 365 Enterprise E4 Office 365 Education E4 Office 365 Government E4	Office 365 Enterprise K1 Office 365 Government K1
File upload limit	500 MB	500 MB	500 MB	500 MB	500 MB	500 MB	Not applicable
Participants in a Lync meeting	250	250	250	250	250	250	Not applicable
Presenters in a Lync meeting	250	250	250	250	250	250	Not applicable
Lync Web App meeting participants	250	250	250	250	250	250	Not applicable
Lync Web App anonymous participants	250	250	250	250	250	250	Not applicable
Guests joining by phone	250	250	250	250	250	250	Not applicable

Meeting limits across standalone options

Feature	Lync 2013 with Lync Server 2013	Lync Online Standalone Plan 1	Lync Online Standalone Plan 2
File upload limit	500 MB	500 MB	500 MB
Participants in a Lync meeting	250	250	250
Presenters in a Lync meeting	250	250	250
Lync Web App meeting participants	250	250	250
Lync Web App anonymous participants	250	250	250
Guests joining by phone	250	250	250

Meeting retention limits

- **Meeting content retention period** The amount of time after the last person leaves a meeting that any uploaded meeting content is retained in Lync before it is permanently deleted.
- **Meeting expiration period** The amount of time after a meeting has ended that users can access the meeting.

Meeting retention limits across Office 365 options

Feature	Lync Server 2013	Office 365 Business Essentials	Office 365 Business Premium	Office 365 Enterprise E1 Office 365 Education E1 Office 365 Government E1	Office 365 Enterprise E3 Office 365 Education E3 Office 365 Government E3	Office 365 Enterprise E4 Office 365 Education E4 Office 365 Government E4	Office 365 Enterprise K1 Office 365 Government K1
Meeting content retention: One-time meeting	Configurable ¹	15 days	15 days	15 days	15 days	15 days	Not applicable
Meeting content retention: Recurring meeting	Configurable ¹	15 days	15 days	15 days	15 days	15 days	Not applicable
Meeting content retention: Meet Now meeting	Configurable ¹	8 hours	8 hours	8 hours	8 hours	8 hours	Not applicable
Meeting expiration: One-time meeting	Configurable ¹	14 days	14 days	14 days	14 days	14 days	Not applicable
Meeting expiration: Recurring meeting	Configurable ¹	14 days	14 days	14 days	14 days	14 days	Not applicable
Meeting expiration: Meet Now meeting	Configurable ¹	8 hours	8 hours	8 hours	8 hours	8 hours	Not applicable

Note:

1 Meeting content retention in an on-premises deployment of Lync Server 2013 is configurable through the Lync Server 2013 Archiving feature. See [Planning for Archiving](#) in the Lync Server 2013 TechNet Library.

Meeting retention limits across standalone options

Feature	Lync 2013 with Lync Server 2013	Lync Online Standalone Plan 1	Lync Online Standalone Plan 2
Meeting content retention: One-time meeting	Configurable ¹	15 days	15 days
Meeting content retention: Recurring meeting	Configurable ¹	15 days	15 days
Meeting content retention: Meet now meeting	Configurable ¹	8 hours	8 hours
Meeting expiration: One-time meeting	Configurable ¹	14 days	14 days
Meeting expiration: Recurring meeting	Configurable ¹	14 days	14 days

Meeting expiration: Meet Now meeting	Configurable ¹	8 hours	8 hours
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 **Note:**

1 Meeting content retention in an on-premises deployment of Lync Server 2013 is configurable through the Lync Server 2013 Archiving feature. See [Planning for Archiving](#) in the Lync Server 2013 TechNet Library.

Tell us what you think

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