

 = for individual use
  = for group or team use
  = for use by both a team and individual

<p>  Outlook  </p> <p>Use for:</p> <ul style="list-style-type: none"> uOttawa emails (internal and external) Calendar Tasks <p>Do not use for:</p> <ul style="list-style-type: none"> Personal use Filing system for emails Instant messaging 	<p>  Teams  </p> <p>Use for:</p> <ul style="list-style-type: none"> Instant messaging and transitory information Video and audio conferences Collaboration on working documents Portal for other Microsoft 365 applications <p>Do not use for:</p> <ul style="list-style-type: none"> Filing system Document storage Decision-making 	<p>  OneDrive  </p> <p>Use for:</p> <ul style="list-style-type: none"> Your own work-related document storage Working documents Sharing documents with specific people <p>Do not use for:</p> <ul style="list-style-type: none"> Team collaboration Storage for unit's documents 	<p>  OneNote  </p> <p>Use for:</p> <ul style="list-style-type: none"> Personal notebook Team notebooks Jotting ideas and storing links <p>Do not use for:</p> <ul style="list-style-type: none"> Filing system Document storage
<p>  Shared drives  </p> <p>Use for:</p> <ul style="list-style-type: none"> Option for your unit's filing system and document storage <p>Do not use for:</p> <ul style="list-style-type: none"> Team collaboration Personal use 	<p>  SharePoint Online  </p> <p>Use for:</p> <ul style="list-style-type: none"> Option for your unit's filing system and document storage Collaboration on working documents, decision-making <p>Do not use for:</p> <ul style="list-style-type: none"> Personal use <p><i>SharePoint Online is in the process of being deployed.</i></p>	<p>  DocuShare  </p> <p>Use for:</p> <ul style="list-style-type: none"> Option for your unit's filing system and document storage <p>Do not use for:</p> <ul style="list-style-type: none"> Personal use <div data-bbox="1642 1097 1943 1276" style="background-color: #800000; color: white; padding: 5px; text-align: center;"> <p>DocuShare is in process of being replaced by SharePoint Online</p> </div>	<p>  LiquidFiles  </p> <p>Use for:</p> <ul style="list-style-type: none"> Sharing personal or confidential documents Sharing large files <p>Do not use for:</p> <ul style="list-style-type: none"> Regular communications Personal use