## INFORMATION MANAGEMENT TIP SHEET

### How to use Information Management tools

#### Outlook
- **Use for:**
  - uOttawa emails (internal and external)
  - Calendar
  - Tasks
- **Do not use for:**
  - Personal use
  - Filing system for emails
  - Instant messaging

#### Teams
- **Use for:**
  - Instant messaging and transitory information
  - Video and audio conferences
  - Collaboration on working documents
  - Portal for other Microsoft 365 applications
- **Do not use for:**
  - Filing system
  - Document storage
  - Decision-making

#### OneDrive
- **Use for:**
  - Your own work-related document storage
  - Working documents
  - Sharing documents with specific people
- **Do not use for:**
  - Team collaboration
  - Storage for unit’s documents

#### OneNote
- **Use for:**
  - Personal notebook
  - Team notebooks
  - Jotting ideas and storing links
- **Do not use for:**
  - Filing system
  - Document storage

#### Shared drives
- **Use for:**
  - Option for your unit’s filing system and document storage
- **Do not use for:**
  - Team collaboration
  - Personal use

#### SharePoint Online
- **Use for:**
  - Option for your unit’s filing system and document storage
  - Collaboration on working documents, decision-making
- **Do not use for:**
  - Personal use

#### DocuShare
- **Use for:**
  - Option for your unit’s filing system and document storage
- **Do not use for:**
  - Personal use

*DocuShare is in process of being replaced by SharePoint Online*

#### LiquidFiles
- **Use for:**
  - Sharing personal or confidential documents
  - Sharing large files
- **Do not use for:**
  - Regular communications
  - Personal use

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For Information Management support please contact the Information and Archives Management Service at GIA-IAM@uottawa.ca

For technical support please contact the IT Service Desk.