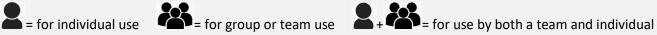
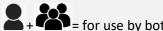


## INFORMATION MANAGEMENT TIP SHEET

## How to use Information Management tools









Use for:

Calendar

Do not use for:

Personal use

Filing system for emails

Instant messaging

Tasks



## Outlook

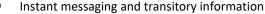


uOttawa emails (internal and external)



## Use for:





**Teams** 

- 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**





## OneNote N



## 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

## Use for:

- Personal notebook
- Team notebooks
- Jotting ideas and storing links

### Do not use for:

- Filing system
- Document storage



## Shared drives





# SharePoint Online









## LiquidFiles



### Use for:

Option for your unit's filing system and document storage

## Do not use for:

- Team collaboration
- Personal use



### Use for:

- Option for your unit's filing system and document storage
- Collaboration on working documents, decisionmaking

### Do not use for:

Personal use

SharePoint Online is in the process of being deployed.

## 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** 

# Use for:

## Sharing personal or confidential documents

Sharing large files

## Do not use for:

- Regular communications
- Personal use