

















 = 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>For more information: Email management best practice</p>	<p>  Teams  </p> <p>Use for:</p> <ul style="list-style-type: none"> Instant messaging 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 <p>For more information: Using Teams for collaboration</p>	<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>For more information: Using OneDrive</p>	<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>For more information: OneNote best practice</p>
<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>For information on how to clean your shared drive: Shared drive clean-up best practice</p>	<p>  Personal drive (H:Drive)  </p> <p>Use for:</p> <ul style="list-style-type: none"> Your own work-related document storage Working documents <p>Do not use for:</p> <ul style="list-style-type: none"> Storage for unit's documents <p>For information to move content: Migrating from your H:Drive to OneDrive</p> <div data-bbox="1024 1068 1319 1247" style="background-color: #800000; color: white; padding: 5px; text-align: center;"> <p>Recommended to move the content of your H:Drive to OneDrive</p> </div>	<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 <p>For more information: https://it.uottawa.ca/docushare/</p>	<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 <p>For more information: https://it.uottawa.ca/software/liquidfiles</p>