

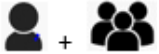















 = for individual use
  = for group or team use
  = for use by both a team and individual

 Planner  <p>Use for:</p> <ul style="list-style-type: none"> Keeping track of personal and team projects Create project plans Assigning tasks, share documents and collaborate with team members Conversations around specific tasks <p>Do not use for:</p> <ul style="list-style-type: none"> Filing system Document storage <p>For more information: Coming soon!</p>	 Bookings  <p>Use for:</p> <ul style="list-style-type: none"> Creating a web page for users to book appointments Keeping track of appointments in a shared bookings calendar <p>Do not use for:</p> <ul style="list-style-type: none"> Filing system Document storage Personal use <p>For more information: Using Microsoft Bookings</p>	 Stream  <p>Use for:</p> <ul style="list-style-type: none"> Upload, view and share videos with your team or a specific group of people within uOttawa Commenting on videos and discussions <p>Do not use for:</p> <ul style="list-style-type: none"> Filing system Document storage Sharing personal videos <p>For more information: Using Microsoft Stream</p>	 Live Events  <p>Use for:</p> <ul style="list-style-type: none"> Broadcasting a live event to a large audience <p>Do not use for:</p> <ul style="list-style-type: none"> Delivering courses Team meetings Personal use <p>For more information: Coming soon!</p>
 Yammer  <p>Use for:</p> <ul style="list-style-type: none"> Sharing knowledge to a broad audience Post notifications and follow topics Engaging with the uOttawa campus <p>Do not use for:</p> <ul style="list-style-type: none"> Official business communication Filing system Document storage Personal use <p>For more information: Microsoft Yammer support</p>	 Sway  <p>Use for:</p> <ul style="list-style-type: none"> Creating and sharing interactive presentations, stories or reports Alternative to PowerPoint <p>Do not use for:</p> <ul style="list-style-type: none"> Filing system Document storage Personal use <p>For more information: Microsoft Sway support</p>	 Whiteboard  <p>Use for:</p> <ul style="list-style-type: none"> Collaborating with team members during a virtual meeting <p>Do not use for:</p> <ul style="list-style-type: none"> Sharing personal or confidential information <p>For more information: Microsoft Whiteboard support</p>	 Forms  <p>Use for:</p> <ul style="list-style-type: none"> Creating informal, internal surveys, quizzes and polls <p>Do not use for:</p> <ul style="list-style-type: none"> Creating forms for official or external use Creating exam questionnaires Personal use <p>For more information: Microsoft Forms support</p>