### Planner
- **Use for:**
  - Keeping track of personal and team projects
  - Create project plans
  - Assigning tasks, share documents and collaborate with team members
  - Conversations around specific tasks
- **Do not use for:**
  - Filing system
  - Document storage

For more information: "Coming soon!"

### Bookings
- **Use for:**
  - Creating a web page for users to book appointments
  - Keeping track of appointments in a shared bookings calendar
- **Do not use for:**
  - Filing system
  - Document storage
  - Personal use

For more information: [Using Microsoft Bookings](#)

### Stream
- **Use for:**
  - Upload, view and share videos with your team or a specific group of people within uOttawa
  - Commenting on videos and discussions
- **Do not use for:**
  - Filing system
  - Document storage
  - Sharing personal videos

For more information: [Using Microsoft Stream](#)

### Live Events
- **Use for:**
  - Broadcasting a live event to a large audience
- **Do not use for:**
  - Delivering courses
  - Team meetings
  - Personal use

For more information: "Coming soon!"

### Yammer
- **Use for:**
  - Sharing knowledge to a broad audience
  - Post notifications and follow topics
  - Engaging with the uOttawa campus
- **Do not use for:**
  - Official business communication
  - Filing system
  - Document storage
  - Personal use

For more information: [Microsoft Yammer support](#)

### Sway
- **Use for:**
  - Creating and sharing interactive presentations, stories or reports
  - Alternative to PowerPoint
- **Do not use for:**
  - Filing system
  - Document storage
  - Personal use

For more information: [Microsoft Sway support](#)

### Whiteboard
- **Use for:**
  - Collaborating with team members during a virtual meeting
- **Do not use for:**
  - Sharing personal of confidential information

For more information: [Microsoft Whiteboard support](#)

### Forms
- **Use for:**
  - Creating informal, internal surveys, quizzes and polls
- **Do not use for:**
  - Creating forms for official or external use
  - Creating exam questionnaires
  - Personal use

For more information: [Microsoft Forms support](#)