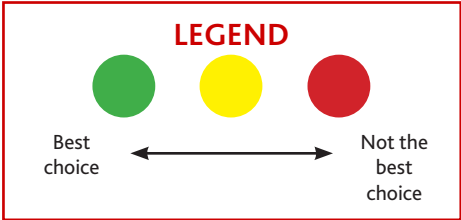



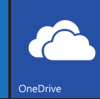

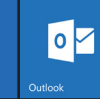



Office 365: When to use what



Scenarios	 Teams	 Yammer	 SharePoint	 OneDrive	 Delve	 Outlook	 Stream
Finding someone with a certain expertise	Yellow	Green	Green	Red	Yellow	Yellow	Red
Ask something and don't know whom to ask	Yellow	Green	Yellow	Red	Red	Yellow	Red
Conduct a brainstorming activity with my team	Yellow	Green	Green	Yellow	Red	Yellow	Red
Capture, store and share meeting notes	Yellow	Yellow	Green	Green	Red	Yellow	Red
Share videos	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Green
Share photos	Yellow	Green	Yellow	Yellow	Red	Yellow	Red
Have a real-time chat with a colleague	Green	Yellow	Red	Red	Red	Yellow	Red
Store and share documents	Yellow	Yellow	Green	Green	Red	Yellow	Red
Ask a question related to a document	Yellow	Green	Yellow	Yellow	Yellow	Yellow	Red
Invite a colleague to lunch	Yellow	Yellow	Red	Red	Red	Green	Red
Provide a note of congratulations or praise	Yellow	Green	Yellow	Red	Red	Yellow	Red
Make a company-wide announcement	Yellow	Green	Yellow	Red	Red	Yellow	Red
Remind your team of an important deadline	Yellow	Yellow	Green	Red	Red	Green	Red