

# Virtual collaboration Virtual collaboration **Virtual collaboration**



Which tool when?





## **Use the right tool for the job**

Now that you're remote, communication is virtual. You have access to multiple tools with your O365 subscription. But how do you know which application you should use? Which tool is best, when? The right technology at the right time makes your communication the clearest it has ever been – even in a remote environment.

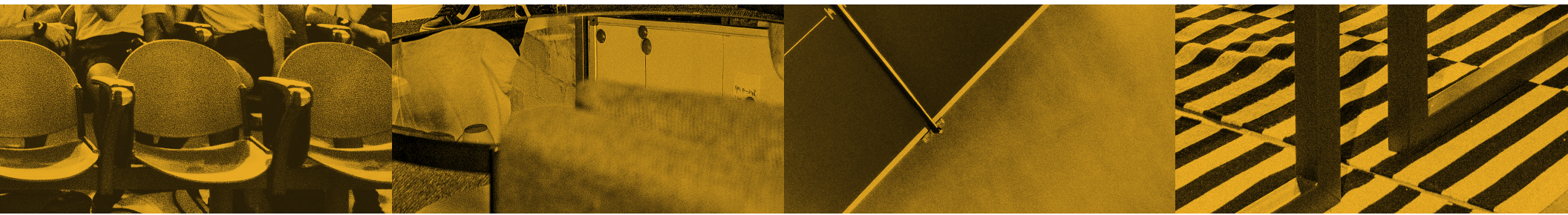






# **Translate your physical experience**

Imagine you're in your office and think about the types of conversations that happen in each of these areas. Now, you can identify which virtual tools to use. You wouldn't hold a company meeting around the water cooler. Just like you wouldn't use a Live Event to ask a colleague a role-specific question.





# Auditorium Auditorium **Auditorium**

Big, company-wide announcements or meetings happen in large spaces. Executives and business leaders are generally involved in these communications.

Let's translate that to a virtual environment. Yammer lends itself to widespread communication. Enable two-way conversations between leaders and employees. Share organizational goals. Broadcast town halls, Q&As, and events via Live Events in Teams.

With Yammer  
and Teams

- Present to a large group of people
- Get real-time feedback from attendees
- Record the event via Stream to watch later







# Conference room Conference room **Conference room**

Generally, conference rooms are for up to 10 people. This group gathers for a specific project or topic. Collaboration is key, and there are often multiple meetings surrounding a single project.

This type of collaboration is perfect for Teams. Depending on the longevity of the project, create a team, channel, or group chat.



With Teams

- Have a one-stop hub for all communication around your project
- Create meetings directly from your project hub in Teams
- Save meeting chats in the existing conversation



# Water cooler Water cooler **Water cooler**

The water cooler is a casual place for conversation about work, hobbies, or personal lives. People opt-in to these conversations.

The virtual equivalent is Yammer. Yammer is a community platform that brings people together around opportunities, problems, and shared interests. Yammer groups can focus on birthday announcements and employee praise. Or they can focus on things like gardening and personal fitness.

With Yammer

- Join communities that interest you
- Opt-in to conversations or quietly observe
- Build company culture across departments





# Desk Desk Desk

Your desk is your personal space. It's where you go to get things done. Colleagues may stop by to ask you a specific question pertinent to your role.

What does this equate to in O365? Outlook. Email is a great tool for 1:1 transactional conversation.

For back-and-forth collaboration, Teams chat is the way to go.



With Teams

- Get faster answers from colleagues
- Receive confirmation that the recipient has seen your message
- Add some context and personality to your chats by using GIFs and emojis





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