Distribution Lists
Provides a single email address to distribute messages to multiple recipients.

Features
- You don’t need to be a member to send to the group.
- Send from any service or device that can send emails.
- May allow senders from outside the company.
- Discoverable from Outlook Address Lists.

Usage Scenarios
- Broadcast notifications to several people. (Automated Alerting & Reporting)
- Send to a group of people. (allUsers@mycompany.com)
- People need to be notified together, but may not perform work together as a team.

Shared Mailboxes
A second mailbox (Inbox and Calendar) shared with others, in addition to the user’s primary mailbox.

Features
- Side-by-side with user’s primary mailbox
- Added automatically to Outlook when user is given permissions
- Single email address for members
- Members can send as the shared account
- Full Outlook mailbox with calendar

Usage Scenarios
- Deliver messages to a single inbox accessible by several people.
- Members send/receive email and share a calendar together, but do not need to share files with each other.

Real-Time Communication
Instantly chat, share screens, or call select individuals

Features
- Instant messaging
- Screen sharing
- Call people both inside and outside the company. (Cloud PBX and a calling plan required)
- Visual indicator showing if the person is online or away.
- Online meetings with screen presentations and audio. (PTSN Conferencing License Required)

Usage Scenarios
- Get answers quickly through online chat
- Team conference calls
- Company telephone system
- Share screens to present content or remote assist others.
- Collaborate on a document with others
- Phone switch board and auto-attendant
- Large meetings should use Skype Broadcast Meetings instead of Skype for Business
## Enterprise Social Network

Facebook-like discussions organized into groups (*Facebook Pages*) with @mentions and #hashtags like Twitter.

### Features
- Forum-like discussions
- Like and Reply to posts
- Rich previews for hyperlinks
- Social commenting for web pages
- Follow topics (hashtags), people, groups, or conversations

### Usage Scenarios
- Communities of Practice
- Share links and resources with others that have similar interests
- Allows a business unit to engage with different employee groups
- Solicit ideas from a large audience
- Share info, knowledge or tips & tricks
- Publish a feed with comments to an audience

## SharePoint

Portals and Team Sites

Site workspaces organized by team or process used for collaboration or information publishing.

### Features
- Documents
  - Automatic versioning, check-in/out
  - Approval workflows
  - Metadata – subject context, status
  - Sync to devices with OneDrive
- Web pages
  - Easy-to-use authoring canvas
  - Desktop and mobile browsers and the SharePoint App
  - Extend features using JavaScript, React, AngularJS, etc.
- Tables/Lists
  - Structured table data
  - Create views based on rules
  - Items are individually maintained
  - Can be used to relate information with other lists and documents
- Search
  - Powerful search engine and query language
  - Workflow
- Extend with custom or store apps

### Usage Scenarios
- Company Intranet
- Rich information/document publishing
- Project workspaces
- Document repositories
- Records management
- Extranet collaboration
- Process automation and approvals
- Aggregate information into a single view
Office 365 Groups

Many Services – 1 Team
Several services created together utilizing a single membership group for access.

<table>
<thead>
<tr>
<th>Features</th>
<th>Usage Scenarios</th>
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<tbody>
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<td>Project workspace</td>
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<td>Group distribution list w/ email</td>
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<td>Yammer group</td>
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<td>Team chat</td>
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<td>Connectors to SaaS applications</td>
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<td>Calendar</td>
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<td>OneNote Notebook</td>
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<td>Planner Task Board</td>
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<td>Active Directory Security Group</td>
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</tbody>
</table>

Microsoft Teams
Yammer
Exchange
SharePoint
Planner
Azure Active Directory

members managed through a single security group (container)
Microsoft Teams

A New Way to Work
An Office 365 Group used with a chat-based app hub for working with others and other applications.

Office 365 Group + Microsoft Teams

**Features**
- Everything from an Office 365 Group with distribution list
- Single app to access various resources and other applications
- Teams app organizes the team into channels and tabs
- Tabs for organizing activities of a channel
- Persistent chat facilitates team communication and alerts
- Use bots and connectors to add additional functionality

**Usage Scenarios**
- Single interface to access team data across sources
- Fast-paced teams
- Team that uses many services (including non-Microsoft apps)
- Real-time team communication

### Summary of Suggested Uses

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Services</th>
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<td>Exchange Distribution List or Shared Mailbox</td>
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<td>Communicate with anyone, but don't work as a team</td>
<td>Yammer</td>
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<tr>
<td>Collaborate with a closed group</td>
<td>SharePoint, Office 365 Group, Microsoft Teams</td>
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<td>Instant message or share screens with people inside the company</td>
<td>Skype for Business, Microsoft Teams</td>
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<tr>
<td>Instant message or share screens with people outside the company</td>
<td>Skype for Business</td>
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<td>VoIP Telephone System</td>
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<tr>
<td>Collaborate with external project members</td>
<td>SharePoint, Office 365 Group</td>
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<tr>
<td>Heavy Outlook users</td>
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<tr>
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<td>Share ideas or feedback</td>
<td>Yammer</td>
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