

The Office 365 Playbook

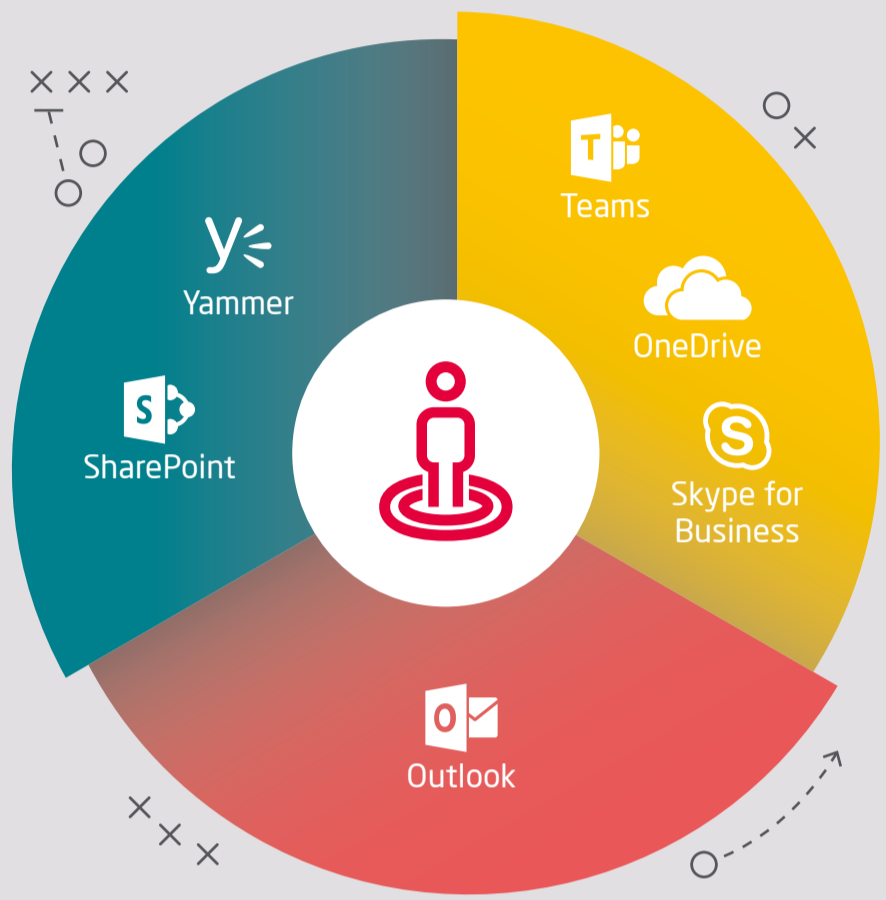


Office 365 offers several applications that can be used for collaboration. Knowing when to use which application is critical in improving employee productivity and efficiency.

Tip #1: Reach

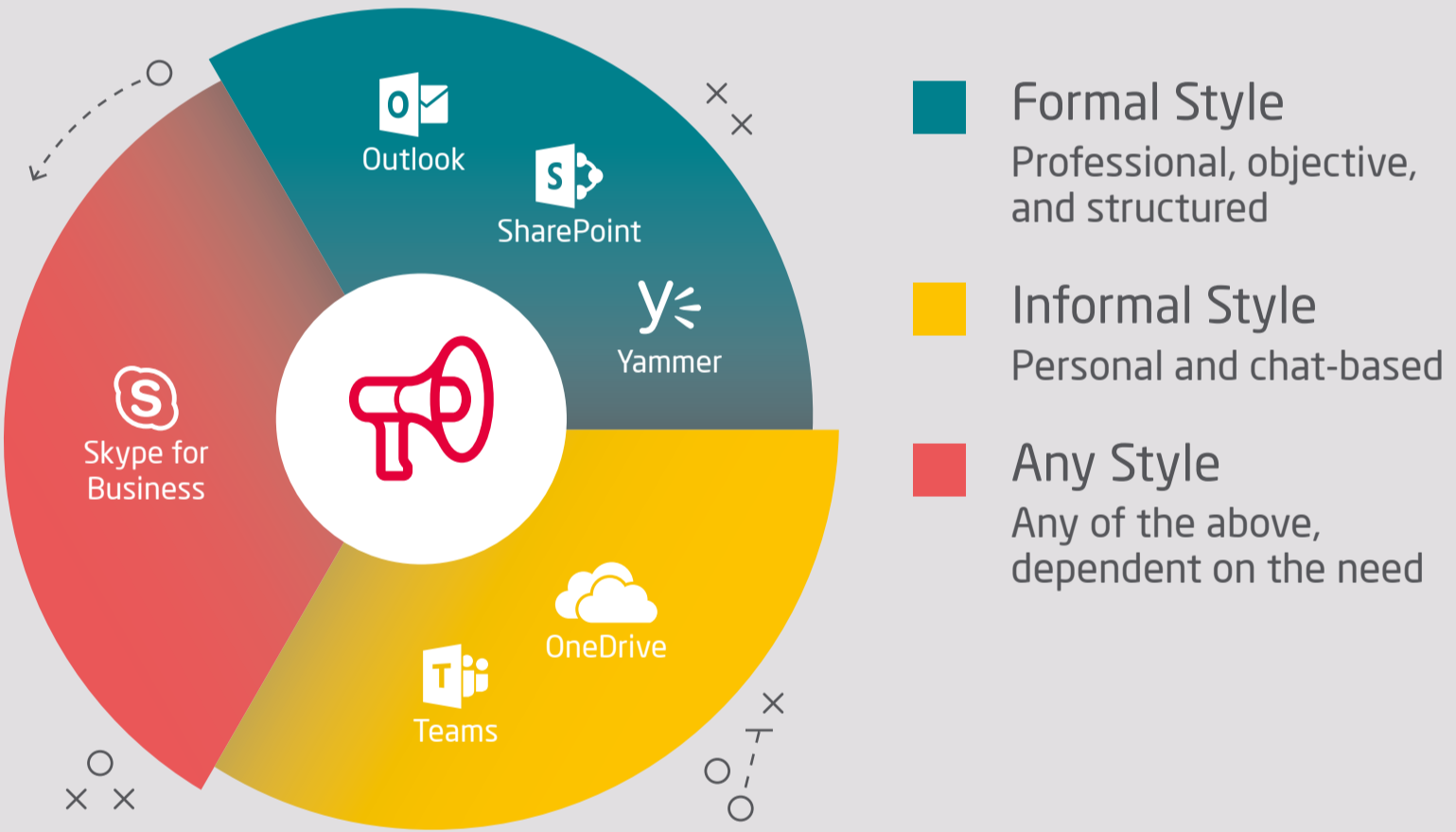
Who do you want to communicate with?

- **Large Groups**
Entire organization and departments
- **Small Groups**
Teams and individuals
- **Any Size Group**
Any of the above, dependent on the need



Tip #2: Style

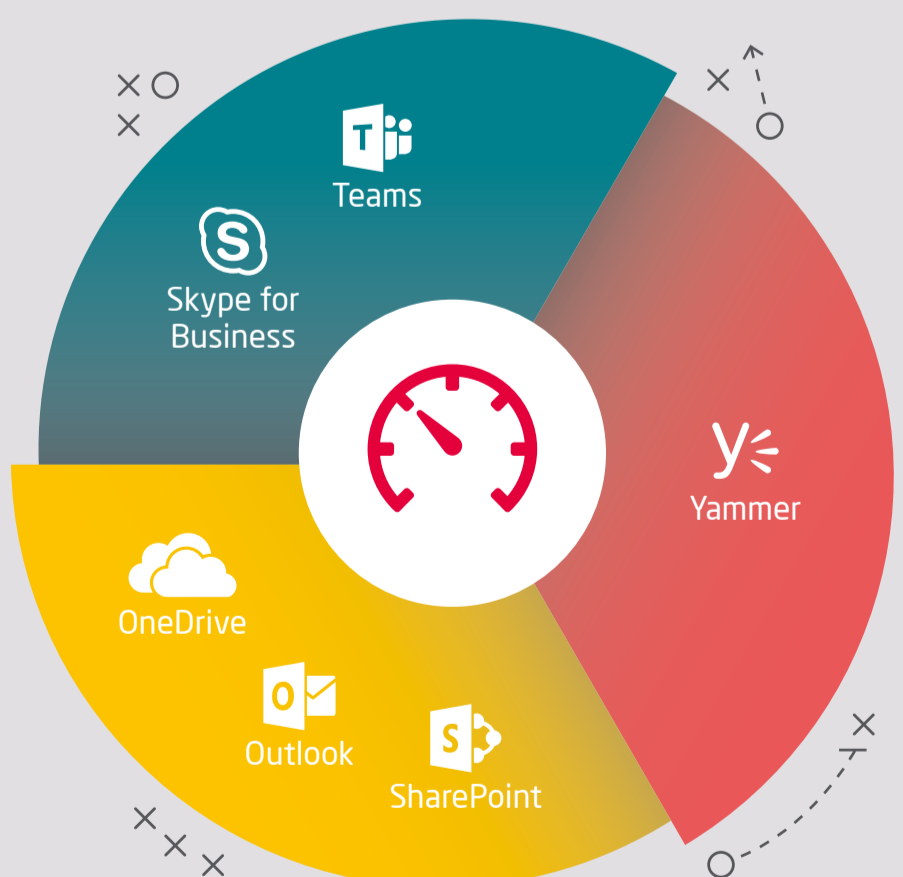
How do you want to communicate?



Tip #3: Speed

How quickly do you want to communicate?

- **Real-Time**
Quick and informal
- **Asynchronous**
Slow, formal, and ad hoc
- **Any Speed**
Any of the above, dependent on the need



PUT THESE CALLS IN YOUR OFFICE 365 PLAYBOOK!

Learn more about the benefits of Office 365 at:

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