Office 365 Groups: When Do I Use What?

There's no one-size-fits-all scenario when collaborating with Office 365 Groups. When you're deciding which tool to use, our advice is to break it down into 3 factors:

**Factor 1: Audience**
With whom do you need to communicate?

- **Large Audience**
  - Broadcast to organizations and across departments
- **Small Audience**
  - Chat within teams and to individuals
- **Any Audience**
  - Appropriate for all audiences

**Factor 2: Tone**
How do you want to express yourself?

- **Formal Tone**
  - Professional and objective
- **Informal Tone**
  - Personal and conversational
- **Any Tone**
  - Appropriate for all tones

**Factor 3: Speed**
How quickly do you need to communicate?

- **High Tempo**
  - Fast and quick responses
- **Low Tempo**
  - Slow and ad hoc responses
- **Any Tempo**
  - Appropriate for any speed

Learn more about Office 365 Groups!
www.avepoint.com/office-365-groups