

Teams vs other tools – *when to use what?*



Area of use \ Target audience	Single coworker	Organisational unit	Workgroups/ collaboration/ projects	The entire university	External parties	Students
Synchronous written communication (chat)	Teams	Teams	Teams	Not applicable	Teams	Canvas
Asynchronous written communication (email)	Outlook	Outlook	Outlook	Outlook	Outlook	Canvas/ Outlook
Digital meetings	Zoom	Zoom	Zoom	Zoom	Zoom	Zoom
Information (one-way communication)	Not applicable	Personal start page	Teams	Personal start page	Website	Canvas/ Website
Simultaneous editing of files	Teams	Teams	Teams	Not applicable	Teams	Not applicable
Make files available for collaboration	Teams	Teams	Teams	Website	Teams/ Outlook	Canvas

Important! There are limitations to which kinds of information may be processed or stored in Teams. Personal information that is not of a sensitive nature and information of less importance may be processed and stored in the service. For more information, see the storage rules for the university.