















HUIT Collaboration Tools Summary

Last updated: 1/15/21

	Tool	Purpose	Recommended for	High Level Functionality	For more Information & Help
Email and Calendar	O365 Email Google Mail 	Email and file transfer to internal and external recipients.	Faculty, Staff, Students	Send and receive email and attachments for up to level 3 data from native desktop or web clients. Manage calendar appointments and contacts with internal or external colleagues.	Email Services
	Distribution List Services 	A collection of names and email addresses used by an individual or an organization to send to multiple recipients.	Faculty, Staff, Students	Mailman 3 list services offer list owners a web based portal to add and remove list members and configure options for the lists they own. Member moderation and list archiving are available.	Getting Started with Mailman 3 List Services
Document Collaboration	O365 OneDrive 	Personal file storage for individual workspace productivity.	Faculty, Staff, Students.	2 TBs expandable storage for up to level 3 data. External/internal file sharing, co-authoring, desktop synch, version control. Remote access on smartphones/tablets. Data access ends when employee leaves.	OneDrive Service Catalog Mso.harvard.edu – OneDrive Sign up for Training
	O365 SharePoint 	Organizational file storage for management of departmental document libraries and files.	Faculty, Staff, Students.	25 TBs expandable storage for up to level 3 data (L4 sites available on request). External/internal file sharing, co-authoring, desktop synch, version control. Remote access on smartphones/tablets. Data lives on when employees leave.	SharePoint Service Catalog mso.harvard.edu – SharePoint SharePoint Knowledge Articles
	O365 Microsoft Teams 	Collaborative workspace for teams and project groups for management of meetings, communications and documents.	Faculty, Staff, Students.	Instant Messaging, file management and sharing, screen sharing video for up to level 3 data. Accessible remotely on smartphones/tables. File co-authoring. Supports external team members as guests.	Microsoft Teams Service Catalog Microsoft Teams Naming Conventions HUIT Instructor- led Training Classes Microsoft Help Center
	Google Shared Drives 	Shared drives where teams can store, search, and access common files.	FAS, SEAS, GSAS Students, DCE, HAM, HCL/HUL, HUIT.	Team file storage for up to level 3 data, co-authoring, desktop sync and internal/external sharing. Accessible remotely on smartphones/tablets.	Google Team Drive Service Catalog
	Harvard Dropbox 	File storage and share for faculty and research teams focused on external sharing.	Faculty, Researchers	1 TB expandable storage for up to level 3 data. External/internal file sharing, desktop synch. Remote access on smart devices. Data access ends when faculty or researcher leaves.	Dropbox Service Catalog Dropbox Knowledge Articles

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	Tool	Purpose	Recommended for	High Level Functionality	For more Information & Help
Secure File Sharing	Office Message Encryption (OME) 	Secure email and file transfer for level 4 data using O365 email.	Faculty, Staff	Securely share with internal or external colleagues, emails or files with up to level 4 data using the Outlook client or web access (OWA).	Office Message Encryption Service Catalog Page Getting Started with Secure File Transfer
	Accellion Kitematics 	Secure file transfer for level 4 data.	Faculty, Staff.	Securely share with internal or external colleagues, files with up to level 4 data, very large in size or with unique file types. Outlook plug-in available for Windows machines. Accessible remotely on smartphones/tablets.	Secure File Transfer Service Catalog Secure File Transfer Knowledge Articles Getting Started with Secure File Transfer
Video Conferencing	Zoom 	Video conferencing service for scheduled or ad hoc meetings.	Faculty, Staff, Students.	Desktop & room conferencing meetings, screen share, white board (300 participants) or large events/webinars (up to 10,000) w/internal or external colleagues. Accessible remotely on smartphones/tablets. Connected to many room systems. Traditional phone dialing available.	Zoom HUIT Service Catalog Zoom Resources and Support Setting up your Zoom account Run a smooth meeting with Zoom
	O365 Microsoft Teams 	Collaborative workspace for teams and project groups for management of meetings, communications and documents.	Faculty, Staff, Students.	Instant Messaging, file management and sharing, screen sharing video for up to level 3 data. Accessible remotely on smartphones/tables. File co-authoring. Supports external team members as guests.	Microsoft Teams Service Catalog Microsoft Teams Naming Conventions HUIT Instructor- led Training Classes Microsoft Help Center
Chat	O365 Microsoft Teams 	Collaborative workspace for teams and project groups for management of meetings, communications and documents.	Faculty, Staff, Students.	Instant Messaging, file management and sharing, screen sharing video for up to level 3 data. Accessible remotely on smartphones/tables. File co-authoring. Supports external team members as guests.	Microsoft Teams Service Catalog Microsoft Teams Naming Conventions HUIT Instructor- led Training Classes Microsoft Help Center
	Harvard Slack 	Collaborative platform that enables real-time collaboration and connections for students, faculty, and staff	Faculty, staff, students at the FAS, GSAS, SEAS	Instant Messaging, screen sharing video for up to level 3 data.	Getting Started with Harvard Slack
Voice	Jabber 	Harvard softphone.	Faculty, Staff.	Send and receive calls on your Harvard telephone number on multiple computing devices. 5 digit dialing and voicemail.	Jabber Service Catalog Install Jabber from HUIT Software Center