

Many people rely heavily on Microsoft® Office Outlook® 2007 and e-mail to collaborate with others, but there are a range of additional tools available. Some of these can help you communicate and exchange ideas in real time, while some can be used to support the workflow and processes you follow when creating documents. Which one best facilitates your collaboration needs? Use the information below to help you decide.

	Microsoft® Office Communicator 2007	Microsoft® Office Live Meeting	Microsoft® Office Groove® 2007	Microsoft® Office SharePoint® Server 2007
Description	Instant messaging tool for conversations with anyone who is online	Conferencing tool for meeting with people in different locations	Workspaces for project management and file sharing in a tool installed on your computer	Platform for organizing collaboration on a Web site on the corporate network
Best Uses	<ul style="list-style-type: none"> • Real-time conversations with a small number of people • Document collaboration 	<ul style="list-style-type: none"> • Live presentations • Demonstrations • Document collaboration 	<ul style="list-style-type: none"> • Sharing and reviewing document drafts • Gathering the work of a small team (2-8 people) in a central location • Short to medium duration projects 	<ul style="list-style-type: none"> • Working on and publishing files for a broader distribution • Managing content and processes • Creating a single place for many users to collaborate and get information
Benefits	<ul style="list-style-type: none"> • Easily see when someone else is online. • Send and receive text, audio, handwriting, or video. 	<ul style="list-style-type: none"> • Record your meetings. • Easily collect and answer questions. • Use Internet-based audio broadcasting. • Conference with live and remote audiences simultaneously. 	<ul style="list-style-type: none"> • Workspaces are available when you are offline. • Information is automatically synchronized between users whenever you are online. • Corporate access is not required. 	<ul style="list-style-type: none"> • Use version control. • Search across related documents. • Tasks and calendars integrate with Office Outlook 2007. • No software installation is required.
Challenges	<ul style="list-style-type: none"> • Conversations with large numbers of people are unwieldy. • Not useful for working collaboratively on documents. • High-quality audio and video is not available. • Software installation is required. 	<ul style="list-style-type: none"> • Server connection speed is inconsistent. • Software installation is required. 	<ul style="list-style-type: none"> • External parties must have licenses. • Synchronizing information is more difficult if you use multiple computers. • Software installation is required. 	<ul style="list-style-type: none"> • Corporate network access is required unless the site is on the Extranet. • Familiarity and experience is required.

Capabilities	Office Communicator 2007	Office Live Meeting	Office Live Groove	Office SharePoint Server 2007
Presence Indicator	•	•	•	•
File Sharing	•	•	•	•
Application Sharing	•	•		
Accessible by Partners	•	•	•	
VoIP	•	•		
Whiteboard	•	•		
Available Offline			•	
Shared Calendar			•	•
Task Assignment			•	•
Document Check-In/Out				•
Document Version Control				•
Routing and Approval				•
Retrieval from Recycle Bin				•
Search Capability	•			•
Community Pages (Wikis)				•
Integration w/ Outlook 2007	•			•
Integration w/ Office InfoPath® 2007				•