Communication & Collaboration
OIT supports various tools used for communication and collaboration. These include (but are not limited to):

- **Google G Suite** - Gmail, Google Drive, Google Groups, Google Chat, Google Meet
- **Microsoft Office 365** - Exchange, OneDrive, Distribution Lists, Contact Groups, Skype for Business, Microsoft Teams
- **Others** - OIT Mailbox Services (aka Webmail), Webfiles, Zotmail, Mailman, Zoom
Tools for Communication:

**Google Groups**
Can be used by faculty & staff to discuss common interests and goals. Similar to Mailman.

*Best for faculty & staff when communicating with students.*

**Exchange Distribution Lists (DLs) & Contact Groups**
Can be used by faculty & staff to communicate with colleagues in their department. Users can create Contact Groups to maintain their own list of contacts.

*Best for faculty & staff for departmental discussions & announcements.*

**Mailman**
Can be used by faculty & staff to create email discussion groups (aka listservs) or to send announcement emails to their subscriber base.

*Best for sending emails to large recipient lists outside your department.*

**ZotMail**
Transmit authorized business messages to selected groups of employees or students.

*Best for communicating to wide groups of affiliates including UCI Health or all UCI students.*
Tools for communication:

Google Groups

Faculty & Staff can request a Google Group using our online form in the Service Portal.

Features:

- List admins can easily manage group membership.
- Group members can participate in online forums or search for other UCI groups to join.
- Group posts can be read through email, an online interface, or both.
Tools for communication: Exchange DLs & Contact Groups

Exchange Distribution Lists (DL) are included in the Microsoft Office 365 Suite and are centrally managed by OIT. Contact Groups can be created & managed by Office 365 users without OIT's assistance.

Features:

- Faculty & Staff can use DLs to communicate with colleagues in their department who use Office 365.
- Users can create their own Contact Groups with email addresses of others in their department or other depts.
- DL admins can email oit@uci.edu to add or remove any group members.
Tools for communication: Mailman

The Mailman service can be used by faculty & staff to create email discussion groups (aka listservs) or to send announcement emails to the subscriber base.

Features:

- List administrators can manage their membership subscriptions through an online portal.
- Self-service tool makes it easy for users to manage their own membership.
Tools for communication: ZotMail

The ZotMail system is best used to communicate to a specific group of employees & students.

Features:

- ZotMail authorized senders can send email to all staff in their department or across campus.
- All UCI affiliates can manage their own ZotMail subscriptions.
- New employees/affiliates are automatically added to the ZotMail system.
Tools for Collaboration:

**Google G Suite**
- **Drive:** Share and store files, synchronize files across devices.
- **Chat/Meet:** Send direct messages or start group discussions. Includes video conferencing & screen sharing.

**Microsoft O365**
- **OneDrive:** Share and store files, synchronize files across devices.
- **Skype for Business or Teams:** Send direct messages or start a group chat with other users. Includes video conferencing & screen sharing capabilities.

**Webfiles**
- Allows users to securely store & share sensitive files on a server hosted on campus.
- **This service will be decommissioned in December 2019.**

**Zoom**
- Allows users to conduct video conference calls and share their screens.

**Best for collaborating with students or non-O365 users.**

**Best for collaboration with other O365 users.**

**Best for storing and sharing sensitive data.**

**Best for video or phone conferencing.**
Tools for collaboration: Google Drive

Google Drive is included in UCI G Suite.

Google Drive:

- Includes Shared Drives (formerly Team Drives), which is best for sharing files with a group. Ownership of all files is shared with all members of the Shared Drive, instead of just one individual.
- Leverage your Google Group to easily share files & folders with everyone who belongs to the group.
- Access your files from anywhere, including your iOS and Android devices.
Tools for collaboration: **Google Hangouts Chat & Meet**

Google Hangouts Chat & Meet are included in UCI G Suite.

**Google Hangouts Chat & Meet:**

- **Hangout Chat** allows users to send direct or group messages
- **Hangout Meet** allows users to setup an audio-only or video conference call with other users; allows for screen sharing as well.
Collaboration tools: Hangouts Chat
Collaboration tools: Hangouts Meet
Tools for collaboration: Office 365 OneDrive

OneDrive is included in Microsoft Office 365.

OneDrive:

- Easily access your files from anywhere, including your iOS and Android devices
- Integrated with Microsoft Outlook to facilitate the sending & sharing of files.
Tools for collaboration: Skype for Business & Microsoft Teams

Skype for Business & Microsoft Teams are included in Microsoft Office 365.

Skype for Business & Microsoft Teams:

- Skype for Business & Microsoft Teams allows users to send direct or group messages.
- Conference call with audio-only or video; allows for screen sharing.
- (Microsoft Teams) Outlook integration allows you to schedule, start, or join an existing Teams meeting.
- (Skype for Business) Microsoft will be ending support in 2021. OIT will assist departments to transition to Teams.
Collaboration tools: Microsoft Teams
Tools for collaboration:

Zoom

Zoom is a video, audio and web conferencing service accessible by the internet (computers, tablets, smartphones) and telephone.

Features:

- Only hosts need a Zoom account. Participants do not need an account to join meetings.
- Hosts can use Zoom for free for up to 40 minutes per group call. Zoom Pro accounts allow for unlimited time.
- 1 to 1 meetings are unlimited
Collaboration tools: Zoom
Tools for collaboration:
Webfiles

Webfiles is an OIT-managed file hosting service, available to faculty and staff who need to securely share files with others.

Features:
- The server is hosted on-campus (it is not cloud-based)
- Storage capacity is initially capped at 2GB per user, but more space can be allotted if necessary

Webfiles Deprecation: The Blackboard Xythos product that presently provides the OIT Webfiles file sharing service will reach end-of-life December 2019. The product will no longer be maintained or updated by the vendor. OIT will keep running the current version of Webfiles service until all customers have transitioned to another solution. OIT will be reaching out to customers to help identify alternate solutions. All customers who use Webfiles as a part of their current business service should plan for a transition to a different solution within the next three to six months.
oit.uci.edu/technoexpo-cnc

To request for any of the mentioned services.
Thanks!

Any questions?
Visit the OIT Help Center or contact the Help Desk

◇ oit.uci.edu/help
◇ oit@uci.edu