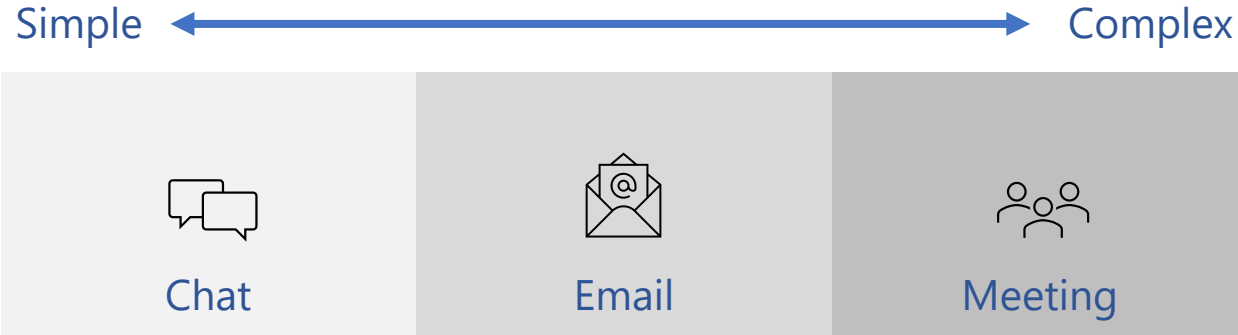


# Decide when to meet, email, or chat | M365

The most important consideration for effective meetings is if a meeting is needed at all. Learn more about when it's best to have a meeting, send an email, or have a quick chat in Microsoft Teams.



Chat	Email	Meeting
When you need a quick answer but not all team members are available or in the same place.	When you don't need a response, want to share an update, or need to reach a large group of people.	When you need to brainstorm or talk about subjects that are complex or emotionally nuanced.
<ul style="list-style-type: none"> <li>▪ Ask quick questions</li> <li>▪ Share feedback or check-in</li> <li>▪ Update small teams on status</li> <li>▪ Share files and information</li> </ul>	<ul style="list-style-type: none"> <li>▪ To inform others, especially large groups of people</li> <li>▪ Provide a status update</li> <li>▪ When no response is required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complex topics</li> <li>▪ Emotional topics</li> <li>▪ Desire to build interpersonal relationships</li> </ul>