**Staff Survey**

1. What is the purpose of the digital communication?

1. Which two groups are the intended audiences of the digital communication in our workplace?

1. Which digital communication application is free and able to be used to share messages and documents with friends?

1. What digital communication method is best used to allow team members to discuss possible solutions to a problem that requires an urgent solution?

1. Our teams need a digital communication method that enables their supervisor to contact them quickly at all hours. What do you suggest?

1. What do you think are the advantages of using Microsoft Outlook over Gmail in a work environment?