

## Comparison of Teams and Zoom

FEATURES	TEAMS	ZOOM	NOTES
<b>Waiting room</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved by host to enter meeting
<b>Screen sharing</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Share a window, desktop, or application
<b>File sharing</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Share files through the Chat window
<b>Recording</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Teams:</b> save to Microsoft Stream and the link is posted in the meeting chat or channel. <b>Zoom:</b> save to Zoom cloud or computer
<b>Chat</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Teams:</b> save the chat transcript in the application. <b>Zoom:</b> save the chat transcript manually and choose setting to save for meetings.
<b>Live captions</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Teams:</b> has automated live captions <b>Zoom:</b> assign a participant to caption manually during the live session. Alternatively, use a captioning service post meeting.
<b>Video and audio control</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Host can unmute and mute participants' audio; can turn on and off participants' video
<b>Interactivity</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Teams:</b> participants can 'raise hand' <b>Zoom:</b> participants can provide non-verbal feedback: 'raise hand', 'yes', 'no', 'like', 'dislike'
<b>Interactive polls</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Teams:</b> create interactive polls using Microsoft Forms. <b>Zoom:</b> create polls in Zoom before or during meeting
<b>Breakout rooms</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Teams:</b> use channels to facilitate breakout rooms <b>Zoom:</b> create breakout rooms prior to or during a meeting and manually or automatically assign participants
<b>Meeting notes</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Teams:</b> add a tab in Teams channel <b>Zoom:</b> use the whiteboard or a third-party software like Microsoft Word
<b>Reports</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Teams:</b> while the meeting is active you can download a report that includes join and leave times for participants while the meeting organizer was present <b>Zoom:</b> post meeting you can download a report that shows when participants joined the meeting, left the meeting, and the total time in the meeting