

Zoom and Teams Comparison Chart

Feature	Zoom	Teams
Scheduling Meetings	Zoom	Teams
Scheduling Meetings from Canvas	<ul style="list-style-type: none"> A Zoom integration is available in all Canvas courses to allow faculty to schedule meetings for their classes directly through Canvas. This allows for notifications, calendar events, and reports of attendance from meetings to be accessed directly from within a Canvas course. 	<ul style="list-style-type: none"> No Teams integration is available on our Canvas site at this current time.
Scheduling Settings	<ul style="list-style-type: none"> Hosts can choose to have video and audio turned on or off by default for participants when they join a meeting. Participants can always turn their microphones and videos on or off afterwards at their convenience. 	<ul style="list-style-type: none"> Organizers can prohibit the use of microphones or video for participants. This affects the duration of the meeting.
Alternative Hosts	<ul style="list-style-type: none"> In Zoom, hosts can designate an alternative host upon scheduling to assist with meeting management duties. 	<ul style="list-style-type: none"> Teams currently has no option to designate an alternative host.
Meeting Recordings	Zoom	Teams
Cloud Recordings	<ul style="list-style-type: none"> All Zoom cloud Recordings are available within your Zoom account for 30 days. If a meeting is scheduled from a Canvas course, cloud recordings can be accessed within the Zoom tool in a Canvas course. 	<ul style="list-style-type: none"> Recordings from Teams meetings are stored in the meeting organizer's OneDrive account. To allow others to view the recording, the file must be shared with the necessary users in O365.
Local recordings	<ul style="list-style-type: none"> In Zoom, you can choose to create a local recording, which saves directly to your device. 	<ul style="list-style-type: none"> In Teams, no local recording options are available. Recordings must go to OneDrive once the meeting is completed.

Panopto Integration	<ul style="list-style-type: none"> All Zoom cloud Recordings are automatically migrated to Panopto for long term storage and viewing. Meetings scheduled within the Zoom tool in Canvas automatically get added to the corresponding course folder in Panopto. 	<ul style="list-style-type: none"> No Teams integration is available in Panopto at this current time.
Accessibility	Zoom	Teams
Meeting Captions	<ul style="list-style-type: none"> Zoom has an automatic captioning feature to generate live captions during meetings. Attendees may also be assigned to provide human live captions within the Closed-Captioning settings. Transcripts created by automatic closed captions can be saved. 	<ul style="list-style-type: none"> Microsoft Teams has an automatic captioning feature to generate live captions during meetings. Attendees may also be assigned to provide live captions with the CART services feature. Transcripts created by automatic closed captions can be saved.
Meeting Transcripts for Recorded Meetings	<ul style="list-style-type: none"> When Zoom meetings are recorded to the cloud, a transcript is automatically created and available within the cloud recording of the meeting. 	<ul style="list-style-type: none"> Transcripts/captioning are not available within recorded Teams meetings.
Meeting Security	Zoom	Teams
Meeting Passwords	<ul style="list-style-type: none"> A password option is available to protect meetings. 	<ul style="list-style-type: none"> No password option is present within Teams currently.
Waiting Room	<ul style="list-style-type: none"> A waiting room is available for hosts to verify the identity of participants, and then admit them. The waiting room is enabled within the main scheduling page. 	<ul style="list-style-type: none"> A lobby is available for hosts to verify the identity of participants, and then admit them. This is comparable to Zoom’s waiting room. In Teams, after scheduling the meetings and inviting attendees, the organizer must then refer to the meeting options to adjust the lobby settings.

Registration	<ul style="list-style-type: none"> Hosts can enable registration to require participants to register before they attend a session. 	<ul style="list-style-type: none"> Organizers can enable registration to require participants to register before they attend a session. They can choose to require registration for everyone, or just attendees within your organization.
Meeting Security Menu	<ul style="list-style-type: none"> Zoom has a security button available to hosts in their main meeting controls. This allows a single place to access key features to secure their meeting and control chat, sharing, as well as meeting entry settings. 	<ul style="list-style-type: none"> Teams does not have a quick access security button for easy access to in-meeting controls.
In Meeting Features	Zoom	Teams
Breakout Rooms	<ul style="list-style-type: none"> In Zoom breakout rooms, you can assign participants automatically, manually, or allow participants to choose the breakout room that they will participate in. 	<ul style="list-style-type: none"> In Teams breakout rooms, you can assign participants automatically or manually to the breakout room that they will participate in. No option is available to allow participants to choose the breakout room that they will participate in.
Chat	<ul style="list-style-type: none"> A chat feature is available in Zoom meetings. Hosts can choose to allow participants to send private chat messages to each other. The chat in Zoom can be disabled by a meeting host. 	<ul style="list-style-type: none"> A chat feature is available in Teams meetings. If a participant wants to send a private chat to another attendee, they must send a Teams message outside of the context of the meeting. The chat feature cannot be disabled for a meeting.
Screen Sharing	<ul style="list-style-type: none"> In Zoom, multiple participants can share their screens at a time. Hosts can control sharing permissions within their meeting security menu. 	<ul style="list-style-type: none"> In Teams, only one participant can share their screen at a time. After scheduling a meeting, organizers can refer to their meeting's settings to adjust sharing permissions.
Reactions	<ul style="list-style-type: none"> Reactions can be used for non-verbal feedback, including the ability to access a full suite of emojis. A raise hand option is also available. 	<ul style="list-style-type: none"> Reactions can be used for non-verbal feedback, with a basic set of five emojis. A raise hand option is also available.

Collaboration Tools	<ul style="list-style-type: none"> Whiteboard, screen sharing, and chat features are available to facilitate collaboration within Zoom meetings. 	<ul style="list-style-type: none"> Microsoft Teams connects to the Office 365 suite, allowing the incorporation of collaborative documents, notebooks, and planning tools to be used directly within the Teams environment. Whiteboards, screensharing, and chat are also available.
Virtual Backgrounds	<ul style="list-style-type: none"> Zoom supports the ability to utilize virtual backgrounds. 	<ul style="list-style-type: none"> Teams supports the ability to utilize virtual backgrounds.
Whiteboard	<ul style="list-style-type: none"> Zoom's whiteboard consists of basic tools, including drawing, text entry, and stamp icons. 	<ul style="list-style-type: none"> The whiteboard in Microsoft Teams consists of basic whiteboard tools, and additionally supports the ability to embed images and documents within a whiteboard.
Meeting Notes	<ul style="list-style-type: none"> No meeting notes feature is available within Zoom. 	<ul style="list-style-type: none"> Teams has a meeting notes feature that allows participants to take notes that are available to all attendees within an organization.
Polling	<ul style="list-style-type: none"> Polls are available in Zoom meetings, and can be created in advance, or during a meeting within Zoom's polling tool. Results from the poll can be exported to a CSV. 	<ul style="list-style-type: none"> Polls can be created in Teams meetings using Microsoft Forms. Results from a poll in Forms are collected in an Excel sheet.
Attendance Report	<ul style="list-style-type: none"> Hosts can retrieve an attendance report from Zoom to gather the names of meeting attendees. 	<ul style="list-style-type: none"> Organizers can retrieve an attendance report from Teams to gather the names of meeting attendees.
Video Layout Options	Zoom	Teams
Speaker and Gallery Views	<ul style="list-style-type: none"> Attendees can switch between speaker and gallery views. In the gallery view, up to 49 participants can be seen at once. Attendees can page through different galleries if meeting attendance exceeds this number. 	<ul style="list-style-type: none"> No speaker view is available in Teams. The default gallery view shows a select number of participants, but the large gallery view option in Teams can display up to 49 participants.
Spotlight Video	<ul style="list-style-type: none"> Meeting hosts can spotlight the video of a participant to change the view for all attendees. Multiple participants can be selected. 	<ul style="list-style-type: none"> Meeting organizers can spotlight the video of a participant to change the view for all attendees. Multiple participants can be selected.

Pinning Video	<ul style="list-style-type: none">• Participants can pin the video of another attendee to adjust their own view.• A multi-pin feature is available, if allowed by a host.	<ul style="list-style-type: none">• Participants can pin the video of another attendee to adjust their own view.• Currently, no multi-pin feature is available in Teams.
Re-Order Participants	<ul style="list-style-type: none">• Participants can click and drag videos tiles to re-order video tiles of other participants, which customizes their view in a meeting.	<ul style="list-style-type: none">• Teams does not allow you to re-order the video tiles of participants in a meeting.