









Zoom vs Microsoft Teams:

This is a brief comparison table of key features available across Zoom and Teams.

Online teaching features	Zoom	MS Teams
Polling	<p>✓</p> <ul style="list-style-type: none"> • More Instructor Control • Supports both ad-hoc and pre-define polling questions 	<p>✓</p> <ul style="list-style-type: none"> • Less Instructor Control • Supports ad-hoc polling through MS Forms plugin. • Instructors cannot end the poll which allows students to change their answers anytime
Screen sharing	<p>✓</p> <ul style="list-style-type: none"> • More Instructor Control • Students share their own screens when the instructor gives them control. 	<p>✓</p> <ul style="list-style-type: none"> • Less Instructor Control • Instructors are required to assign student with the role like a host to share screens. Instructors need to be aware of the security risk.
Breakout rooms	<p>✓</p> <ul style="list-style-type: none"> • Easy set-up • During a meeting you can automatically or manually assign people to groups and you can specify numbers. Alternatively, you may also create breakout rooms and pre-assign participants before a meeting (via the interface, or a CSV upload). 	<p>✗</p> <ul style="list-style-type: none"> • More set-up • Instructors can use the workaround to create Breakout rooms, however you must first create a “Team course site” in the MS Teams app.
Chat	<p>✓</p> <ul style="list-style-type: none"> • More Instructor Control • Host can disable the private chat. 	<p>✓</p> <ul style="list-style-type: none"> • Less Instructor Control • Host cannot disable the chat feature.
Distributing files via chat	<p>✓</p>	<p>✓</p>
Whiteboard (for annotation)	<p>✓</p>	<p>✓</p>
Managing students in the class	Zoom	MS Teams
Managing students’ audio	<p>✓</p> <ul style="list-style-type: none"> • More Instructor Control • Host can mute and unmute all audio from participants. 	<p>✓</p> <ul style="list-style-type: none"> • Less Instructor Control • Host can mute participants but cannot unmute them.
Managing students’ video	<p>✓</p>	<p>✗</p> <ul style="list-style-type: none"> • Host cannot view participants’ gallery view while sharing the screen and teaching.
Verifying identity in the waiting room	<p>✓</p>	<p>✓</p>
Adding virtual background	<p>✓</p>	<p>✓</p>
Non-verbal responses	<p>✓</p> <ul style="list-style-type: none"> • Participants can give non-verbal feedback such as “raise hand”, “yes”, “no”, “like”, “dislike”. 	<p>✓</p> <ul style="list-style-type: none"> • Participants can “raise hand” only.

Administrative related features	Zoom	MS Teams
Managing existing meetings	<p style="text-align: center;"></p> <ul style="list-style-type: none"> Instructors can create Zoom meetings and modify existing meetings under the “Zoom Meeting” module in Canvas. 	<p style="text-align: center;"></p> <ul style="list-style-type: none"> Instructors can create links in Pages, Announcements, etc. in Canvas for students to join Teams meetings. However, instructors cannot modify the meetings once the links of the meetings are created.
Creating recurring meetings	<p style="text-align: center;"></p> <ul style="list-style-type: none"> Instructors can create recurring meetings in the “Zoom Meeting” module in Canvas. 	<p style="text-align: center;"></p> <ul style="list-style-type: none"> Instructors cannot create recurring meetings and they are required to create meeting links one by one. Meeting links do not show the date/time of the meetings like Zoom does.
Sharing recordings to students	<p style="text-align: center;"></p> <ul style="list-style-type: none"> Instructors can publish the Zoom recordings to students under the “Zoom Meeting” module in Canvas. 	<p style="text-align: center;"></p> <ul style="list-style-type: none"> The recordings are available only for attendees through MS Teams and MS Stream by default. To make the recording also accessible by non-attendees in MS Stream, instructors must manually put them into the access list of the recording. As the videos are stored in the MS Stream server, instructors need to log into MS Streams to modify the video permission
Generating participant reports	<p style="text-align: center;"></p> <ul style="list-style-type: none"> Zoom provides a comprehensive attendance report which includes the join time, leave time and attentive score. Instructors can generate the report under the “Zoom Meeting” module in Canvas. 	<p style="text-align: center;"></p> <ul style="list-style-type: none"> MS Teams does not provide any participant reports.
Maximum number of users in a meeting	<p style="text-align: center;">300</p>	<p style="text-align: center;">250</p> <p>Due to the primitive security configuration of MS Teams, we recommend instructors to use MS Teams to conduct small class teaching only.</p>