# Suggested Tools for Web Conferencing

| FEATURES | Microsoft Teams | Zoom ✶ |
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| Brief Product Description | Web conferencing/collaboration | Web conferencing/collaboration/webinar |
| Specifications or limitations | https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams | Varies by account type; https://support.zoom.us/hc/en-us/articles/201363173-Account-Types |
| Connection Type | Browser | Browser/Desktop Client/H.323 when using Zoom Room Connector License |
| Network Connection Indicators | | Yes |
| Audio Quality or info | | |
| Audio Options - Outside Call in/Session Call in | Additional licensing required.  Depends  If NDUS buys the licenses or not. | Participants can call into meetings using Zoom phone numbers; Call out is possible, but locked on UND's account |
| Mute Options | Mute participant, mute all | Hosts can mute/unmute participants audio and video |
| Video Quality or info | | Upto 1080P, when enabled by account Admin |

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| Maximum Concurrent Viewable Participants | You see 4 at a time, and the rest are small icons at the bottom of the screen. When someone talks, the 4 view will shift to the current person talking. | 49 |
| Maxium number of attendees | 250 for regular Teams meetings. Teams Live Events can host up to 10,000 users with limited features and 4 hour duration. | 100 with Licensed User on Enterprise Account; UND's license is set to 300. UND has webinar licenses for 100, 500, & 1000 attendees; Zoom has licenses available for 10,000 attendees. |
| Bandwidth Required | Teams optimizes media quality, including up to 1080p video resolution, up to 30fps for video and 15fps for content, and high-fidelity audio. | Standard HD (720p)<br>1 on 1 video calls: 1.2 Mbps (up/down)<br>Group video calls: 1.5 Mbps (up/down)<br><br>Full HD (1080p)<br>1:1 video calling:<br>Receiving 1080p HD video requires a minimum of 2.5 Mbps<br>1080p video requires a minimum of 2.5 Mbps<br><br>Group video calls:<br>Receiving 1080p HD video requires a minimum of 2.5 Mbps<br>Sending 1080p video requires a minimum of 3.0 Mbps |
| Connects with IVN | needs to be tested | Yes, when using a Zoom Room Connector License |
| Scheduling | Through Outlook Calendar | Through Outlook or Zoom client. |
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| **COLLABORATION** | | |
| Share Application -desktop or software application | Yes | Yes, participants can share their entire desktop or a window |

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| Sharing video with audio | No | Yes |
| Share Files | Yes | Yes, files can be shared between participants via Chat |
| Content Share - second camera, document camera | No | Yes |
| Whiteboard | Yes | Yes |
| Chat | Show conversation bar | Yes |
| Breakout Rooms | No | Yes |
| Polling Feature | Integrates with MS Forms | Yes - multiple choice & Yes/no |
| Quiz Feature | Integrates with MS Forms | Same as Polling, participant answers are recorded and viewable in Polling Report. |
| Raise Hand/Other participant indicators | No | Yes |
| Attendee/Participant List | Click the attendee list to view | Click the Participant button to view list |
| Remote Desktop Control | Yes | Yes, when Breakout Room option is disabled |
| Mobile App | Yes | Yes - Android and iOS |
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| **Security** | | |
| Encryption | Yes, all traffic and data at rest enrypted | Yes |
| Guest Access -secured access to join a session, special PIN | Yes | Yes, option controlled by host. |
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| **Recording** | | |
| Format | MP4 | MP4 |
| Recording Includes: | Audio, content share, active speaker video | Audio, content share, active speaker video; chats are saved as a separate file. |
| Recording needs to be scheduled? | No | No, recordings can be initiated during the meeting or meetings can be set to auto-record on start up. |
| One touch recording to start | Yes | Yes |
| Download Options - what's available & formats | Download MP4, More information: https://support.office.com/en-us/article/play-and-share-a-meeting-recording-in-teams-7d7e5dc5-9ae4-4b94-8589-27496037e8fa | MP4 |
| Links to Recordings - private or public | Found in | Both |

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| Edit Recordings | Can edit transcript but not sure about video. | Shared video start/end times can be adjusted on Cloud recordings. |
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| **Integrations** | | |
| Other applications and tools to link/integrate with | Meetings can be linked within Blackboard Learn<br>Teams meetings integrate with Teams sites, channels, and private chats, Outlook, OneNote, O365 Stream and numerous third-party applications | Outlook/Teams/Blackboard |
| **Accessibility** | | |
| Closed Captioning with 3rd Party | | 3rd party services can provide live Closed Captioning within a Zoom meeting; AI is expected to provide live Closed Captioning in the future. |
| Live Captions | Yes | Yes |
| ADA Compliant | Yes https://docs.microsoft.com/en-us/microsoft-365/compliance/offering-section-508-vpats | Zoom's ADA accessibility features: https://zoom.us/accessibility/faq#faq1 |
| HIPAA Compliant | | Yes, https://zoom.us/docs/doc/Zoom-hipaa.pdf |
| FERPA Compliance | | https://zoom.us/docs/doc/FERPA%20Guide.pdf |
| **Other** | | |
| Roles, Privledges or Controls | All users have presenter controls. See Teams meeting options to change who can present. | Host has full control over screen sharing, microphones, video cameras, chats, and access; host can appoint co-hosts; hosts can remove particpants, lock meetings, and enable a waiting room. |
| Reports | A campus administrator has a number of reports available on Teams usage and activity type. | A campus administrator has a number of reports available. Meeting hosts can see attendee, attendee join/leave times, and registration/polling reports if they were used for their meetings. Webinar hosts can see attendance, polling, registration, performance, and Q&A reports. |
| General Help and Support | https://docs.microsoft.com/en-us/microsoftteams/enduser-training | Yes, https://support.zoom.us/ |
| End User Support | Contact campus help desk | Direct support from Zoom, UND Tech Support, TTaDA |
| Campus Admin Support | Contact campus help desk | TTaDA |
| Site List | N/A | Yes, Zoom app directory of UND users and Zoom Rooms |

| Test audio/video before connected | Yes | Yes |
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| Other | Meeting notes application available | |