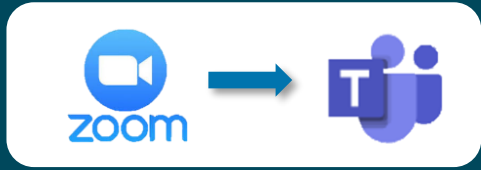


Microsoft Teams Replacing Zoom





Microsoft Teams vs. Zoom Feature Comparison

Summary

There is significant feature overlap between Microsoft Teams and Zoom. The primary distinction is that Zoom is exclusively a video conferencing tool where Microsoft Teams is an all-in-one tool for video conferencing, chat and other productive features.

Note: The grid represents only those features relevant for the Zoom to Teams audience whose audio conferencing is being assigned.

		
Audio/Video	✓	✓
Mobile App	✓	✓
Meetings	Microsoft Teams	Zoom
Breakout Groups	✓	✓
Chat	✓	✓
Custom Backgrounds	✓	✓
Gallery View	✓ Up to 49 people/per page	✓ Up to 49 people/per page
In-Meeting Polls	✓ Available via Forms	✓
Non-Verbal Feedback	✓	✓
On-Screen Annotation	✓ With MS 365 sharing	✓
Recording	✓	✓
Screensharing	✓	✓
Transcription		
Time Limits	NONE	40 minutes for free version
Collaboration	Microsoft Teams	Zoom
Document Management	✓ Microsoft 365 SharePoint for storing/sharing files in the cloud	✓ In meeting chat
Project Management	✓ Integrated Planner	Third-party integrations
Search	✓ Through MS Exchange, Teams, SharePoint Online and OneDrive	✓ Account owners choose how long to store chat messages locally/Zoom cloud

Microsoft Teams Replacing Zoom



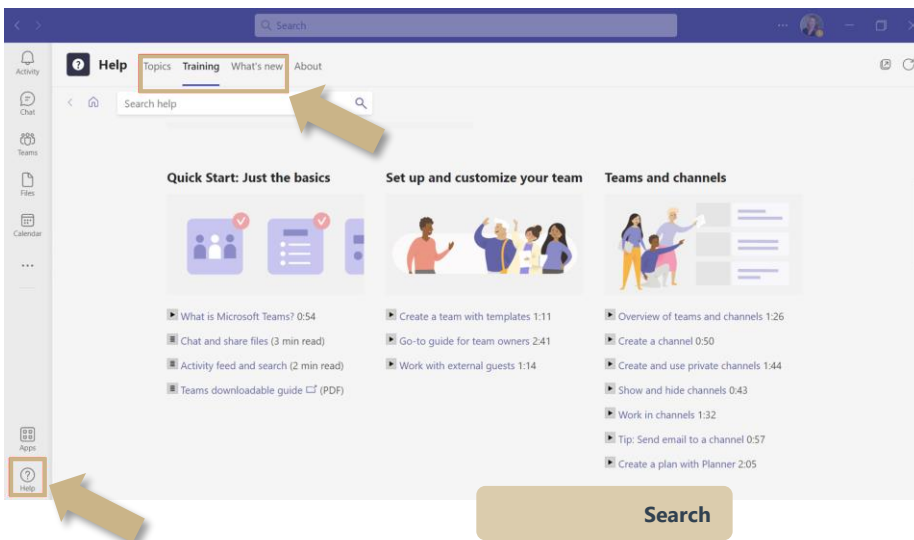
Microsoft Teams Features Guide

When you use Microsoft Teams, your menu bar has all the controls you will need for your meeting. **Click on each topic headline** for instructions.



- 1 Participants**
Click to see who has been invited or change participant settings.
- 2 Chat**
Use chat to share files, ideas, and notes.
- 3 Reactions**
Stay involved without breaking the flow - Express yourself in Teams meetings with live reactions.
- 4 Polls**
Add the Forms app and poll attendees during a Teams meeting.
- 5 Record**
Record a meeting in Teams so it can be shared and referred to later.
- 6 Transcription**
Start a live transcription that appears along side your video.
- 7 Camera, Audio, and Video**
Turn your camera on or off or click on ... to change attendee audio and video permissions via meeting options.
- 8 Microphone**
Mute or unmute your microphone when you want to speak.
- 9 Share Content**
Use this to share your screen with others.
- 10 Whiteboard**
Share a whiteboard to make it available to all participants in a Teams meeting.

For information on how to [schedule a Teams LIVE event](#) and access a full library of all existing Microsoft Teams Training options by Topic:



1. Go to the **Help** function within Teams
2. Click on **Training** or **Topics**
3. Toggle between the two using the menu

Go to the VUMC IT Microsoft Teams website: <https://www.vumc.org/it/microsoft-teams>