

## Teams, WebEx, Zoom Comparison

Note the following comparison review key features only and is not comprehensive listing. Instructions, resources and one-on-one assistance for using any of the above software options is available from the [Centre for Teaching Excellence](#).

- Teams is a collaboration platform, allowing both synchronous and asynchronous features and integration with other Office 365 apps.
- WebEx is exclusively a video/web-conferencing platform, only suitable for synchronous learning
- Zoom is exclusively a video/web-conferencing platform, only suitable for synchronous learning

### Synchronous Features

	MS Teams	Webex	Zoom
<b>Access</b>	<p>As part of <u>Office 365</u>, teams available to all Capilano students and employees.</p> <p>Instructors need to <u>create a team</u> and invite all students via the class email.</p> <p>Access as desktop app, mobile app or cloud based.</p>	<p>All instructors have access to a <u>host account (personal meeting room and scheduling sessions)</u>.</p> <p>Students can join via desktop app, mobile app or cloud based.</p>	<p>Instructors can <u>download zoom app</u> or run zoom from cloud version.</p> <p>Students can join from mobile app or cloud link.</p>
<b>Recordings</b>	<p>Automatically shared in the Channel in which it was recorded.</p> <p><u>Stored on Microsoft Stream.</u></p>	<p>Available and saved to <u>WebEx Meeting Centre platform.</u></p> <p>Can be shared as a link or downloaded.</p>	<p>Recordings can be saved to the cloud and can be viewed by students.</p> <p>Desktop recordings or recordings saved to local computer can be uploaded to <b>Kaltura</b>.</p>
<b>Video</b>	<p>Individual users can decide to <u>“pin” video</u> for one person (students without videos will show up with initials).</p> <p>Can view up to 9 participant videos can be viewed at once time when using the app. Students using a mobile will only see 4 participant videos.</p>	<p>16 video screens can be viewed simultaneously.</p> <p>Host/instructor can <u>lock video on specific individuals</u>.</p> <p>If sharing content up to 6 (check) videos thumbnails can be viewed (most active).</p> <p><u>Each participant can adjust their own view.</u></p>	<p>3 video layouts when no one is screen sharing:</p> <ul style="list-style-type: none"> <li>- Active speaker</li> <li>- Gallery (49 per gallery)</li> <li>- Floating thumbnail.</li> </ul> <p><u>Video can be pinned</u> or spotlighted (ie for keynote speaker).</p>
<b>Whiteboard</b>	<p><u>Available.</u></p> <p>Built-in version does not allow for text annotation.</p>	<p><u>Available</u> Text and drawing allow for collaboration and interactive activities, icebreakers etc.</p> <p>Instructor/host needs to turn on <u>“allow annotations”</u> for all participants.</p>	<p><u>Available</u> Text and drawing for collaboration and interactive activities, icebreakers etc.</p> <p>Instructor/host needs to turn on <u>“allow annotations”</u> for all participants.</p>

	MS Teams	Webex	Zoom
<b>Breakout Rooms</b>	<p>Not available</p> <p>Workaround would be to send students off into <u>different pre-created channels to meet with each other</u>. Students can start their own meeting within the channel</p>	<p><u>Available</u> if using <u>WebEx training center</u>.</p> <p><b>Only audio</b> is available in breakout rooms.</p> <p>Has manual and automatic assignment to breakout room.</p>	<p>Allows up to 50 <u>breakout rooms</u>, manually or automatically generated.</p> <p>Breakout rooms have video and screen sharing, recording plus touch screen capabilities.</p>
<b>Instant Chat</b>	Available within meetings, channels or outside a team	<u>Available</u>	<u>Available</u>
<b>Sharing (documents, apps, screen)</b>	<p>Via <u>screen share</u> - <i>for your lecture</i></p> <p>Via the <u>meeting chat</u> (drag and drop) - <i>for a handout</i></p> <p>Using <u>Files tab in the Team</u> - <i>for collaboration</i></p>	<u>Available</u>	<p><u>Screen sharing available</u></p> <p><u>Document sharing available</u></p>
<b>Simultaneous Collaboration on Documents</b>	Available <u>using Files tab</u> in the Team. using apps within Teams.	N/A Need workaround such as use of third-party application during a meeting.	<u>Available</u>
<b>Meeting 'Controls'</b>	<p>Anyone can mute everyone (instructor or host cannot control this).</p> <p>Anyone can start a meeting within the team.</p> <p>Students (non-hosts) can <u>"request control"</u> to share content.</p>	Host or instructor have <u>extensive choices</u> for how much control is given to students/ participants.	<p>Host or instructor have <u>extensive choices</u> for how much control is given to students/ participants.</p> <p><u>Webinar v Meeting options available</u></p>
<b>'Lock the door' or Private Conversations</b>	<p>Not available if students are part of the team or channel.</p> <p>However, students can be part of <u>"private channels"</u>. These are accessible to the Team Organizer too (instructor).</p>	Can <u>"lock" a meeting</u> .	<u>Waiting room</u> auto enabled and <u>lock the room</u> feature possible.