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
Access	As part of Office 365, teams available to all Capilano students and employees. Instructors need to create a team and invite all students via the class email. Access as desktop app, mobile app or cloud based.	All instructors have access to a host account (personal meeting room and scheduling sessions). Students can join via desktop app, mobile app or cloud based.	Instructors can download zoom app or run zoom from cloud version. Students can join from mobile app or cloud link.
Recordings	Automatically shared in the Channel in which it was recorded. Stored on Microsoft Stream.	Available and saved to WebEx Meeting Centre platform. Can be shared as a link or downloaded.	Recordings can be saved to the cloud and can be viewed by students. Desktop recordings or recordings saved to local computer can be uploaded to **Kaltura.**
Video	Individual users can decide to "pin" video for one person (students without videos will show up with initials). 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.	16 video screens can be viewed simultaneously. Host/instructor can lock video on specific individuals. If sharing content up to 6 (check) videos thumbnails can be viewed (most active). Each participant can adjust their own view.	3 video layouts when no one is screen sharing: - Active speaker - Gallery (49 per gallery) - Floating thumbnail. Video can be pinned or spotlighted (ie for keynote speaker).
Whiteboard	Available. Built-in version does not allow for text annotation.	Available Text and drawing allow for collaboration and interactive activities, icebreakers etc. Instructor/host needs to turn on "allow annotations" for all participants.	Available Text and drawing for collaboration and interactive activities, icebreakers etc. Instructor/host needs to turn on "allow annotations" for all participants.

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