

Microsoft Teams or Zoom?

Microsoft Teams and Zoom have many of the same features (see the comparison list below). When planning your meeting, you can decide which video conferencing platform to use by asking three questions:

1. **How many people are attending?**
2. **How long will this meeting be?**
3. **Do the participants have an account?**

The following features are standard for both applications:

Free (Zoom Basic)	Chat
Video Call	Recording Options
Voice Only Option	Schedule Meetings
Screen Sharing	Integrations with Outlook (add-ins)
Call-in Options	

Differences Between Microsoft Teams and Zoom

Microsoft Teams

- Live captioning options
- OneDrive integration for file sharing
- Cannot invite to meeting unless participant has an okstate.edu email address
- However, you can invite someone to the meeting via telephone (any phone number)
- 250 people limit to meetings
- Recordings saved to the Cloud via Microsoft Stream
- Best application for collaboration with groups within the university

Zoom Basic

- 1 to 1 meetings – unlimited time limit
- 40 minute time limit on group meetings
- 100 participant limit on group meetings
- Participants do not have to have a Zoom account to join meetings
- Record locally to your computer

Zoom Pro

(Limited number licenses available. Please contact Dwayne Hunter at dwayne.hunter@okstate.edu for more info or to request a license.)

- 24 hour time limit on group meetings
- 300 participant limit on group meetings
- Record to the Zoom Cloud (Space Limited)
- Livestream to Facebook or YouTube