

# Conferencing: Comparison Chart- Synchronous Communication Tools

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With the need to teach, learn, and collaborate synchronously online, it is recognized that there are several tools to get the job done. The table below highlights some of the features, functions, and capabilities of the supported web conferencing tools: Microsoft Teams and Zoom. This list is not exhaustive, but it is helpful to see how each tool is similar and different so an informed decision can be made about which tool to use for various purposes and audiences. As you are comparing the tools, please reach out to CETL with any questions you might have at: [CETL@uwec.edu](mailto:CETL@uwec.edu).

**NOTE:** As of June 30, 2021, Collaborate Ultra is no longer an option.

Features	Microsoft Teams	Zoom
UWEC Support	Office and administration	Instruction, office, and administration
Integrated with Canvas LMS	Rich content editor	Navigation bar
Desktop App (download program)	Yes, for optimal experience	Yes, for optimal experience
Maximum Simultaneous Webcams	49 based on internet bandwidth	49 based on internet bandwidth
Max. # Simultaneous Audio	49; Quality varies based on internet bandwidth	49; Quality varies based on internet bandwidth
Max. # Participants	300	300
Multiple Moderators/Hosts	Yes	No; one host and co-host
Supported Browsers	Chrome and Firefox but use program for full features	Chrome and Firefox but use program for full features
Mobile App Available	Yes	Yes
Session Scheduling	Yes	Yes

Open-ended Sessions	NO	NO
End of Meeting Behavior	Closes when meeting host leaves session or session is transferred to a new host	Closes when the host leaves session or session is transferred to a new host
Chat Feature	Yes	Yes
Chat with everyone	Yes	Yes
Chat with individuals	Yes	Yes
Share Whiteboard	Yes	Yes
Annotation Tools	Yes; whiteboard	Yes; files and whiteboard
Polling	Yes	Yes; downloadable results
Surveys	Yes; using Forms add-on	Yes; downloadable results
Hand Raising	Yes	Yes
Can Record Session	Yes	Yes
Recording Format	MP4 Video	MP4 Video
Save Recording	Cloud; available for 30 days Local; available until storage runs out Email link: coming soon	Cloud; available for 180 days (6 months) Local; available until storage runs out
Download Recording	Yes	Yes
Share Recording Link	Yes, but only UWEC users	Yes
Advanced Recording Features	No	Yes
Download Chat History	Yes; through Outlook History	Yes; TXT file

Attendance Report	Yes; CSV file	Yes; CSV file
Phone Conferencing	Yes	Yes
Share Files	Yes; Main room only	Yes; Main room only
Download Files	No; can be done through SharePoint/OneDrive	Yes
Screen Sharing Capabilities	Yes	Yes
Breakout Rooms (Group Work)	Yes; set up through Teams Channels	Yes; set up within program
Pre-Set Breakout Rooms	No	Yes; but not compatible with Canvas integration
Recalls Content	Yes	No
Closed Captioning	Yes (automated)	Yes (automated audio transcript text, manual entry)
Students can Create a Session	Yes	Yes
Suitable for HIPAA	Yes; Preferred	Yes; Preferred