

# Zoom or Microsoft Teams?

Zoom and Teams are both powerful tools for meetings. Which one you use depends on the type and purpose of the meeting and your own preferences. Zoom is videoconference software with some interactive features tied into the video session (chat, whiteboard, etc.). Microsoft Teams is a multi-purpose communication and collaboration tool that combines chat areas, file sharing, office tools, and videoconferencing and is designed for ongoing collaborative groups.

## Why choose one or the other?

Teams :

- More advanced collaboration tools
- Plenty of storage for video recordings, files, etc.
- Is part of our existing Microsoft ecosphere
- Is more complex to use than Zoom

Zoom:

- Simple to set up and use
- Meetings can be joined via phone call
- Is designed for videoconferencing rather than ongoing collaboration
- Recordings are deleted at least once a year

Both will work just fine for meetings or a class session, although you need a pro account in Zoom for meetings longer than 40 minutes. For the most part, anything Zoom can do, Teams can do, but not vice-versa. Teams has a steeper learning curve, but if the video meeting is among members of a group who will continue working together and would benefit from shared documents and ongoing chat, then Teams has more functionality and is a good choice. For one-off meetings, shorter meetings, meetings that don't require ongoing follow-up or documents, meetings that include people from outside the college, or if you simply prefer the look and feel, Zoom is the better bet.

Want to learn more or schedule a session to figure out how/whether your group could use Teams? Contact Sharon Birch ([birchs@etown.edu](mailto:birchs@etown.edu)) in the Teaching and Learning Design Studio.

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