

# Zoom and Microsoft Teams Meeting Equivalents with tutorial videos

[Overview of Microsoft Teams Meetings \(text\)](#)

| Feature                                          | Zoom                                             | Microsoft Teams Equivalent                                                                                                                                                                                                                                                                                                                                                   | Video                                          |
|--------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Recurring Class Meetings</b>                  | Zoom scheduler                                   | Use Outlook or Teams Calendar to set recurring meetings. <b>CHOOSE CLASS MEETING</b> , not a regular meeting to ensure only instructor has screen control and can admit from lobby. Students can only use chat during the live session. Also learn how to create a meeting in a Teams Channel.                                                                               | <a href="#">Watch Tutorial</a>                 |
| <b>Admitting participants</b>                    | Waiting Room                                     | Use Teams meeting Lobby to admit attendees when you're ready. <a href="#">Lobby settings (Text)</a> and how to turn off lobby once meeting has started.                                                                                                                                                                                                                      | <a href="#">Watch tutorial</a>                 |
| <b>Virtual Office Hours</b>                      | Use Personal Meeting Room or scheduled 1:1s      | Create a recurring meeting and share the link with students. <u>No personal meeting room equivalent.</u>                                                                                                                                                                                                                                                                     | <a href="#">Watch Tutorial</a>                 |
| <b>Screen Sharing</b>                            | Share entire screen, window, or app              | Share desktop, window, Whiteboard or office app. <a href="#">Teams has presenter modes</a> and Live share feature. <a href="#">PowerPoint Live</a> requires significantly less network bandwidth than typical sharing. Recommend use meeting setting of "Only organizers and co-organizers can present". Can assign students as "presenters" when they need to screen share. | <a href="#">Watch Tutorial on Live Sharing</a> |
| <b>Breakout Rooms</b>                            | Create and manage breakout rooms during meetings | Use Breakout Rooms feature to assign participants manually or automatically or <a href="#">allow participants to choose</a> (can do in advance). Unlike Zoom, you can't sort people into rooms based on poll responses.                                                                                                                                                      | <a href="#">Watch Tutorial</a>                 |
| <b>Engagement Features</b><br>(polls, reactions) | Reactions, raise hand, and Polls                 | Use <a href="#">reactions</a> , raise hand, and choose <a href="#">embedded polls app</a> or Microsoft Forms for polls (not as fancy as Zoom polls)                                                                                                                                                                                                                          | <a href="#">Watch Tutorial for Forms</a>       |

| Feature                               | Zoom                                  | Microsoft Teams Equivalent                                                                                                                                                                                                                                                                                                                                                                 | Video                                     |
|---------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Annotation</b>                     | Annotate Tools                        | Participants can annotate. But only in “share screen” mode (not window), and organizer must turn on annotate. Presenter alone can annotate in Live PowerPoint share.                                                                                                                                                                                                                       | <a href="#">Watch Tutorial</a>            |
| <b>Whiteboard</b>                     | Zoom Whiteboard                       | <a href="#">Microsoft Whiteboard</a> allows collaborative work space. Can prepare in advance or start during meeting. Educational templates available.                                                                                                                                                                                                                                     | <a href="#">Watch Tutorial</a>            |
| <b>Recordings &amp; Transcripts</b>   | Record to cloud, then upload manually | Recordings saved to OneDrive>Recordings; can be downloaded and uploaded to Mediaspace, then embed in Moodle.<br><br>When you start recording/transcription, all participants will be muted/cameras off until they give consent. <b>**Unlike Zoom, you cannot record just the speaker and slides.</b> All students can immediately access the recording.                                    | <a href="#">Watch Tutorial</a>            |
| <b>Attendance</b>                     | Meeting attendance report             | Review or download the attendance report (.xls file) for your Teams meeting.                                                                                                                                                                                                                                                                                                               | <a href="#">Watch tutorial</a>            |
| <b>Video Spotlight and Focus mode</b> | Spotlight and Focus mode              | You can <a href="#">spotlight a video</a> for everyone in the meeting, up to seven video feeds. You can use focus mode, or show your students how to do it to improve their view options.                                                                                                                                                                                                  | <a href="#">Watch Tutorial Focus mode</a> |
| <b>Sign Language Interpreters</b>     | Pin mode                              | Teams has a specific <a href="#">sign language view</a> that individuals can turn on. Interpreters can be assigned before or during a meeting. Sign Language View provides a more predictable, static meeting experience that allows users to prioritize up to <b>two</b> other signers’ videos for larger placement on center screen. Otherwise spotlight like in zoom for all attendees. | <a href="#">Watch Tutorial</a>            |
| <b>Agenda, Notes and Tasks</b>        | Zoom notes                            | Can add <a href="#">collaborative agenda, meeting notes and follow up tasks</a> to the meeting. Zoom has collaborative notes, but not the other features.                                                                                                                                                                                                                                  | <a href="#">Wach Tutorial</a>             |

## Roles in Teams Meeting:

- **Organizer:** Full control, including managing breakout rooms, muting participants, and changing meeting options.
- **Co-organizer:** Shares many of the organizer's permissions, such as muting participants, managing the meeting, and controlling breakout rooms.
- **Presenter:** Can share content, manage Q&A, and assist with [facilitating the meeting](#).
- **Attendee:** Limited to participating in the chat and viewing shared content, without control over the meeting. If someone is not an attendee

Expiration date – 120 days of video recording.

Can automatically watch video recording because invited.

| "Class" Meeting                                                               | "Lecture" Meeting                                                             |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Who can bypass the lobby?<br><div>Only me and co-organizers</div>             | Who can bypass the lobby?<br><div>Only me and co-organizers</div>             |
| Who can present?<br><div>Only me and co-organizers</div>                      | Who can present?<br><div>Only me and co-organizers</div>                      |
| Allow mic for attendees?<br><div><input checked="" type="checkbox"/></div>    | Allow mic for attendees?<br><div><input checked="" type="checkbox"/></div>    |
| Allow camera for attendees?<br><div><input checked="" type="checkbox"/></div> | Allow camera for attendees?<br><div><input checked="" type="checkbox"/></div> |
| Record automatically<br><div><input type="checkbox"/></div>                   | Record automatically<br><div><input type="checkbox"/></div>                   |
| Allow meeting chat<br><div>In-meeting only</div>                              | Allow meeting chat<br><div>Enabled</div>                                      |

TEAMS regular meeting default setting is PEOPLE IN MY ORG AND GUESTS can bypass the lobby and **EVERYONE can present.**