

Zoom vs Microsoft Teams - Feature Comparison

Feature	Zoom	Microsoft Teams
Meeting Participant Limit	Up to 1,000 interactive participants (with Large Meeting add-on)	Up to 1,000 interactive participants
Webinar Attendees	Up to 50,000 viewers (with Zoom Webinars)	Up to 10,000 (20,000 with temporary boosts)
Joining Experience for Guests	Simple link, no account required	May require Microsoft account or extra authentication. Depends on settings. "Everyone" is an option
Breakout Rooms	Pre-assign participants, self-select rooms, easy movement between rooms	Breakout rooms available, but fewer self-service options and less intuitive setup
Webinar Tools	Advanced Q&A (with upvoting), panelist roles, attendee analytics	Q&A and polling available but less advanced
Event Hosting	Zoom Events platform with registration, ticketing, networking	Primarily designed for internal webinars and meetings
Attendance Tracking	Attendance reports available for meetings & webinars; can include join/leave times. (Only available for admins)	Attendance reports available for meetings & webinars; integrates with Teams channels and class features
Dial-In by Phone	Included with most plans (local & toll-free options available)	Available only with additional Audio Conferencing license — not included in our current plan
Pause & Resume Recording	Supported — hosts can pause and resume a cloud or local recording during a meeting	Not supported — recordings start and stop only
Collaboration Tools	Primarily focused on meetings—limited chat/file tools compared to Teams	Fully integrated with Office 365: chat, file sharing, document collaboration
Persistent Chat	Chat available during meetings only (separate from Zoom Team Chat)	Persistent chat tied to meetings, channels, and projects
File Sharing in Meetings	Possible, but limited features	Robust file sharing integrated with OneDrive & SharePoint
Licensing Model	Standalone service	Bundled with Microsoft 365 (no extra cost for many institutions)