

	Microsoft Teams	Zoom Finance or University Instance
Available to	<ul style="list-style-type: none"> All PennO365 users (Primarily faculty/staff) 	<ul style="list-style-type: none"> Education user license: Designated users (primarily faculty/staff) All PennKey holders (available via SSO)
Used for/by	<ul style="list-style-type: none"> Group meetings, collaboration and file sharing (staff, schools and centers) 	<ul style="list-style-type: none"> Online instruction (faculty/students) Student organization meetings (students) Group meetings, collaboration and file sharing (staff, schools and centers)
Features	<ul style="list-style-type: none"> Video and screen sharing Chat Audio conferencing/ Dial in (for fee) Record and share meetings Document storage/ collaboration Outlook, OfficeProPlus integration 	<ul style="list-style-type: none"> Video and screen sharing Chat Audio dial in Record and share meetings in cloud or locally Document storage/ collaboration Outlook Plug-in available Interactive collaboration/teaching tools, including whiteboarding, polling, and breakout rooms Closed captioning
#/ participants/ session	<ul style="list-style-type: none"> Up to 2,500 participants 	<ul style="list-style-type: none"> Education license: Up to 500 participants/session
Digital Events	<ul style="list-style-type: none"> Teams Live Events supports digital events for up to 20,000 attendees (extended to 100,000 through 7/1/20) Limit of 50 concurrent live events on single tenant 	<ul style="list-style-type: none"> Zoom Webinar supports events for up to 15 sessions and 50,000 participants
Canvas integration	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
Access and authorization	<ul style="list-style-type: none"> Authentication with PennO365 credentials required to schedule a Teams meeting Non-PennO365 users can be granted guest access to meetings 	<ul style="list-style-type: none"> PennKey authentication for accounts in University education license User account not required to attend meeting Meeting organizers should require a password to protect meeting
Data Privacy	<ul style="list-style-type: none"> FERPA; currently negotiating HIPAA 	<ul style="list-style-type: none"> FERPA only (not HIPAA) Additional privacy considerations: https://www.isc.upenn.edu/security/privacy-using-zoom
Additional resources	<ul style="list-style-type: none"> https://www.isc.upenn.edu/how-to/microsoft-teams 	<ul style="list-style-type: none"> https://infocanvas.upenn.edu/guides/zoom/
Find in-depth comparisons of all available video conferencing tools here: https://www.isc.upenn.edu/how-to/video-conferencing-tools		