

# Microsoft Teams vs Zoom (1/2)

Features	Microsoft Teams Free version	Microsoft Teams Paid version	Zoom Free version	Zoom Paid version
Maximum users	500,000 per organization	Unlimited with an enterprise license	Personal meeting only for the free version	You pay per user (host) Zoom Pro - no minimum # of hosts Zoom Business - minimum 10 hosts Zoom Enterprise - minimum 50 hosts
Storage	2 GB/user and 10 GB of shared storage	1 TB per user		<b>Cloud recording storage:</b> Pro: 1 GB/Pro User Business: 1 GB/Pro User <i>Storage options include up to 3TB/month.</i> Enterprise: Unlimited cloud storage
Guest Access	Available	Available	Available	Available
1:1 online meetings	Available	Available	Available	Available
Online group meetings (multiple participants)	Up to 250 participants	Up to 250 participants	Limited to 100 participants and 40min	<b>Zoom Pro:</b> up to 100 participants <b>Zoom Business:</b> up to 300 participants <b>Zoom Enterprise:</b> up to 500 participants <b>Zoom Enterprise Plus:</b> up to 1,000 participants More participants can be added to the plans
Live Events		Up to 10,000 attendees (Temporary limit raise to 100,000 as part of COVID responses)		Video Webinar Starts at CAD 53/mo/host Up to 10,000 view only attendees
Screen sharing	Available	Available	Available	Available
Scheduled meetings		Available		Available
Meeting recordings		Available		Available
Phone calls and audio conferencing		Available (additional cost for phone call functionality)		Zoom phone is an add-on Starts at CAD 13.30/mo/user
Unlimited chat messages	Available	Available	Available	Available
Background blur on video calls	Available	Available		Zoom virtual background
Apps and Office 365 Integrations	Available	Available	Available	Available

# Microsoft Teams vs Zoom (2/2)

Features	Microsoft Teams Free version	Microsoft Teams Paid version	Zoom Free version	Zoom Paid version
<b>Administration</b>				
Admin tools for managing users and apps		Available		Available
Usage reporting for Office 365 Services		Available		Reporting available
99.9% financially-backed SLA uptime		Available		
Configurable user settings and policies		Available		Available
<b>Pricing</b>				
Pricing		<p><b>Office 365 Business Essentials</b> CAD 6.40 per user per month and includes a small number of Office services including Teams and SharePoint.</p> <p><b>Office 365 Business Premium plan</b> CAD 16 per user per month and includes the Microsoft Office Suite.</p> <p><b>Microsoft 365 Business Plan</b> CAD 25.60 per user per month and includes advanced security protection.</p>		<p><b>Zoom Pro</b> Starts at CAD 20 per user per month</p> <p><b>Zoom Business &amp; Enterprise</b> Start at CAD 27 per user per month</p>