Collaboration Tools – Online Communication Tools

2016

Microsoft Teams

2011

Eric Yuan - Chinese-American businessman

zoom

Google Meet

Google Hangouts Meet - March 2017
Name changed to Google Meet - April 2020

Feature	Microsoft Teams	Zoom	Google Meet
Integration	Extensive integration with Office 365 apps, over 700 third-party apps	Limited to Zoom Apps, integrates with some third-party apps	Good integration with Google Workspace apps and selected third-party services
Storage Limits	1 TB per organization + 10 GB per license	1 GB cloud recording (Pro plan)	15 GB per user (across all Google services)
Security Features	Advanced security compliance, end-to-end encryption, multi-factor authentication	End-to-end encryption, password-protected meetings, user authentication	End-to-end encryption, two-factor authentication, anti-abuse features

Feature	Microsoft Teams	Zoom	Google Meet
Collaboration Tools	Comprehensive: chat, file sharing, co-authoring documents, planning tools, task management	Chat, file sharing (during meetings), whiteboard	Chat, file sharing, Google Jamboard for drawing
Meeting Capacity	Up to 10,000 view-only participants, 1,000 active participants	Up to 1,000 participants	Up to 250 participants

Feature	Microsoft Teams	Zoom	Google Meet
Video Conferencing Features	Background blur, custom backgrounds, Together mode, breakout rooms	Virtual backgrounds, breakout rooms, touch-up appearance	Virtual backgrounds, noise cancellation
File Sharing & Collaboration	Direct integration with SharePoint for file storage and collaboration, co-authoring in real time	In-meeting file sharing, integrates with third-party storage solutions	Seamless integration with Google Drive, real-time document collaboration

Imagine Sarah runs a small marketing business with 5 people working from different places. They used WhatsApp for quick chats, email for official messages, Google Meet for meetings, and Dropbox for sharing work files. But this mix of tools made things messy. Important chats got lost, sharing big files was tough, and organizing meetings was confusing.

Then, a small mistake happened during a big job because a team member's important advice got missed in too many emails.

This showed Sarah that their way of working wasn't working well.

Sarah needed a simpler way to bring her team's work and talks into one place.

That's where Microsoft Teams comes in. It promised to make working together easy again, even though everyone was in different places, without switching between lots of different apps

Analogy

Imagine planning a project as if you were planning a group vacation. With Teams, it's like having your **itinerary, travel guides, group chat,** and **photo album all in one APP**, unlike Zoom or Google Meet, where you might need separate apps for each.

Teams = Zoom?

Integration with MS 365: already using MS 365, Teams integrates seamlessly. It's like having an all-in-one office suite with chat and video capabilities.

Better Collaboration: Teams allows more in-depth collaboration with features like file sharing, real-time co-editing, and easy access to SharePoint, OneNote, and Planner.

Advanced Security: Microsoft's strong security measures can be a big plus, especially for sensitive business data.

Cost-Effectiveness: paying for MS365, they already have Teams. This could save money compared to a separate Zoom subscription.

DOWNLOAD NEW TEAMS

https://www.microsoft.com/en-za/microsoft-teams/download-app

The new Microsoft Teams is now 😊 generally available

Collaborate more effectively with a faster, simpler,

smarter and more flexible Teams.

Download app for desktop

PERFORMANCE BENCHMARKING

"The new Microsoft Teams is a lot faster than classic Teams. Navigating and moving between chats, channels and joining meetings has improved a lot. It gives a more stable feel and I look forward to the evolution of it."

— David Konrad Abramowski Aurtande

Lead Employee Engagement & Hybrid Work Digital Workplace, Orkla IT

Up to

2X
faster

- 3X faster **installation**
- 2X faster **app launch**
- 2X faster to **join meetings**
- 1.7X faster **chat and channel switching**

50%
fewer resources used

- 50% less **memory** used
- 70% less **disk space** used

New meeting choices

Meet now | **New meeting** ▼

📅 **Schedule meeting**

Templates

Webinar
Host interactive event with registration

Town hall
Produce event for large audience

Virtual appointment
Guests join on web and enter via tailored lobby

Controlled-content meeting
Apply extra meeting content controls

Feature/Use Case	Webinar	Town Hall	Virtual Appointment	Controlled Content Meeting
Audience Size	Large, up to thousands	Very large, thousands	Small, typically one-on-one	Varies, often small to medium
Interactivity	Q&A, Polls, Chat	Q&A, Live Reactions, Polls	High, personal interaction	Limited by role
Best For	Educational sessions, product demos	Company-wide updates, Q&A	Consultations, customer support	Training, focused discussions
Registration & Tracking	Yes, with analytics	Limited, mainly live view count	Yes, integrated with Bookings	Not typically needed
Personalized Engagement	Limited to Q&A and polls	Encouraged through Q&A	High, with dedicated slots	Depends on meeting setup
Content Control	Standard, presenter-focused	Standard, open forum	Not applicable	High, role-based access
Post-Event Access	On-demand access to recordings	On-demand access to recordings	Depends on policy	Depends on policy
Security & Compliance	High, with attendee management	High, with broad access	High, with private sessions	High, customizable per role

💾 **Save**   ⊞ Manage apps   ⚙ **Meeting options**

You're setting up a webinar

First, fill in the details and customise your registration and theming. When you're ready, publish the event site and share the link so people can register to attend.

Get help with webinars

✕

Basic info

Title *

Webinar ✓

Start date
End date

14/03/2024   03:30 ⌄   →   14/03/2024   04:00 ⌄   30m 🌐

TEAMS tab - Microsoft Teams

The Teams tab in Microsoft Teams is pretty useful, especially for someone like you who's into boosting skills and working with different clients. It's where all your teams are listed – think of each **team like a group for a project or a specific client.** Inside each team, you can have channels for different topics or tasks. This setup is great for organizing conversations, files, and meetings, making it easier to manage and collaborate on various aspects of your business. Plus, it helps keep things neat and **accessible for both you and your clients**.

TEAMS channels

Channels in Microsoft Teams are **sub-sections within a team**.

They're like dedicated spaces for specific topics, projects, or departments. For someone

running a business like yours, they're super handy for organizing discussions and files. For

example, in a team named "SCA Training," you could have channels like "Marketing,"

"Course Development," and "Client Feedback." **Each channel has its own chats, files,**

and tools, so everything related to a topic stays together. This makes it easier for you

and your clients to find info, collaborate, and keep track of different aspects of your

projects. It's all about staying organised and efficient.

Teams

Example 1

Team: Marketing Department

Channel: Campaigns

Channel: Social Media

Channel: Content Creation

Channel: Events

Example 2

Team: **Educational Institution**

Channel: **Curriculum Development**

Channel: **Student Engagement**

Channel: **Staff Training**

Channel: **IT Support**

Example 3

Team: Fitness Studio

Channel: Class Schedule

Channel: Membership Engagement

Channel: Health & Wellness Resources

Channel: IT Support

Example 5

Team: Project or Business name

Channel: Client 1

Channel: Client 2

Channel: Client 3

Channel: Client 4

Create a team from a template

Skip the setup and use a template to get your team engaged quickly.

From scratch

We'll help you create a basic team.

Manage a Project
General

Co-ordinate your project.

Manage an Event
General

Improve your event management and collaboration.

Onboard Employees
General

Create a central experience to onboard employees.

Adopt Office 365
General

Create a Champion community to drive adoption.
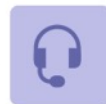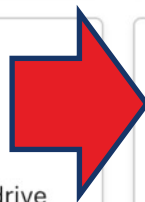
Organise Help Desk
General

Bring resources together to build your help desk.

Create team

< **Create team**

From template

From another team

From group

What's a team?

Create a team from a template

Organise Help Desk

Collaborate on documentation, policy, and processes that support your help desk. Integrate your existing ticketing system or use our template to manage requests.

3 channels

General
Announcements 📢
FAQ

7 apps

Issue reporting
Lists
  Devices
  Tickets

OneNote
SharePoint Pages
  Our Site
  FAQs

Tasks by Planner and To Do
Wiki
Workflows

What kind of team will this be?

Privacy

Private
People need permission to join

Public
Anyone in your org can join

Org-wide
Everyone in your organisation automatically joins
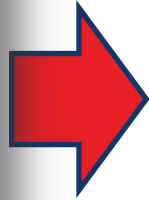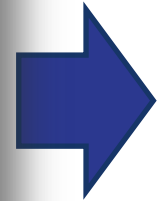
PRIVATE TEAMS

Private teams are **invite-only** groups. This means that to join a private team, you must be invited by the team owner or request to join and be approved by the owner. These teams are ideal for projects or discussions that **require confidentiality** or are relevant **only to specific members** of the organisation.

Example: Let's say you're working on a **new product launch**, and the project involves **sensitive information** that only **certain departments or team members** should access. You would create a private team and invite only those individuals directly involved in the project. This way, you can ensure that discussions, files, and any collaboration remain confidential and focused.

PUBLIC TEAMS

Public teams are open to **anyone within** your organisation. Any employee can find these teams by **searching for them within Microsoft Teams** and can join **without needing approval** from the team owners. Public teams are suitable for broader topics of interest where open participation is encouraged.

Example: Consider a public team named "Tech Innovations". It's a space where employees across the organisation can **share and discuss** the latest technology trends, tools, and resources. Since the **topic is of general interest** and doesn't require **confidentiality**, making the team public allows for a wider range of ideas and participation from all corners of the organisation.

ORG-WIDE TEAMS

Org-wide teams **automatically include every user** in your organisation as a member. These teams are best used for broad communication and announcements that are relevant to everyone. Only global admins can create org-wide teams, and they're particularly useful in smaller to medium-sized organisations.

Example: A perfect use case for an org-wide team is the "**Company Announcements**" team. Here, top-level management can **post updates, news, and information relevant** to the **entire company**. Since every employee is automatically added to the team, it ensures that important communications are received by everyone, fostering transparency and inclusiveness within the organisation.

ACTIVITY tab - Microsoft Teams

The "Activity" tab in Microsoft Teams is like a **personalised news feed**. It shows

you a summary of everything happening in your teams and channels.

Notifications: See alerts for @mentions, replies, likes, and more.

Filtering: Narrow down to specific types of updates (like mentions only).

Catch up quickly: Easily see what you missed since your last login.

It's super handy for staying updated without getting lost in all the conversations

and channels. Helps especially when you're managing multiple teams or projects.
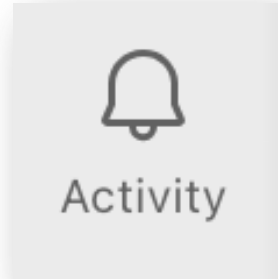
CHAT tab - Microsoft Teams
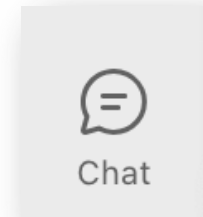
Chat

The chat feature in Microsoft Teams is handy for quick, **informal conversations** with your team or clients. It's like **text messaging** but within Teams. You can use it for one-on-one chats or group discussions. Great for quick questions, sharing updates, or even sending files. Plus, it keeps all your **communication in one place**, which is super useful for tracking project conversations or client interactions. Helps keep things **organised and easy to find later**.

CALENDAR tab - Microsoft Teams
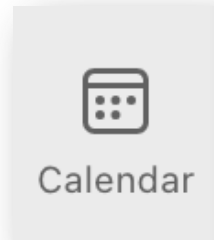
The Calendar tab in Microsoft Teams is super handy for **managing meetings and events**. It **syncs** with your **Outlook calendar**, so you see all your appointments in one place. You can schedule new meetings, join calls directly, and even **see when your team is available**. It's a great tool for keeping your schedule organised and making sure everyone's on the same page for meetings.

CALLS tab - Microsoft Teams
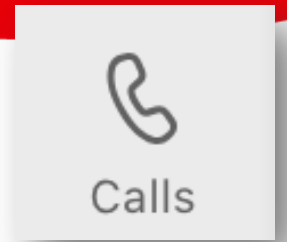
The CALLS tab in Microsoft Teams is pretty handy, to juggle a lot of

communication. It's where you can **make and receive calls, access voicemail,**

and view your call history. It's like a **mini phone inside Teams**, making it

easier to manage calls without leaving the APP. This could be great for you when

working with clients or coordinating with other entrepreneurs. Plus, it keeps

everything in one place – less hassle, more efficiency.

FILES ONEDRIVE tab - Microsoft Teams
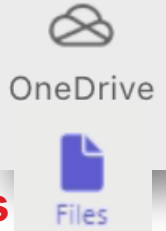
The Files/OneDrive tab in Microsoft Teams is super handy. It lets you **access your OneDrive files directly from Teams**. So, you don't need to switch apps to share or work on your documents. You can **view, share, and collaborate** on files stored in OneDrive right within Teams. It's great for teamwork and keeping everything in one place. Plus, you **can work on files together in real-time**, which is a big plus for collaboration, especially in your line of work with training and supporting clients.

APPS tab - Microsoft Teams

The APPS tab in Microsoft Teams is a place where you can **find, manage, and add** APPSs that enhance your Teams experience. These APPS can range from **productivity tools, integrations with other software, custom bots**, and more. They're designed to help with various tasks like managing projects, automating workflows, or even just adding fun elements to your chats. By adding APPS to Teams, you can streamline your workflow and keep all your tools in **one place**, making it easier to collaborate and stay organised.
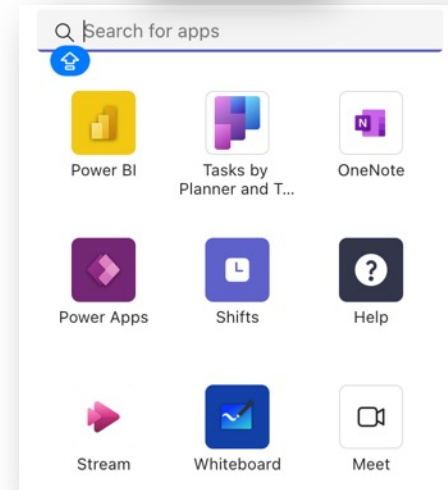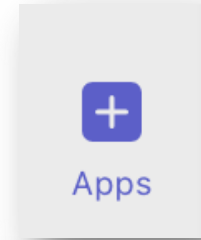
APPS by Microsoft

Built by Microsoft

☰ Filter

Avatars
Microsoft Corporation

Add

Avatars for Microsoft Teams

⭐ **3.8** (437 ratings)

Forms
Microsoft Corporation

Add

Easily create surveys, quizzes and polls

⭐ **3.5** (64 ratings)

Productivity   Utilities

Tasks by Planner and To...
Microsoft Corporation

Open

Stay organised across all your team and i...

⭐ **4.0** (3867 ratings)

Productivity   Project management

Workflows
Microsoft Corporation

Open

Be more productive with Microsoft Power...

⭐ **4.1** (462 ratings)

Workflow & business management   Productivity

Channel calendar
Microsoft Corporation

Add

Add a channel calendar

⭐ **1.9** (21 ratings)

Productivity

SharePoint
Microsoft Corporation

Add

View pages and collaborate with lists.

⭐ **3.6** (5 ratings)

Content management   Productivity

APPS by Microsoft

Power Apps
Microsoft Corporation

Open

Connect your team with the data they us...

⭐ **4.1** (251 ratings)

Developer tools

M365 Chat
Microsoft Corporation

Add

Your copilot for work

⭐ **4.0** (98 ratings)

Approvals
Microsoft Corporation

Open

Send, receive, manage, and share approv...

⭐ **4.4** (7437 ratings)

Productivity

Viva Connections
Microsoft Corporation

Open

Your gateway to a modern employee exp...

⭐ **4.2** (4008 ratings)

Productivity

Lists
Microsoft

Add

Bring Lists into your channel

⭐ **2.5** (4 ratings)

Content management   Productivity

OneNote
Microsoft Corporation

Open

Use OneNote to collaborate on digital not...

⭐ **4.1** (2098 ratings)

Content management   Files & documents

Device settings - Noise

Noise suppression removes background sounds that your mic may pick up. Choose the level that best meets your needs.

Noise suppression ⓘ

Choose Low if you want others to hear music. Learn more

Auto (default)

Auto (default)

High

Low
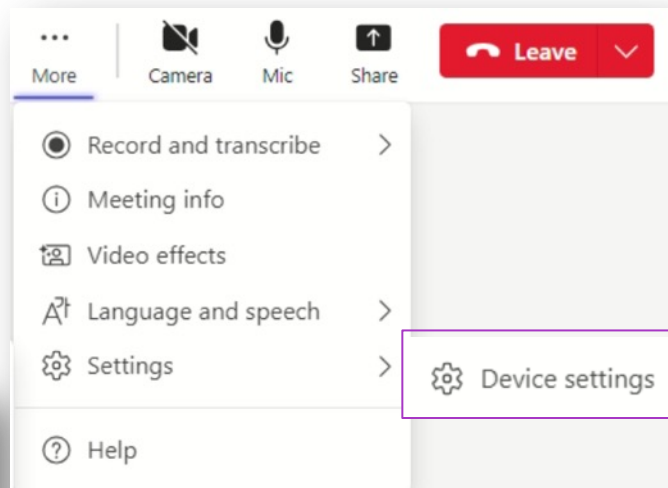
Off

Microphone (Realtek High

Voices will sound like they're coming from where each person is positioned on your screen. Not yet available with wireless headphones.

Spatial audio ⓘ

More natural, immersive sound. Learn more

More   Camera   Mic   Share   Leave

◉ Record and transcribe >

ⓘ Meeting info

▣ Video effects

A⅔ Language and speech >

⚙ Settings >   ⚙ Device settings

② Help

Meeting options

Eliminate distractions

Others can still see you

PowerPoint live

Presenting in PowerPoint
with the
connection and collaborations of Teams meeting

PowerPoint live

PowerPoint live
- control buttons

PowerPoint live
- control buttons

PowerPoint live
- control buttons

PowerPoint live - VIEW

Settings

- General
- Accounts and o...
- Privacy
- Notifications an...
- Appearance and...

- Files and links
- App permissions
- Calls
- Captions and tra...
- Devices
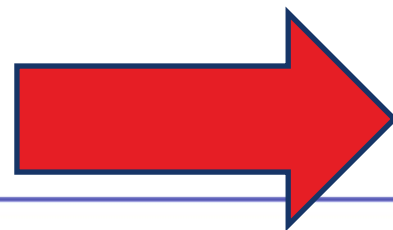- Recognition

Devices

Video Settings

Camera   FaceTime HD Camera (Built-in) ⌄

Adjust brightness ⓘ

Soft focus ⓘ

Green Screen ⓘ

TEAMS resources

WATCH YOUTUBE
https://youtu.be/ymJXLCzdzcw?si=yyqpyUsnq0RIVk2I

JOIN THE YOUTUBE CHANNEL
https://www.youtube.com/@MicrosoftTeams

MUST READ
https://adoption.microsoft.com/en-us/not-your-average-meeting/

Announcing general availability of the new Microsoft Teams app for Windows and Mac - Microsoft Community Hub

https://support.microsoft.com/en-us/office/switch-to-the-new-microsoft-teams-2d4a0c96-fa52-43f8-a006-4bfbc62cf6c5

https://support.microsoft.com/en-us/teams

https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7