



## Microsoft Teams - One Application

### Three ways to meet



| Meeting   | Webinar   | Live Event  |
|---|---|---|
| Used for many to many interactive sessions, up to 1,000 attendees.  | Designated presenters and up to 1,000 attendees.  | Large event or conference for up to 10,000 attendees.   |
| Best suited for smaller collaborative meeting needs, such as recurring scheduled meetings for a group.                                | Best suited for hosting large interactive events.<br>Provides configurable attendee registration.         | Best suited for hosting large presentation-style events, where only the pre-defined presenters can share content. |
| Participants have full interactive meeting capabilities, audio, video, chat, screen sharing, virtual backgrounds, and other features. | Organizer of webinar has ability to configure audience interaction; disable mics and videos of attendees. | Limited interaction. Audience is view only and can only interact with presenters through the moderated Q&A chat.  |
| Attendance Report, Recording, and Transcript is available.  | Attendance Report, Recording, and Transcript is available.  | Attendance Report, Recording, and Transcript is available.  |

| In depth comparison chart:                            | Teams Webinar   | vs. | Live Event  |
|---|---|-----|---|
| Chat  | Yes   |     | Chat for main group   |
| Polls   | Yes   |     | No  |
| Q & A   | Yes   |     | Q & A for participants  |
| Reactions   | Yes   |     | No  |
| Screen sharing  | Presenters  |     | Producers & presenters  |
| Breakout Rooms  | Yes   |     | No  |
| Ability for participants to register                  | Yes   |     | No  |
| Ability to mute all participants                      | By default, can be changed  |     | By default, cannot be changed   |
| Ability to turn off participants camera               | By default, can be changed  |     | By default, cannot be changed   |
| Ability to turn off participants camera               | By default, can be changed  |     | By default, cannot be changed   |
| Ability to remove participants                        | Yes   |     | N/A   |
| Place attendees in waiting room                       | Yes   |     | Event only visible once made live   |
| Whiteboard  | Yes   |     | No  |
| Customize waiting room                                | Yes   |     | N/A   |
| Spotlight/Pin presenter                               | Yes   |     | N/A   |
| Allow/deny participant to skip through a presentation | Yes   |     | No  |
| Live captioning                                       | Yes   |     | No  |
| Additional Training Resources                         | <a href="#">Get started with Teams Webinars</a><br><a href="#">Schedule a webinar in MS Teams</a> |     | <a href="#">Plan &amp; Schedule a Live Event</a><br><a href="#">Schedule a live event in MS Teams</a> |