

Web Conferencing Comparison Guide

Features	Blackboard Collaborate	WebEx Meetings	Zoom	Skype for Business	Microsoft Teams
How do I get an account?	Available to all with Blackboard access	http://bit.ly/GetWebex	Email its@hartford.edu - Limited to 100 faculty/staff licenses	https://portal.office.com	https://portal.office.com
How do I access?	Direct Link in Blackboard	https://hartford.webex.com	https://zoom.us	Download Desktop App from above	Download Desktop App from above
Requires download?	No, direct in Blackboard	Download or Web App	Download or Web App	Download or Web App	Download or Web App
Basics					
Audio Conferencing	✓	✓	✓	✓	✓
Video Conferencing	✓	✓	✓	✓	✓
Live chat capabilities	✓	✓	✓	✓	✓
Encrypted meetings	✓	✓	✓	✓	✓
Recording Storage	✓	✓	✓	✗	✓
Record Meeting	✓	✓	Yes, and set automatic recording	✓	✓
Dial-in conference line	✓	✓	✓	✗	✗
Personal Meeting Room	Course Room or set up in Sandbox	✓	✓	✓	✓
Meeting transcription of chat	Chat saved as part of recording	✓	✓	✓	✓
Closed Captioning	coming soon	Meeting > Meeting Options -or- Set Participant as Closed Captioner	Assign Participant as Closed Captioner -or- Type Captions Yourself -or- Use 3rd Party Captioning Service	Select profile picture > Settings > Calling > Call Subtitles > Show subtitles for all calls	... at top > Turn on Live Captions
Lock sessions	✓	✓	✓	✓	✗
Waiting Room/Lobby	✗	✓	✓	✓	✓
Accessible on smart devices	✓	✓	✓	✓	✓
Scheduling					
Calendar Integration	coming soon	✓	✓	✓	✓

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Meeting invitation available to list of participants inputted	✗	✓	✗	✓	✓
Share Meeting Link	✓	✓	✓	✓	✓
Schedule recurring sessions	✓	✓	✓	✓	✓
Unlimited meetings	✓	✓	✓	✓	✓
Meeting time limits	24 hours maximum	25 hours maximum	24 hours maximum	unknown	24 hours maximum
Max attendees	250 default; up to 500 with 250+ option	1000 on Webex Meetings; 3000 on Webex Events; 1000 on Webex Trainings; 100 per breakout group	100 default; up to 1000 with large meeting add-on	250	250
Participant Controls					
Number of webcams viewable at once	4 currently, gallery view coming soon	25 in grid view	49 in gallery view	5	49 in grid view
Mute all participants upon entry	✓	✓	✓	✗	✗
Mute all participants during session	✓	✓	✓	✓	✓
Disable all webcams before entering session	✓	✓	✓	✓	✓
Disable all webcams during session	✓	✓	✓	✓	✓
Mute microphone/disable webcams of selective participants during session	✓	✓	✓	✓	✓
Kick participants from session	✓	✓	✓	✓	✓
Share with audio (for videos, audio clips, etc.)	✓	✓	✓	not currently functioning Windows 10, but is on Mac	✓
Host Rename participants	✗	✗	✓	✗	✗

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Participants (Re)name Selves	Only when joining with guest link; otherwise, pass through authenticated through Blackboard	Only when joining with guest link; otherwise, if they have an account, it passes through credentials	✓	Only when joining with guest link; otherwise, if they have an account, it passes through credentials	Only when joining with guest link; otherwise, if they have an account, it passes through credentials
Sharing Content					
Screen Sharing	✓	✓	✓	✓	✓
Share Applications/Browser window (only)	✓	✓	✓	✓	✓
Polling	✓	✓	✓	✓	can't get this to work right now
Create polls ahead of time	✗	✗	✓	Meeting must be started prior to meeting start time to add polls	can't get this to work right now
Share Poll with participants	✓	✓	✓	✓	can't get this to work right now
Download Poll Results	✓	✓	Viewable in the Zoom Online Dashboard area under Meetings > Poll	✓	can't get this to work right now
Change participant's role/ability to present/share screen	✓	✓	✓	✓	✓
Whiteboards	✓	✓	✓	✓	✓
Save whiteboard	Coming soon	✓	✓	✓	✓
Multiple whiteboard pages	Coming soon	✓	✗	✗	✗
Navigate between whiteboard pages	Coming soon	✗	✗	✗	✗
Participants can write on whiteboards	✓	✓	✓	✓	✓
Ability to file share	✓	✓	Only from cloud storage; cannot browse computer	✓	✓

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Ability to annotate on what presenter is sharing	✓	shared screen or application only, cannot annotate on files	✓	Images in whiteboard tool only	✗
Download Session files	✗	✓	✓	Individually can download attachments	✗
Breakout Rooms					
Has Breakout Rooms	✓	Only in Training Webinars, not Meeting Webinars	✓	✗	Has to be done in advance before scheduling session via channels
Random Assign Breakout Groups	✓	✓	✓	✗	✗
Manually Create Breakout Groups	✓	✓	✓	✗	✓
Pre-assign and/or use Blackboard Groups to set up Breakout Groups	Coming soon	✗	✗	✗	✗
Participants can share screens/applications in Breakout Rooms	✓	✓	✓	✗	✓
Participants can write on whiteboards in Breakout Rooms	✓	✓	✓	✗	✓
Host/Moderator able to file share to breakout groups	✓	✗	✗	✗	not unless they join the channels (max 4 at a time)
Participants can share files in Breakout Rooms	✓	✓	✓	✗	✓
Save files/whiteboards	screenshot only currently	✓	✓	✗	screenshot only currently
Share saved files/whiteboards with main room	Can be made presenter to share screenshots	✓	✗	✗	Can be made presenter to share screenshots