



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. 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 Video	Get started with Teams Webinars (2:23)		Plan & Schedule a Live Event (2:04)