Compare Skype for Business, MS Teams, and AAU ZOOM

Below you can see a comparison of the three online conversation tools that IT Services offers to employees and students at AAU.

Skype for Business, MS Teams, and AAU ZOOM have similarities and differences. When you select a tool, there is functionality that you both opt-in and opt-out.

If you have any questions, input or comments feel free to contact support@its.aau.dk

	Skype for Business	**Microsoft Teams**	**Zoom.us** (aaudk.zoom.us)
Who can use the program			
	AAU employees can invite. Students and outsiders can participate	AAU employees and students can invite. Outsiders can participate	AAU employees and students can invite. Outsiders can participate
What does the application offer			
Chat (text)	Yes	Yes	Yes
Calls to phone numbers	Yes, audio but not video	No	No
Calls from phone numbers	Yes, audio but not video	No	Yes
1 to 1 call (audio and/or video)	Yes	Yes	Yes
Meeting requests in Outlook	Yes	Yes	Yes
Meeting requests from shared mailboxes	Partially*1	Partially *1	Partially *1
Group call (audio and/or video)	Yes	Yes	Yes

Participants can participate without AAU login	Yes	Yes	Yes
Works in browser (without installed application)	Yes, requires plugin	Yes	Yes
Recording conversation/meeting*4	Yes *2	Partially *3	Yes *2
Integration with AAU video conferencing systems	Yes	Yes	Yes
File sharing (save, download)	Partially	Yes	No, not allowed
Show Content	Yes	Yes	Yes
Smartphone/tablet participation	Yes	Yes	Yes
Number of participants visible with video on screen	Up to 5 participants	Up to 49 participants	Up to 49 participants
Maximum number of participants in a meeting	250	1000 - employees with a M365 A5 license 300 - employees with an A1 license and students	300 (AAU employees can apply for a license up to 500 participants or rent one license up to 1000 participants)

What is the application recommended for

Phone calls for employees	Yes	No	No
Ph.D. defense	Yes	Yes	Yes
Synchronous online teaching with large teams needing break-outs for group work/workshops	No	Yes, by using channels within a team	Yes, suitable for break-out rooms
Students can initiate video calls themselves and schedule video meetings with AAU external participants	No	Yes	Yes
Oral online exam	Yes	Yes	Yes
Group supervision	Yes	Yes	Yes
Distance learning from AAU room by video conferencing	Yes	Yes	Yes
Online meetings	Yes	Yes	Yes

Security
(which classifications may call through the application contain [5])

Level 0: Public information	Yes	Yes	Yes
level 1: Internal information	Yes	Yes	Yes
Level 2: Confidential information	Yes [6]	Partially [6]	Partially [6]
Level 3: Sensitive information	Yes [7]	No	Partially [7]

Platforms

Windows	Full integration with Exchange, telephony, and video conferencing	Limited integration with Exchange. No integration with calendar	Limited integration with Exchange
Mac	Same as Windows. However, it cannot record without 3rd party program	Same as Windows. Can only invite to meetings through Outlook 365	Limited integration with Exchange
Linux	Doesn't work unless it's running in a virtual program with Windows	No integration with calendar on Exchange	No integration with calendar on Exchange

- *[1] The meeting organizer requests a meeting from his/her own mailbox. The link for the meeting is then copied from Teams, AAU ZOOM or Skype for Business and inserted in the meeting request sent from the shared mailbox. The meeting organizer must NOT delete the meeting in his/her calendar. If done so, the link will not work in the shared mailbox
- *[2] Skype for Business and AAU Zoom store recordings locally on the computer where the recording is started– NOTE that the recording must be stored according to the data classification of the content of the recorded conversation. Therefore, move the file to the appropriate location immediately after recording.
- *[3] AAU Teams store recordings in Microsoft Streams. It is recommended that you, as far as possible, have a private Team, to avoid that your settings allow everyone at AAU to see the recording.
- *[4] Recording meetings must always be done with great care. To comply with the General Data Protection Regulation (GDPR), it should always be considered whether it is possible to collect the requested information in a way that allows less information to be compromised. It could, for example, be sufficient enough to make a written record of the meeting. As a rule of thumb, meetings should not be recorded unless a video recording would have been conducted at a similar physical meeting.
- *[5] See the data classification model at: https://www.sikkerhed.aau.dk/dataklassifikation/
- *[6] Employees should always use Skype for Business for confidential conversations, if possible. Confidential conversations should not, as a rule, be recorded. If the conversation is recorded, the recording must be treated as confidential information in relation to the AAU data classification model and must be stored as such. Store content electronically on network drives or other AAU-approved solutions. Find more information here.
- *[7] Any user who wants to use Skype for Business or AAU Zoom for sensitive information (including sensitive personal data), must consider the relevance of doing a risk assessment using the screening tool in order to assess whether an impact assessment should be carried out. (See **https://www.sikkerhed.aau.dk/risikovurdering-konsekvensanalyse/**).

Forslag til placering af dokumentet:
https://www.its.aau.dk/it-for-ansatte/undervisere/moeder-eksamen/ - JSJ
https://www.studieservice.aau.dk/eksamen/studiesekretaer#463618 - Thøger (oplæg til mandag)
https://www.its.aau.dk/vejledninger/Zoom/ Barbara
https://www.its.aau.dk/it-for-ansatte/undervisere/moeder-eksamen/online-eksamen/ JSJ
https://www.its.aau.dk/it-for-ansatte/undervisere/moeder-eksamen/online-gruppevejledninger/ JSJ
https://www.its.aau.dk/it-for-ansatte/undervisere/moeder-eksamen/online-phd-forsvar/ - JSJ
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