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| --- | --- | --- | --- | --- | --- |
| Microsoft Teams | | Adobe Connect | | Whatsapp | |
| Microsoft Teams is software which people can use to call (using a webcam) or chat with friends/ family/ colleagues. It is most suited when being used to facilitate meetings | | Adobe Connect is a collaborative program particularly suited to learning and development, with an easy means of sharing files, a whiteboard, and the tutor’s camera. | | An application most often used on a mobile, that is a means of having conversations and chats with friends and family/ colleagues providing you have an internet connection. | |
| Benefits | Limitations | Benefits | Limitations | Benefits | Limitations |
| Free to download | Not as suited to learning and development as much as other software applications like Adobe Connect | Good for learning and development meetings | Not free to download | All conversations are  encrypted | Not suitable for large meetings, more suited to informal conversations |
| Synchronises well with other Microsoft applications i.e. Outlook | Usable from a mobile device but not nearly as much as with a desktop. | Clearly viewable whiteboard with the ability to make changes to before it being shown | Not as good for holding normal meetings as Microsoft Teams, cannot all use a camera and the messaging system is very basic | Can have a chat with a colleague/ family/ friend either with just text/ through a call/ through a face chat (i.e. with cameras on) | An ability to share files and docs but not as comfortably as with other options such as Teams/ Adobe Connect |
| Meetings can be attended by hundreds of people | Must register an account to use | Only name needed to join a meeting | Not user-friendly when viewed from a mobile | WhatsApp web feature for use on a desktop or tablet | Able to add people using their telephone number or email, something which some may not want to share |

**2.4 I can describe the features, benefits and limitations of different collaborative technology tools and devices**