

Final Essay Writing (15%) – Word Count 450-500 words (491 words)**Member**

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Since the COVID-19 situation Because of the need to maintain distance and reduce interpersonal contact, all activities are adapted online. This creates competition between applications. The purpose of this report is to compare and study the functionality of the two services is Microsoft Team and Zoom, both services have similar main functions and have similar customer groups, so we have to compare how there are different strengths and weaknesses and which customer groups are suitable for what and which applications should be used.

Microsoft team A service for creating online hubs to facilitate team cooperation. It is a Microsoft commercial communications platform with a restricted license. On November 18, 2016, the Microsoft Team unveiled it as a member of the Microsoft 365 family of products. Because of all the features it offers, including easy access to meetings, file transfers, and private chats amongst Microsoft team members, the app is known as "It's a one-stop shop."

Zoom Cloud Meetings was founded in 2011 by Eric Yuan, a Cisco engineer who was part of the team that developed WebEx software. More than a million people have downloaded, which gained popularity after the COVID-19 situation arose. has started an outbreak, making it popular with a lot of people because it is easy to use and not complicated, such as having a screen-sharing system. There is a speaker focus system to change the background image. and can also record the meeting retrospectively. Plus, you can join without a Zoom account.

Microsoft Team and Zoom are the same online meeting services, but they both have their advantages and disadvantages. Microsoft Team There are many functions. Can to deposit files .But there are disadvantages, The application takes up a lot of space and is difficult to use for new users. The advantage of Zoom is that it takes up little space. You don't even need to log in and easy to use. The disadvantage is that there are few functions. can't deposit files, and what the two applications have in common is that they can be used for online meetings. And record meetings, write on the screen, and share the screen. Chat comments or questions can be typed during the meeting. And finally, you can set the camera and background as well.

In conclusion, we have discussed the origins and functionality of the two applications and compared the functionality of Microsoft Teams and Zoom. And the advantages and disadvantages were compared in various aspects to see the strengths and weaknesses of using the service, what are the differences between the two digital services, or which applications are better to use, and what the two digital services have in common. after previously learning online. Personally, I believe Microsoft Team is better because it is easier to use and has more features than zoom.

In the end, both services can be used for online meetings as well. It is up to the user to decide which type they prefer.