

# When to Use Zoom • Microsoft Teams • Skype

## → WHAT DOES EACH SERVICE OFFER?

**Zoom:** Zoom can be used to meet with other people at Iowa, or people external to the university. Zoom integrates with ICON, allows users to meet in online meetings, share audio and video information, schedule webinars, use questionnaires in meetings, and much more.

**Microsoft Teams:** is integrated with your Office 365 email account. It is an app that helps you and your team have real-time conversations using chat or video chat, securely share and collaborate on files, and plan meetings or projects with others at the University of Iowa.

**Skype for Business:** Skype for Business is the telephony solution offered to the University of Iowa campus enabling faculty and staff to make and receive traditional telephone calls through the Skype for Business client.

## → MEETING RECOMMENDATIONS

Meeting Scenario	Recommendation
Academic (Online Classes and Teaching)	Zoom
Office Hours	Zoom
Large Departmental Meetings (10+ participants)	Zoom or Teams
Small Departmental Meetings (1 - 10 participants)	Zoom or Teams
One-to-One Conversations	Teams or Zoom

## → WHERE TO GET THE APPS

**Zoom:** To access Zoom meeting settings, please navigate to [uiowa.zoom.us](https://uiowa.zoom.us) Log in with your HawkID and password. To install the app:

*Windows computers:* Click on the Start Menu -> Microsoft Endpoint Manager -> Software Center. Then Select Applications -> Zoom Client for Meetings and click the "Install" button

*Mac computers:* Go to Finder and click on Applications and then Self Service. Log in with HawkID and password. Select Additional Software -> Zoom and then click the "Install" button.

**Microsoft Teams:** Most Managed UI computers should have Microsoft Teams already installed as part of the Microsoft Office suite. If not already installed, please follow these directions:

*Windows computers:* Click on the Start Menu -> Microsoft Endpoint Manager -> Software Center. Select Applications -> Teams and then click the "Install" button

*Mac computers:* Go to Finder and click on Applications and then Self Service. Log in with HawkID and password. Select Microsoft Software -> Microsoft Teams and then the "Install" button

**Skype for Business:** This application will already be installed on your work computer.

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