

Key Differences in Online Meetings in Teams

※This is based on answers from Microsoft as of July 2021.

	Teams meetings	Teams webinars	Teams live events
Main functions	Voice calls, video calls, screen sharing and so on are available with multiple people.	<ul style="list-style-type: none"> · The settings screen is similar to regular video conference (Teams conference) <ul style="list-style-type: none"> · "Creation of registration page and confirmation email to registrants" · "Reporting registrants and attendees" · The restrictions are the same as for Teams meetings. 	<ul style="list-style-type: none"> · One to many streaming is a main part <ul style="list-style-type: none"> · Seminar · Event · The followings are possible. <ul style="list-style-type: none"> · Live streaming recording · Q & A-style communication with attendees
Maximum number of people in a meeting, etc	Please refer to "Meetings and calls" at the URL below. ※Teams meetings and webinars have similar restrictions. https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams	Please refer to "Meetings and calls" at the URL below. ※Teams meetings and webinars have similar restrictions. https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams	https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams
How to use	Please refer to the following Microsoft web page. Schedule meetings in Teams https://support.microsoft.com/en-us/office/schedule-a-meeting-in-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5	Please refer to the following Microsoft web page. Get started with Teams webinars https://support.microsoft.com/en-us/office/get-started-with-teams-webinars-42f3f874-22dc-4289-b53f-bbc1a69013e3	Please refer to the following Microsoft web page. Get started with Microsoft Teams live events https://support.microsoft.com/en-us/office/get-started-with-microsoft-teams-live-events-d077fec2-a058-483e-9ab5-1494afda578a
	Start an instant meeting in Teams https://support.microsoft.com/en-us/office/start-an-instant-meeting-in-teams-ff95e53f-8231-4739-87fa-00b9723f4ef5	Set up for webinars in Microsoft Teams https://docs.microsoft.com/en-us/microsoftteams/set-up-webinars	