

Collaboration Tools Feature Matrix

Features/ Capabilities	Microsoft Teams	Confluence	Yammer	One Drive for Business	OneNote (Digital Notebook)	Zoom
I want to collaborate with JCU staff members only	✓	✓	✓	✓	✓	✓
I want to collaborate with JCU members(both staff and student)	✓	✓	✓	✓	✓	✓
I want to collaborate with JCU members and non JCU members (external users)	✓	✓	✓	✓	✓	✓
Document repository						
I want a document/file repository	✓	✓	✗	✓	✗	✗
I want to co-author on files	✓	✓	✗	✓	✓	✗
I want file/resources versioning while collaborating	✓	✓	✗	✓	✗	✗
I want to share a file (giving permission to a file)	✓	✓	✗	✓	✓	✗
I want to search for a copy of a shared/uploaded file	✓	✓	✓	✓	✓	✓
I want to search for a file within the collaboration tool	✓	✓	✓	✓	✓	✗
Messaging and video conferencing						
I want to target a message to a smaller group within the collaboration tool	✓	✓	✓	✗	✗	✗
I want to send a text base - chat / Instant Messages (IM)	✓	✗	✓	✗	✗	✓
I want to make a voice call and screen share at my desk or using any device	✓	✗	✗	✗	✗	✓
I want video conferencing and screens sharing capability with virtual meeting attendees	✓	✗	✗	✗	✗	✓
I want to record a collaboration session	✓	✗	✗	✗	✗	✓
I want a shared mailbox for the collaboration group	✓	✗	✗	✗	✗	✗
I want to capture digital handwritten notes	✓	✗	✗	✗	✓	✓
I want co-annotate and white-board during a collaboration session	✗	✗	✗	✗	✗	✓
Mobility						
I want the flexibility to use my desktop or a mobile app when collaborating	✓	✓	✓	✓	✓	✓
I want people to request membership to join the collaboration space	✗	✗	✓	✗	✗	✗

Legend

Not capable	✗
Acceptable	✓
Hightly	
Suitable	✓