LiveOnline@UT (Zoom) – Leader Guide

LiveOnline@UT (Zoom) is the UT branded name for the Zoom application. Zoom, a cloud-based technology, allows faculty, staff and students to have high quality interaction in real-time from their computers and mobile devices.

The online meeting environment may include:
- Multiple audio and webcam broadcasts
- Share Screen content
- An online text chat window

Meeting leaders control the availability of the online meeting tools. For example, a leader may enable the microphone and webcam of only one participant in the meeting, or, enable the tools for multiple participants in the meeting.

The following information will assist meeting leaders in becoming familiar with what to expect during an online meeting as well as introduce the tools available in an online meeting.

Meeting Tools

The following meeting tools are available in each online meeting. Keep in mind that meeting leaders control the availability of the following tools.
- Audio and webcam
- Online text chat tool
- Start a Share Screen* (meeting leader may deactivate this tool for participants)
- Annotate a Share Screen* (meeting leader may deactivate this tool for participants)

The Leader’s Toolbar

A toolbar located at the bottom of the meeting interface contains icons of the tools and features available in a meeting.

- Microphone (Mute/Unmute) – This feature may be active for you once you join the meeting. Click the icon to mute your audio broadcast.
- Webcam (Video) – This feature may be active and broadcasting as you join the meeting. Click the icon to stop your video (webcam) broadcast.
- Invite – The leader of the meeting may choose to invite participants in real-time with the Invite icon. The icon provides a link to the meeting and a formal invitation.
- Manage Participants – Select this icon to view a list of meeting participants or to access the permissions for each attendee.
• Share Screen – Select this icon to start displaying content items such as slide sets, applications or websites.

• Chat – Select this icon to access the online text chat tool. Meeting leaders may deactivate the option for private chats. This action must be done prior to the start of the meeting.

• Record – Meeting leaders may select Record at any time to start recording the meeting. The recording may be paused and restarted during the meeting.

• Breakout Rooms – Meeting leaders may select Breakout Rooms to configure online, small-group meetings during the main meeting.

• End Meeting – Leaders should select this icon to end the meeting for all participants.

**Example of an online meeting**

In this example, the leader (meeting host) is conducting the meeting with several meeting tools engaged, including

• Broadcasting webcam content
• Conducting a Share Screen activity
• Posting a chat

**Additional Information for Meeting Leaders**

• Meeting leaders may enabled or deactivate audio and video (webcam) tools for all participants, or, for an individual participant.

• Only one Share Screen activity is recommended to be engaged at a time.

• Leaders may share the entire desktop or share an individual application window during the Share Screen. The option to choose the type of Share Screen is available after selecting the Share Screen icon on the meeting toolbar.