LiveOnline@UT (Zoom) – Guide to Managing a Meeting

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.

This guide will review several meeting management features available to meeting leaders, including:

- The meeting leader’s toolbar
- The Manage Participants menu
- Share Screen and Annotation tools
- Options for ending the meeting

The Meeting Leader’s Toolbar

The meeting leader’s toolbar includes meeting management and meeting communication icons, such as audio (microphone symbol), video (webcam), and the online text chat tool. Icons on the meeting toolbar include:

- The Share Screen Icon – During a Share Screen, additional menu items appear to assist meeting leaders with displaying content items.
- The Record and End Meeting icons – These tools assist the meeting leader in starting and stopping the recording, as well as ending (or exiting) the meeting. In contrast to End Meeting, participants have an option to Leave Meeting on their toolbar.

Select an icon on the toolbar to access a meeting tool. For example:

- Select the Chat icon to access the online text chats during the meeting. It is possible to drag-and-drop or pop-out the Chat window to another location on the screen.

The Manage Participants Menu

Meeting leaders may mute microphones at any time during the meeting via the Manage Participants window. The Manage Participants menu is located on the meeting toolbar and includes the following:

- Mute/Unmute all
- More (access additional options such as promote a participant to a co-host)
- Select Manage Participants on the leader’s toolbar to review options. Leaders may pop-out the Manage
Participants menu to reveal a list of participants present in the meeting.

Please note the options available on the Manage Participants menu. These icons apply to the entire meeting environment. Meeting leaders may also access meeting permissions for an individual meeting participant via the Manage Participants icon.

For example

- Select Manage Participants on the main toolbar. From the Manage Participants menu, move the mouse over a participant’s name and mute the microphone for that participant.

Meeting permissions and controls available on the Manage Participant menu include

- Mute/Unmute All – Mute or unmute all participants in the meeting

- More > Mute Participants on Entry – Mute all participants on entry to the meeting
- More > Play Enter/Exit Chime – Select to play a chime each time a participants enters or exits the meeting
- More > Lock Meeting – Select this option to lock the meeting and no additional participants may join
- More > Lower Hands – Select to lower all raised hands in the meeting

The following options are available after moving the mouse over a participant’s name as it appears in the Manage Participants menu.

- More > Ask to Start or Stop Video – Request that the participant engage their webcam or stop the participant’s video (webcam) broadcast (the participant cannot restart)
- More > Make Host – Promote a participant to the host (leader) of the meeting
- More > Make Co-Host – Promote a participant to the co-host (co-leader) of the meeting
- More > Allow Record – Allow the participant to record the meeting
- More > Rename – Rename the participant
- More > Remove – Remove the participant from the meeting
**Share Screen and Annotation Tools:**

While in the Share Screen mode, leaders maintain access to meeting controls via the Share Screen toolbar. This toolbar may be hidden during the share. To view it, move the mouse to the top of the share window.

Options on the Share Screen toolbar include:

- **Annotate** – Select this icon to access the annotation tools, such as pen or highlighter. Annotation tools may be shared with meeting participants, and if so, participants may markup the screen. To remove this option, select More and then choose the option to Disable Attendee Annotation during the share activity.

- **More > Manage Participants** – Select this option to pop-out the Manage Participants menu.

**Example of the Annotation toolbar**

Please note the Clear icon on the Annotation toolbar. Meeting leaders may clear the annotations made by an individual participant or clear all annotations made on the screen.

**End the Meeting**

Once the meeting is complete, the leader of the meeting has two options on how to end and exit the meeting.

- Navigate to the bottom of the meeting interface and select the option to End Meeting.

- Next, select End Meeting for All or Leave Meeting.
  - **End Meeting for All** – This option will end the meeting for all participants.
  - **Leave Meeting** – The leader may leave the meeting and the meeting may continue. If this option is selected, leaders should appoint a new meeting leader (host) on the Manage Participants menu prior to leaving the meeting.
Review of Meeting Management Tools

- Meeting leaders may mute microphones, deactivate webcams, or take ownership of the Share Screen tool at any time during the meeting.

- Leaders may activate and deactivate meeting tools and apply the change to the entire meeting environment or to an individual participant.

- To mute all participants at once in the meeting, select Manage Participants on the meeting toolbar and then select Mute All.