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 on the bottom of the meeting interface contains icons for 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 once you join the meeting. Click to deactivate your video broadcast.
- Invite – The leader of the meeting may choose to invite attendees in real-time with the Invite icon. This icon provides a link to the meeting and 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 decks, applications, or websites. Only one Share Screen activity may occur in the main meeting room at a time.
- Chat – Access the online text chat tool. Meeting leaders may deactivate private chats, or the entire Chat tool. This must be done prior to the start of the meeting.
- Record – Meeting leaders may select Record at any time to start recording the meeting.
- Breakout Sessions – Meeting leaders may select Breakout Sessions 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
* Posting a Chat message

Additional Information for Meeting Leaders:

* Meeting leaders may enable or deactivate audio and video (webcam) tools for all participants, or for an individual participant. These controls are available to meeting leaders on the Manage Participants icon on the meeting toolbar.

* Only one Share Screen activity may take place in the main meeting room at a time. To lock the Share Screen tool from participants, meeting leaders should select the Manage Participants icon and then select Lock Share Screen.

* Leaders may share the entire desktop or share an individual application window during a Share Screen. The option to choose the type of share appears after selecting Share Screen on the meeting toolbar.