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

- The Share Screen icon – During a Share Screen, additional menu items appear to assist meeting leaders with managing not only the Share Screen activity, but the communication and annotation tools available in the meeting as well.

- 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 view an option to Leave Meeting on their toolbar.

Click an icon on the toolbar to access a meeting tool.

For example:

- Select the Chat icon to view the online text chats during the meeting. It is possible to drag-and-drop the chat window to another location on the desktop.

The Manage Participants Menu:

Meeting leaders may mute microphones, deactivate webcams, and lock the Share Screen controls at any time during the meeting via the Manage Participants menu. The Manage Participants icon is located on the meeting toolbar and includes the following:

- Mute/Un-mute all
- Lock/Un-Lock Share Screen
- More > [additional options]

Please note the icons available at the top of the Manage Participants window. These icons apply to the entire meeting environment. Meeting leaders may also access meeting permissions for an individual on the Manage Participants screen.
For example:
- From the Manage Participants window, move the mouse over a participant’s name and mute the microphone and deactivate the webcam for that participant.

Meeting permissions and controls available on the Manage Participants menu include:

- Mute/Unmute All - Mute/unmute all participants in meeting.
- Lock Share Screen - Select this option to prevent a participant from starting a Share Screen activity.
- More > Mute on Entry - Participants will automatically mute as they enter the meeting.
- More > Play Enter/Exit Chime - Play a sound as participants join and leave the meeting.
- More > Lock Meeting - Lock the meeting so that no other participants may join.
- More > Lower Hands.
- The following items are available after moving the mouse over a participant’s name as it appears on the Manage Participants window.
  - More > Stop Video - Stop a participant’s video stream (unable to start).
  - More > Make host – Make a participant a co-host (leader) of the meeting.
  - More > Allow record - Allow participants the option of recording the meeting.
  - More > Rename - Rename the selection.
  - More > Remove - Remove a participant from the meeting.

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

Options on the Share Screen toolbar include:
- Annotate
- Mute
- More > Manage Participants

The annotation tools may be shared with meeting participants. Participants may engage online markup tools such as draw or spotlight.

Please note the Clear icon on the annotation toolbar. Meeting leaders may clear the annotations made by an individual participant or clear all annotations from 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-right of the interface and click on the option to *End Meeting*.

Next, select *End Meeting for All* or *Leave Meeting*.

- **End Meeting for All** – This 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, and lock the *Share Screen* at any time during the meeting.
- Leaders can activate or deactivate meeting tools and apply the change to the entire meeting environment, or to an individual participant.
- The *Manage Participants* menu contains meeting management tools, including *Mute All* and *Lock Share Screen*. 