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 activate the microphone for one participant in the meeting, or activate the microphone for multiple participants in the meeting.

The following information will help meeting leaders become familiar with what to expect during an online meeting, as well as introduce the meeting tools.

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 (microphone) and video (webcam)
- The online chat tool (text)
- The share screen tool

The Leader's Toolbar

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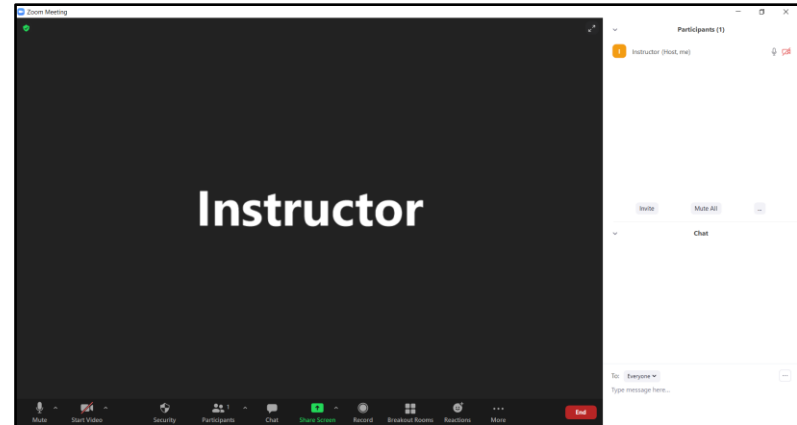

- Unmute/Mute Microphone – This feature may be active for the leader upon starting the meeting. Click the icon to mute or unmute the audio broadcast.

- Start/Stop Video (Webcam) – This feature may be active and broadcasting upon starting the meeting. Click the icon to start/stop the video (webcam) broadcast.

- Security – Select this icon to access management controls such as allowing participants to use the Share Screen or Chat.

- Participants – Select this icon to view a list of meeting participants or to access the permissions for each attendee. The Participants window may be docked to the side of the content window.

- Chat – Select this icon to access the online text chat tool. The Chat window may be docked to the side of the content window.

- Share Screen (or Share) – Select this icon to start displaying content items such as slide sets, applications, or websites.

- Record – Meeting leaders may select Record at any time to start recording the meeting. After selecting Record, choose to record to the Zoom Cloud or to the local computer. The recording may be paused and resumed during the meeting.

  - If recording to the Zoom Cloud, Zoom will notify the leader via email when the recording is ready to view. The email will include a shareable link.

  - If recording to the local device, the meeting will save in MP4 format to the local device. The Zoom application will automatically create a folder with the date of the meeting in the default file-save location for the device, such as the Documents or My Documents location.

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

- Reactions – The leader and participants may select this icon to display non-verbal feedback icons and raise a virtual hand.

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

In this example of an online meeting, 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
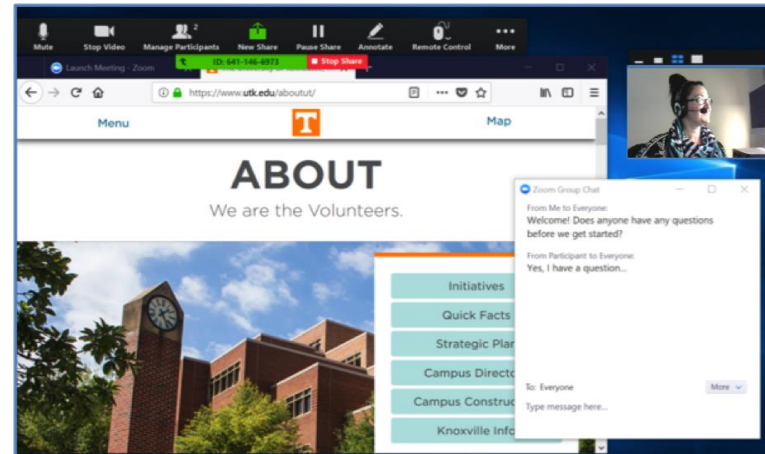
Additional Information for Meeting Leaders

- Meeting leaders may activate or deactivate audio and video (webcam) tools for all participants or for an individual participant.

- Only one share screen activity at a time is recommended.

- Meeting leaders may choose how to share content within the meeting. The share options include sharing the entire desktop, sharing part of the screen (as defined by the leader), or sharing an individual item such as a slide set or application.

- Select the Security icon on the toolbar to quickly access session controls, such as enabling the Waiting Room or Share Screen access. To immediately end all microphone and share screen activities in the session at the same time, choose the Security icon and then choose Suspend Participant Activities.

The following is an example of the Security Icon menu.