LiveOnline@UT (Zoom) – Leader's Guide to the New Whiteboard

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 following will assist leaders and participants when working with the new whiteboard tool in an online meeting. Topics include:

- Create a new whiteboard before the Zoom meeting.
- Add content to a new whiteboard.
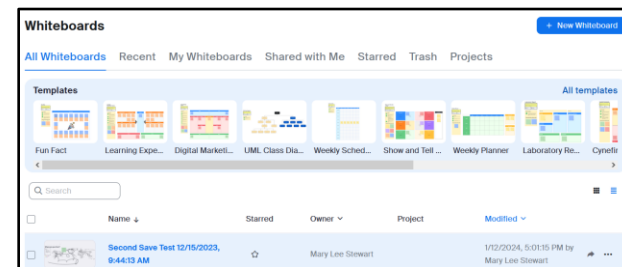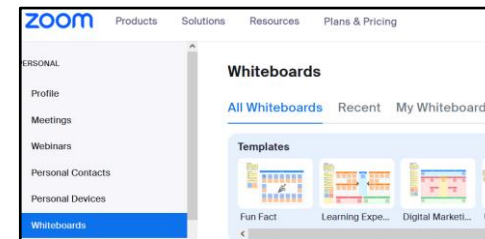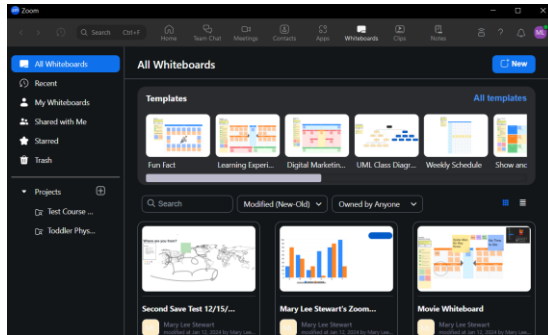- Access and display the new whiteboard.

Getting Started

The new whiteboard tool offers the opportunity to access drawing templates and add content items to a Zoom Whiteboard at any time. The new whiteboard is available via the Zoom interface at tennessee.zoom.us and the Zoom desktop application.

- In the following example, the new whiteboard option is accessed via the UT Zoom web page at tennessee.zoom.us. The first image is a view of the Whiteboards item in the profile menu. The second image includes an example of whiteboard templates and an existing new whiteboard.

- Select Whiteboards from the profile menu to create a new whiteboard or to edit, share, or delete an existing whiteboard.

- New whiteboards are saved to the Zoom Cloud. However, please keep in mind that the Zoom Cloud is not permanent storage. Similar to Zoom Cloud recording files, new whiteboards that are saved in the Zoom Cloud will delete 120 days after they originated. New whiteboards may be downloaded from the Zoom Cloud and saved locally.

- In the example above, new whiteboards are displayed via the Zoom desktop app.

Create a New Whiteboard

To add a new whiteboard, access Whiteboards via the desktop app or the UT Zoom page and choose the "New" or "+New Whiteboard" icon.

- After selecting the option to create a new whiteboard, the templates menu may appear. Review and select a template or close the templates menu and start with a blank whiteboard. Templates may be edited to fit your needs.
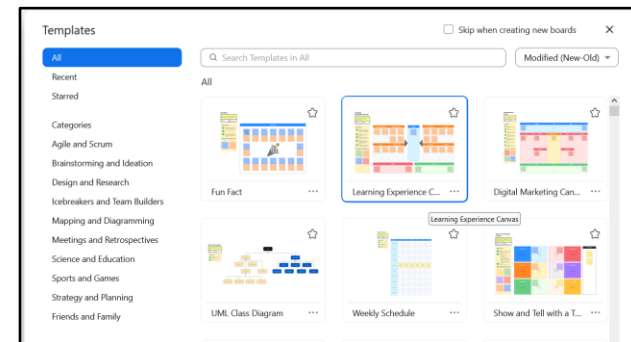
## Add Content to a New Whiteboard

Leaders and participants may access classic whiteboards via the Share Screen icon on the meeting toolbar. New whiteboards are available for sharing or editing on real-time by selecting the Whiteboard icon on the meeting toolbar. Please note, it is possible for the meeting leader to allow, or disallow, meeting participants to share during the meeting or to access whiteboards during the meeting.

- In the following example, a new whiteboard has been created. The new whiteboard includes a post-it note and two images that were copied and pasted onto the board using keyboard shortcut keys. For example, CTRL + V will paste an image onto the whiteboard.

- Additional content items may be added to the board, such as embedded media files or links.
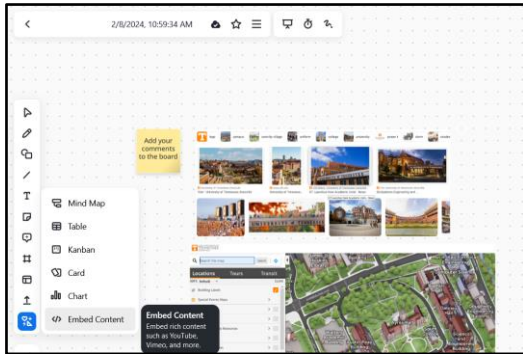
The Whiteboard annotation toolbar includes icons such as,

- Select

- Pen

- Shape

- Line

- Text

- Sticky Note

- Comment

- Frame

- Templates

- Show More Tools (such as embedding a media file or link)

- Zoom AI engagement
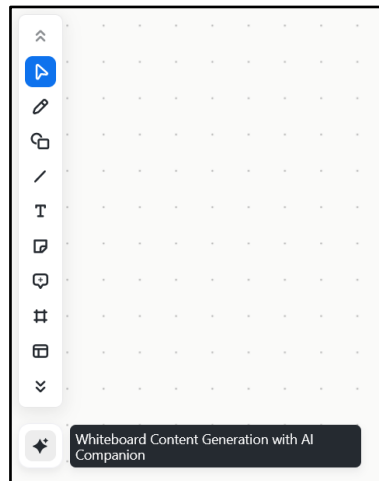
Access and Display the New Whiteboard

New whiteboards may be displayed during the Zoom meeting. To get started, select the Whiteboard icon on the toolbar. (Classic Whiteboards are still available via the Share Screen icon.)

- Select the Whiteboard icon on the toolbar, and then choose to display a new or existing whiteboard.
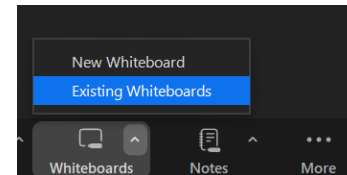
- Select Existing Whiteboards and a new screen will open that displays the existing whiteboards to choose from. Select the new whiteboard to display in the meeting.