

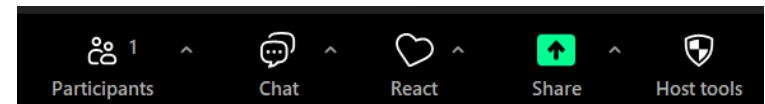
# LiveOnline@UT (Zoom)

## Share and Annotation Tools

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 explore the following topics:

- Share permissions and settings
- Starting a Share
- Using Annotation tools during a Share



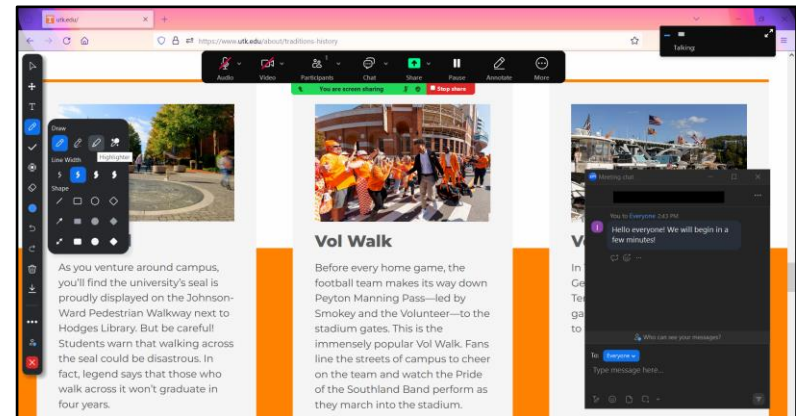
Meeting leaders control the availability of the Share (or Share Screen) and Annotation tools.

### The Share Tool

The Share tool allows leaders and meeting participants to share (display) a variety of content items from their devices such as slide sets, application windows, and webpages.

Please keep the following in mind when engaging the Share Screen tool:

- We recommend having all content items open and easily available on the desktop. It is possible to navigate the computer, locate and open a file during the Share; however, having the item already open will save time.
- Conduct one Share activity at a time in the main meeting. However, each Breakout Room (if engaged) may have its own Share activity that is independent of the main room and other Breakout Rooms.
- Annotation tools are only available when a Share activity is in progress.



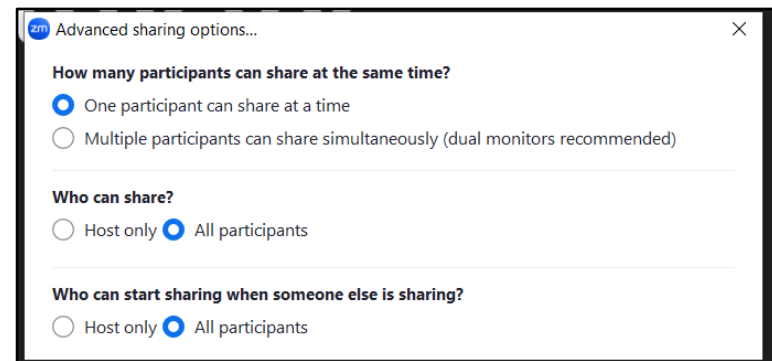
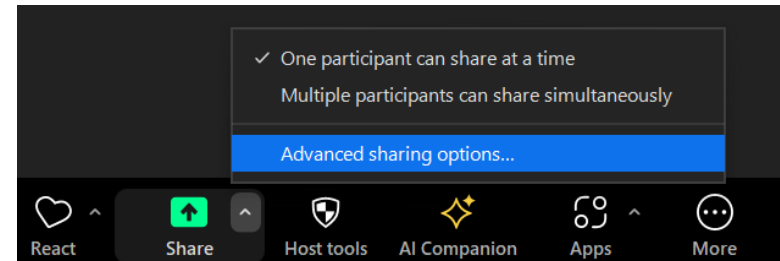
## Share Permissions and Settings

The Share icon on the main toolbar is available for leaders and participants. Depending on the device, the icon may also appear as Share Screen on the toolbar.

Before getting started with the Share tool, please note the chevron icon beside the Share icon on the meeting toolbar.

Select the chevron to review sharing permissions. The leader may change these permissions at any time. Zoom will maintain the most recent permission setting for the leader's next meeting.

- For example, if the leader selects to enable one participant to share at a time, the same setting will be enabled for the leader's next meeting.
- Select the chevron to review the current settings.
- Select Advanced Sharing Options to access additional permissions and make any changes.
- On the Advanced Sharing Options window, leaders may choose to allow participants access to the Share tool or remove access to the Share tool.



## Start a Share Activity

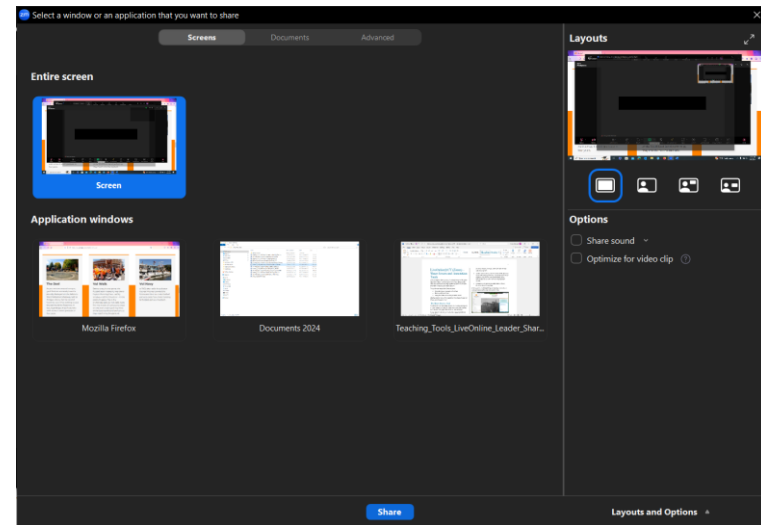
After selecting the Share icon on the meeting toolbar, indicate which share option you would like to engage.

There are three tabs at the top of the sharing window. These tabs are Screens, Documents, and Advanced.

On the Screens tab, select to share the entire screen/desktop, or select to share an individual application. Also, please note the Whiteboard option. The virtual Whiteboard may be engaged in the main meeting room or within a Breakout Room. Annotation tools are available for use with a Whiteboard and the meeting leader may save a Whiteboard.

- On the Advanced tab, select to share a portion of the screen, computer audio only (no images), or content from a secondary webcam.

Please keep in mind that participants do not view content until a selection is made and the Share icon is selected.



## Using Annotation Tools

Annotation tools enable users to draw or highlight in the screen or on a Whiteboard. Annotation tools are only available during a share activity. The meeting leader may deactivate annotation tools for participants on the Share toolbar at any time.

- To markup an image on the screen, select Annotate from the Share toolbar and the Annotation toolbar will appear.
- To remove access to the annotation tools from participants, select More on the Share toolbar and then choose Disable Annotation for Others.

Annotation tools include:

- Mouse – Select this icon to return to mouse functions or move an item on the Whiteboard

- Select – This icon will select an item on the Whiteboard
- Text – Use this icon to add a text box to the Whiteboard
- Draw – Choose a drawing object like a pencil or highlighter
- Stamp – Add a symbol like an arrow or an x to display on the shared content
- Spotlight – Select a spotlighting icon to follow your mouse movements on screen
- Eraser – Erase an item from the Whiteboard
- Format – Choose a color of a drawing object
- Undo – Undo the last action
- Redo – Redo the last completed action
- Clear – The leader of the share activity (the person who began it) may clear the Whiteboard
- Save – The meeting leader may save the Whiteboard in .png or .pdf format.

