

# 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.

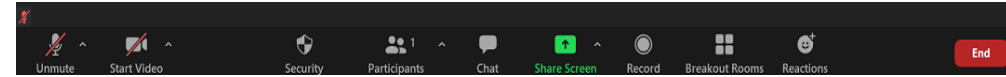
This guide will review several tools available to leaders, including:

- The meeting leader's toolbar
- The Participants window
- Options for ending the meeting

## The Meeting Leader's Toolbar

The meeting leader's toolbar includes meeting management and meeting communication icons, such as audio (microphone symbol), video (webcam), and the online text chat icon. Additional icons on the meeting toolbar are listed below.

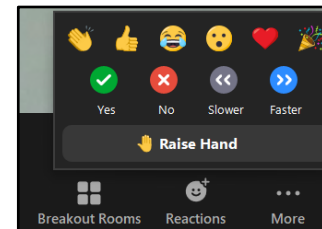
- The Share or Share Screen icon – During a share activity, additional prompts appear to assist meeting leaders with displaying content items from their device.
- The Record and End Meeting icons – These tools assist the meeting leader in starting and stopping the recording, as well as ending (or exiting) the meeting.



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

For example:

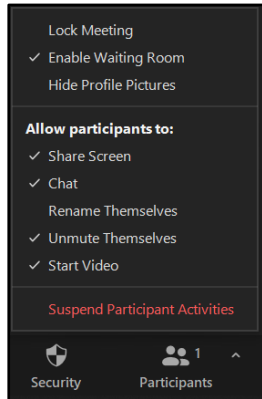
- Select the Chat icon to access the online text chats during the meeting. It is possible to drag-and-drop the Chat window to another location on the screen or dock the Chat to the right of the meeting window.
- All attendees may select the Reactions icon on the toolbar and explore the non-verbal feedback and response icons. These icons include a green check for yes, a red x for no, and the option to raise a virtual hand. An example of the Reactions icon is included below.



- To quickly access meeting management controls, use the Security icon on the toolbar. This icon is available to meeting leaders, co-hosts, and alternative hosts.

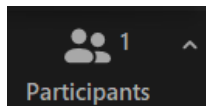
Options on the Security icon may be enabled at any time. Use this icon to engage the Waiting Room and allow participants to engage the Share Screen to present content.

To quickly mute all audio and stop all Share Screen activities in a session, choose the option to Suspend Participant Activities.



## The Participants Window

Select the Participants icon on the toolbar to access a list of participants present in the meeting and individual participant permissions. A number located at the top of the Participants icon indicates how many attendees, including the leader, are present in the meeting.

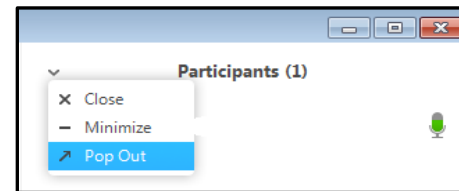


## Positioning the Participants Window

After selecting Participants on the meeting toolbar, the leader may choose the pop out option and move the window on the

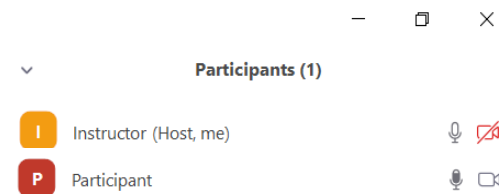
screen. Select the chevron on the top left of the window to close, minimize, or pop out the window.

The image below is an example of positioning options for the Participants menu.

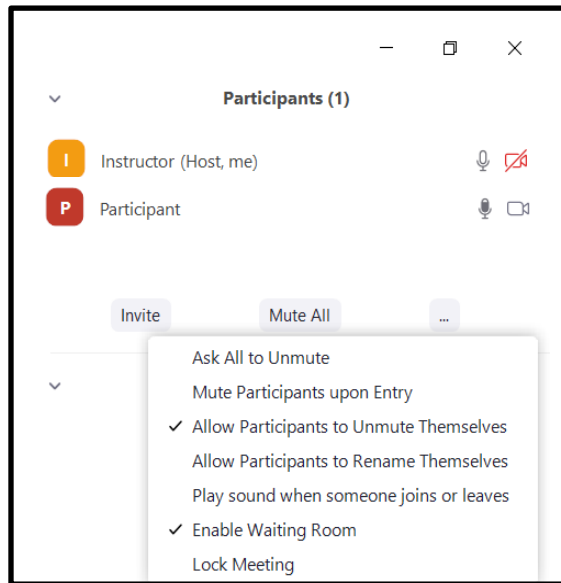


## Options that Apply to All Participants

The Participants window displays information regarding microphones and webcams. If one item is not available, a red line appears through the symbol for that item.



On the bottom-right of the Participants window, select an icon with three dots to access a set of management tools applying to all participants.



These options include:

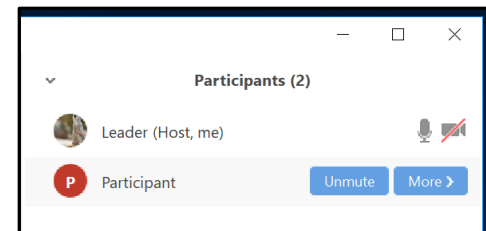
- Ask All to Unmute – Select this item to prompt all participants to unmute their microphones.
- Mute Participants on Entry – If enabled, all participants will join the session with their microphones on mute. This may be selected during the setup or in real-time.
- Allow Participants to Unmute Themselves – Select this option to allow participants to manage their own microphones. If enabled, participants can unmute their microphones at any time.

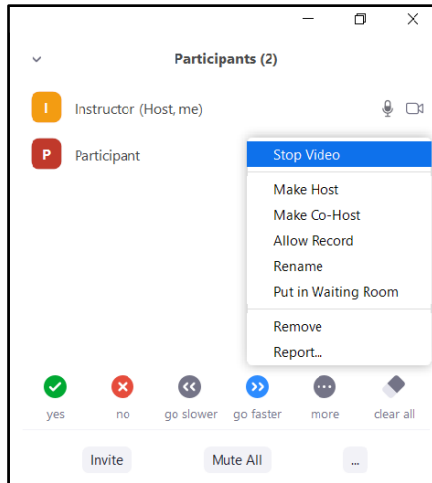
- Allow Participants to Rename Themselves – If enabled, participants may rename themselves on the Participant list in real-time.
- Play Sound When Someone Joins or Leaves – Activate this item to play a sound in the session when a participant joins or leaves.
- Enable Waiting Room – Select this item to engage a Waiting Room. This item may be applied during the scheduling process or in real-time.
- Lock Meeting – Choose this item to prevent any additional participants from joining the session.

## Options that Apply to One Participant

There is an additional set of permissions available to assist meeting leaders with managing an individual participant.

To explore these permissions, move the mouse over a participant's name on the list and select More.





Options on the More menu include the following.

- Start or Stop Video – Request that the participant start their webcam or stop the participant’s video (webcam) broadcast (the participant cannot restart until the leader grants permission to do so).
- Make Host – Promote a participant to the host (leader) of the meeting.
- Make Co-Host – Promote a participant to the Co-Host (co-leader) of the meeting.
- Allow Record – Allow the participant to record the meeting.
- Rename – Rename the participant.
- Put in Waiting Room – Select this item to move the participant to a Waiting Room. While in the Waiting

Room, a participant is removed from the main session and cannot engage a microphone or webcam.

- Remove – Remove the participant from the meeting. The participant may have the ability to re-join the meeting, if this option has been applied in the leader’s Meeting Settings. For more information about Meeting Settings, please contact our team at (865) 974-9900 or online at <https://help.utk.edu>.
- Report – Select this icon to report the participant to Zoom. (In this situation, we request that you submit a ticket to the HelpDesk and describe the event. This will create a record of the situation in our troubleshooting database.)

## Options for Ending the Meeting

Once the meeting is complete, the leader of the meeting has two options on how to end and exit the meeting.

First, navigate to the bottom of the meeting interface and select the option to End Meeting.

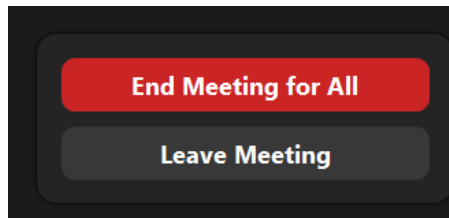


Next, select End Meeting for All or Leave Meeting.

- End Meeting for All – This option 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 Participants window prior to leaving the meeting.

*Example of options for ending the meeting.*



#### *Review of Meeting Management Tools*

- Leaders may mute microphones and deactivate webcams at any time during the meeting.
- To mute all participants at once in the meeting, select the Participants icon on the meeting toolbar and then select Mute All.
- Leaders may activate and deactivate meeting tools and apply the change to the entire meeting environment or to an individual participant.