

# 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
- 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 tool. Icons on the meeting toolbar include:

- 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. In

contrast to End Meeting, participants have an option to Leave Meeting on their toolbar.



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

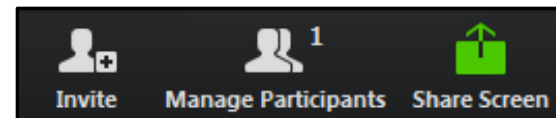
For example:

- 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.

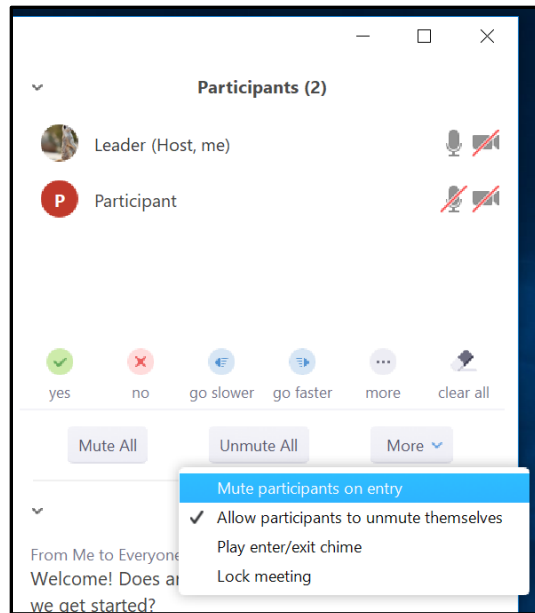
## The Manage Participants Menu

The Manage Participants menu offers a variety of permissions for the meeting leader. Only a meeting leader (host) or co-host may access the Manage Participants menu on the meeting toolbar. A number located at the top-right of the Manage Participants icon indicates how many attendees, including the leader, are present in the meeting.

Select Manage Participants on the meeting toolbar to explore menu options.



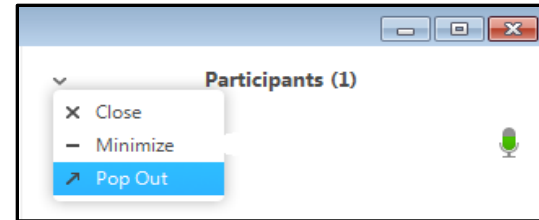
The image below is an example of the Manage Participants menu from the leader's point of view.



## Positioning the Manage Participants Menu

After selecting Manage Participants on the meeting toolbar, the leader may choose the pop out option and move the menu on the screen. Select the chevron on the top left of the menu to close, minimize, or pop out the menu.

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



## Meeting Permissions Available on the Manage Participants Menu

The meeting permissions available on the bottom of the menu are:

- Mute All – Select this icon to mute all participant microphones
- Unmute All – Select this icon to make all participant microphones available for use
- More – Additional meeting controls are available after selecting this icon

## Exploring the More Icon

In this example, the leader has selected the More icon at the bottom of the menu. This icon provides access to additional meeting controls, such as:

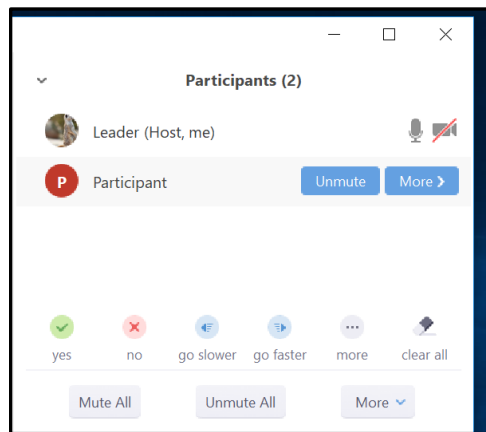
- Mute participants on entry
- Allow participants to unmute themselves

- Play entry/exit chime
- Lock meeting

## Exploring Individual Participant Permissions

While the More icon on the bottom of the Manage Participants menu allows leaders access permissions that effect the entire meeting environment, there is an additional set of permissions available to assist meeting leaders with managing an individual participant.

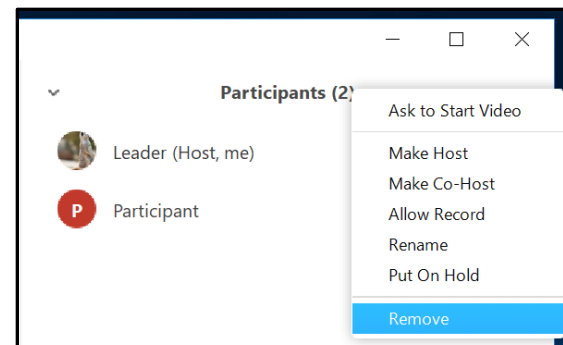
To explore these permissions, move the mouse over a participant's name on the list and select More.



The following options are available after moving the mouse over a participant's name as it appears in the Manage Participants menu:

- Ask to 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
- Remove – Remove the participant from the meeting

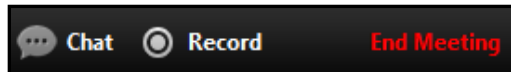
The participant may have the ability to re-join the meeting, if this option has been applied in the leader's Meeting Settings. For more information about Meeting Settings, please contact our team at (865) 974-9900 or online at <https://help.utk.edu>.



## End the Meeting

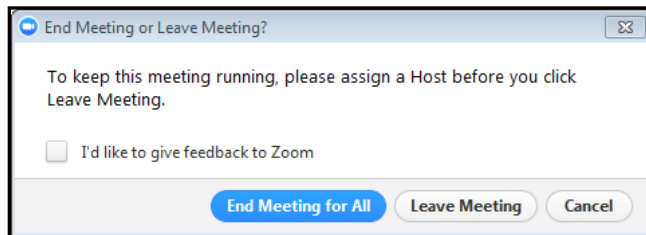
Once the meeting is complete, the leader of the meeting has two options on how to end and exit the meeting:

- Navigate to the bottom 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 Manage Participants menu 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 Manage 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.