LiveOnline@UT (Zoom) – Participant 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 following information will help meeting participants become familiar with what to expect during an online meeting and introduce the meeting tools.

The Meeting Environment

A LiveOnline@UT (Zoom) meeting may include several online meeting elements, including:

- Audio and webcam content
- Online text chat tool
- Content items displayed via a share screen activity
- Annotation tools available during a share screen activity

The meeting leader controls access to many of the online meeting tools. The leader may share access to audio, video (webcams), and to the share screen tool at the start of the meeting or during the meeting at a specific time. Please consider the following items as you prepare for your online meeting.

Pre-meeting Checklist

- Review the System Requirements for LiveOnline@UT (Zoom) (http://liveonline.utk.edu)
- Be prepared to interact with the meeting leader and meeting participants via audio and video (webcam)

Please note, the meeting leader may activate or deactivate the use of some meeting tools, including audio and video (webcam), at any time during the meeting.

In this example,

- The instructor and the student are broadcasting webcam content. The instructor is conducting a share screen activity and sharing content from a webpage.
The instructor and the student have added comments to the chat.

Icons on the Participant’s Toolbar

A toolbar located at the bottom of the meeting interface contains icons for the tools and features of the meeting.

- **Microphone (Mute/Unmute)** – This feature may be active for you once you join the meeting. Click the icon to mute/unmute your audio broadcast.
- **Video (Webcam)** – This feature may be active and broadcasting as you join the meeting. Click the icon to stop your video (webcam) broadcast.
- **Invite** – The leader of the meeting may choose to invite participants in real-time with the Invite icon.
- **Participants** – Select this icon to review a list of participants currently attending the meeting. Participants may also engage the Raise Hand icon on this pop-out window to raise a virtual hand during the meeting.
- **Share (Or Share Screen)** – Select this icon to start displaying content items such as slide sets, applications or websites. The leader of the meeting controls access to this icon.
- **Chat** – Select this icon to access the online text chat tool and post chat messages during the meeting.
- **Record** – Participants may request access from the meeting leader to record the meeting. The recording will save locally for each participant who has access to record it.
- **Leave Meeting** – Select the Leave Meeting icon to exit the meeting.

Additional Information for Meeting Participants

- If you experience any issues with your meeting audio and video (webcam) broadcast, use the icons on the toolbar to test and configure communication devices. Select the chevrons beside the microphone and video (webcam) icons.
- If the microphone or video (webcam) icon on the toolbar has a red line through it, the meeting leader may have removed the availability of these tools.
- Leaders may allow participants to record the meeting. If this is active for the participant, the participant may select the Record icon on the toolbar.
- To exit the meeting, select the Leave Meeting icon on the toolbar.