

# 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 Online Classroom Environment

A LiveOnline@UT (Zoom) session 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 session leader controls access to many of the online 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 session.

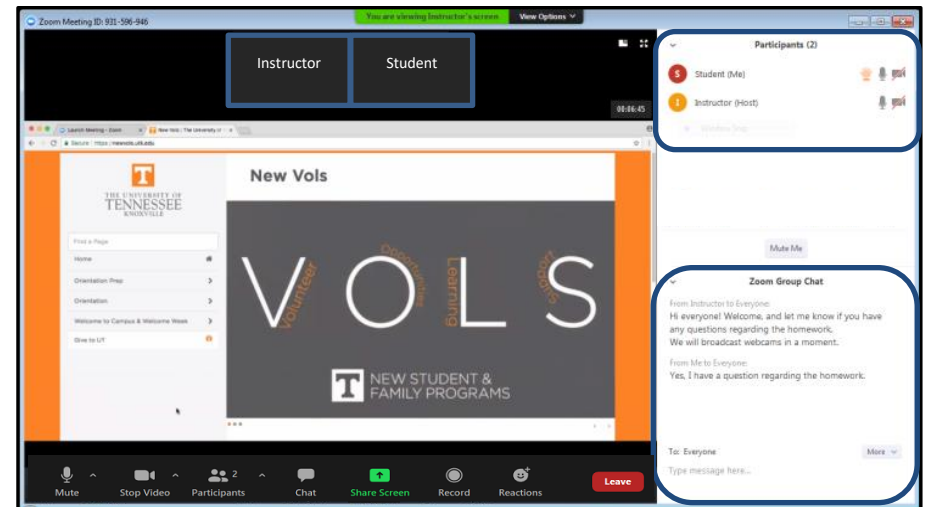
## Pre-meeting Checklist

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

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

In this example,

- The instructor is broadcasting webcam content.
- 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 Zoom 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.
- Participants – Select this icon to review a list of participants currently attending the meeting.
- Chat – Select this icon to access the online text chat tool and post chat messages 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 session controls the availability of this feature.
- Record – Participants may request access from the leader to record the meeting. The recording will save locally for each participant who has access to record it.
- Reactions – Select this icon to raise a virtual hand or choose a non-verbal feedback response, such as a green check for yes or a red x for no.

- Leave – Select the Leave icon to exit the online session.

### *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 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 session, select the Leave icon on the toolbar.