# LiveOnline@UT (Zoom)
Participant's Guide to the Classic and New Whiteboards

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 will assist participants when working with the Whiteboard tool in an online meeting. Topics include:

- Display the classic whiteboard

- Display the new whiteboard

- Add text and drawing objects to the whiteboard
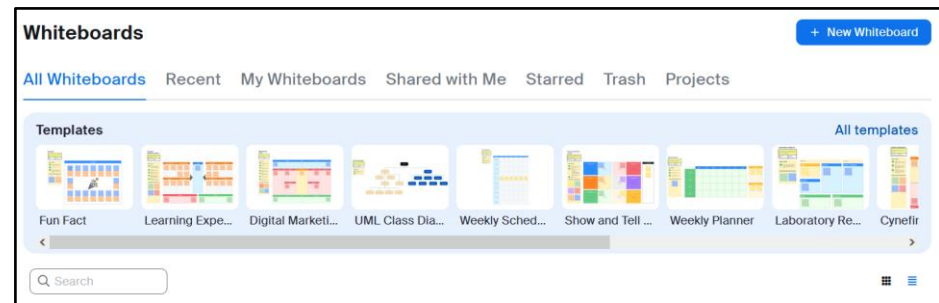
Getting Started

There are two types of whiteboards available in meetings. The classic whiteboard allows participants the opportunity to add text, drawing objects such as circles or squares to a blank whiteboard. The new whiteboard includes the same tools and includes AI features and additional formatting options. Some quick tips for working with the whiteboard tools include:

- The classic whiteboard may be selected during the Share activity. If selected, all participants in the main room will view the same whiteboard.

- This is also true for any Breakout Room. For example, if the participants of Breakout Room One choose to display or share the whiteboard, then all participants in Breakout Room One will view the same whiteboard. Participants in another Breakout Room may share a whiteboard, application, website and so on.

- Whiteboards options are made available via the leader of the session. The options may change from meeting to meeting.

How to Display the Classic Whiteboard and Engage Mark-Up Tools

Leaders and participants may access the classic whiteboard tool via the Share icon on the meeting toolbar. Please note, it is possible for the meeting leader to allow, or not allow, meeting participants to share during the meeting.

- The Share icon is located on the meeting toolbar.

- After selecting Share, choose the Documents tab at the top of the Share window, and then choose Whiteboard.

- Next, select Share at the bottom of the window.

White in progress, a mark-up toolbar will appear. Another meeting toolbar may appear at the top or bottom of the interface, and this toolbar contains icons that govern the meeting itself. These icons include Participants, Chat, and More, which leads to additional meeting functions.

How to Engage Mark-Up Tools in the Classic Whiteboard

If the leader is sharing the classic whiteboard, an annotation icon may appear near the meeting toolbar. The leader may ask participants to annotate on the whiteboard with mark-up tools, such as a virtual pen, or to add a text box.

If the toolbar does not appear automatically, move the mouse to the top of the meeting interface and do one of the following:

- If you are leading the share and displaying the Whiteboard for others, select the Whiteboard menu item from the top of the meeting interface.

- If you are viewing the Whiteboard that someone is sharing (displaying), select Options and then Annotate.
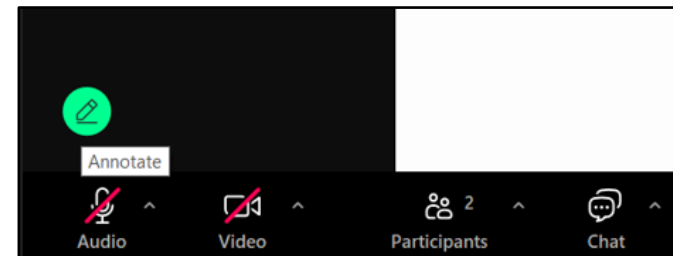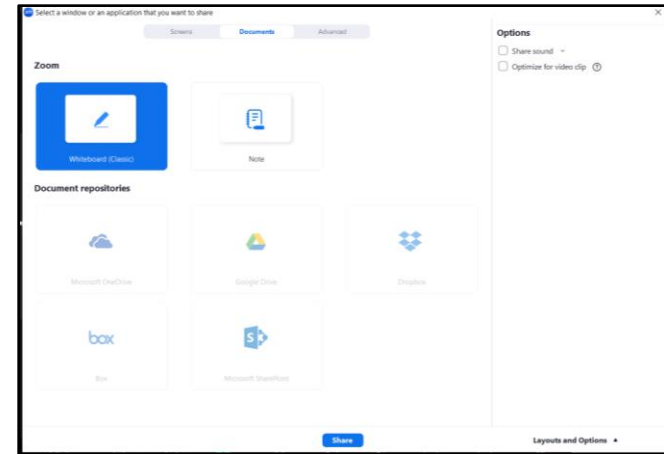
Select an annotation tool to start adding content to the whiteboard. For example, to draw a circle, select the Draw icon and you may also choose the color of the drawing object. The classic whiteboard annotation toolbar includes icons such as the following:

- Select – Select an object or icon.

- Text – Add a text box.

- Draw – Use the drawing tool.

- Stamp – Add a stamp to the Whiteboard.

- Spotlight – Spotlight an item on the Whiteboard.

- Eraser – Erase an item on the Whiteboard.

- Color – Select a color to draw an object on the Whiteboard.

- Undo – Undo the previous action.

- Redo – Redo the previous action.

- Trash – Trash an action or selection.

- Save – Save the Whiteboard. This option may only be available to meeting leaders or to the user who starts the Share Screen activity.

- More – Select this icon to lock the mark-up toolbar in place.

- Close – Select the red X to close the mark-up toolbar.
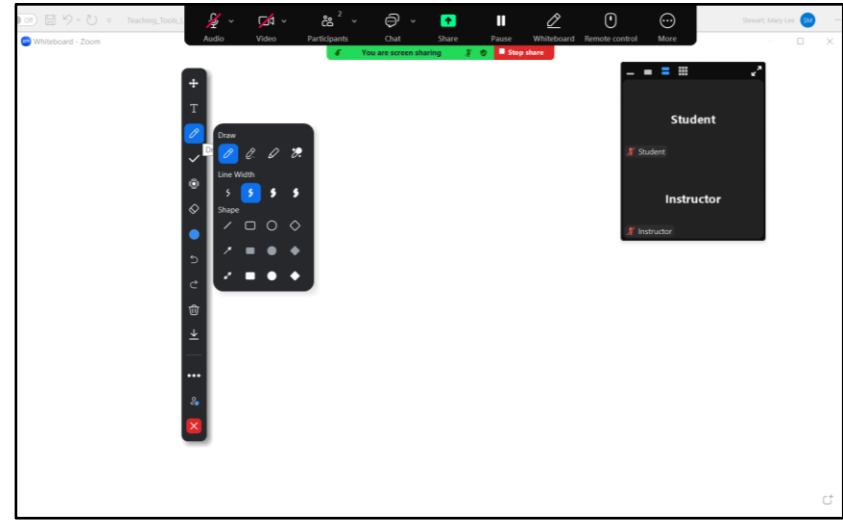
How to Display the New Whiteboard and Engage Mark-Up Tools

The new whiteboard is available via the meeting toolbar. Select the Whiteboard icon and then choose to display a new, blank whiteboard, or a whiteboard that was created ahead of time. Additional formatting options are available with the new whiteboard such as templates, and these whiteboards may be created outside of a meeting and saved to the Zoom Cloud.
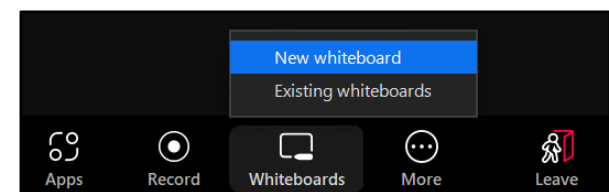
How to Engage Mark-Up Tools in the New Whiteboard

The new whiteboard includes a variety of toolbars. Along the left side of the whiteboard, the annotation toolbar is available. AI Tools (if engaged by the leader of the session) are also available on the bottom-left of the new whiteboard.

Along the top of the new whiteboard, the toolbars for naming and sharing the new whiteboard are available.

To stop the share of the new whiteboard, select the X icon on the top-right.
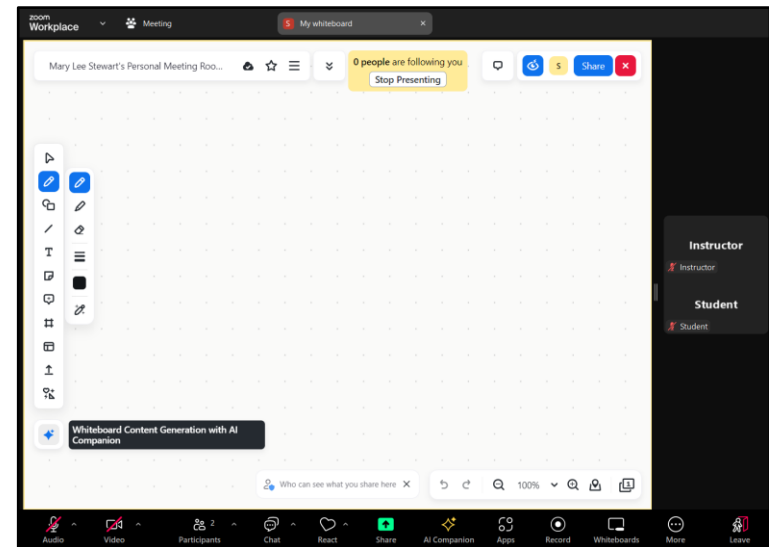
New whiteboards are available via the Zoom desktop application and via the UT Zoom page at tennessee.zoom.us at any time. After logging into your UT Zoom account on the web page, select Whiteboards on the menu on the left to create or edit a new whiteboard.