

LiveOnline@UT (Zoom) – Leader 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 online meeting environment may include:

- Multiple audio and webcam broadcasts
- Sharing screen content
- An online text chat window

Meeting leaders control the availability of the online meeting tools. For example, a leader may activate the microphone for one participant in the meeting, or activate the microphone for multiple participants in the meeting.

The following information will help meeting leaders become familiar with what to expect during an online meeting, as well as introduce the meeting tools.

Meeting Tools

The following meeting tools are available in each online meeting. Keep in mind that meeting leaders control the availability of the following tools:

- Audio (microphone) and video (webcam)

- The online chat tool (text)
- The share screen tool

The Leader's Toolbar

A toolbar located at the bottom of the meeting interface contains icons of the tools available in a meeting.



- Microphone (Mute/Unmute) – This feature may be active for the leader upon joining the meeting. Click the icon to mute or unmute the audio broadcast.
- Video (Webcam) – This feature may be active and broadcasting upon joining the meeting. Click the icon to start/stop the video (webcam) broadcast.
- Invite – The leader of the meeting may choose to invite participants in real time with the Invite icon. The icon provides a link to the meeting and an email invitation.
- Manage Participants – Select this icon to view a list of meeting participants or to access the permissions for each attendee.
- Share (or Share Screen) – Select this icon to start displaying content items such as slide sets, applications, or websites.

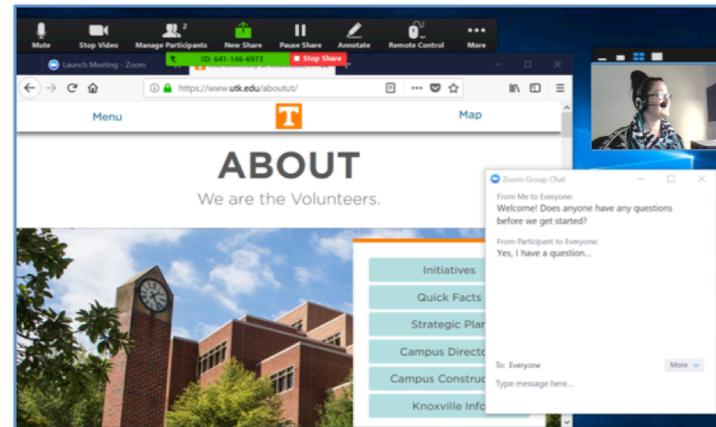


- Chat – Select this icon to access the online text chat tool.
- Record – Meeting leaders may select Record at any time to start recording the meeting. The recording may be paused and resumed during the meeting. If recorded, the meeting will save in MP4 format to the local device. The Zoom application will automatically create a folder with the date of the meeting in the default file-save location for the device, such as the Documents or My Documents location.
- Breakout Rooms – Meeting leaders may select Breakout Rooms to configure online, small-group meetings during the main meeting.
- Reactions – The leader and participants may select this icon to share a thumbs-up or applause icon. The icon appears on screen for all attendees to view for approximately five seconds and then disappears.
- End Meeting – Leaders should select this icon to end the meeting for all participants.

In this example of an online meeting, the leader (meeting host) is conducting the meeting with several meeting tools engaged, including:

- Broadcasting webcam content
- Conducting a share screen activity

- Posting a chat



Additional Information for Meeting Leaders

- Meeting leaders may activate or deactivate audio and video (webcam) tools for all participants or for an individual participant.
- Only one share screen activity at a time is recommended.
- Meeting leaders may choose how to share content within the meeting. The share options include sharing the entire desktop, sharing part of the screen (as defined by the leader), or sharing an individual item such a slide set or application.

