Annotating documents on zoom

What is Annotating?

This is a cool feature where instructors and students can annotate on a document using Zoom.

Please see below for technical details: https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard

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Important note about the "Annotate" feature

UT changed the default settings for all of our UT Zoom accounts to prevent individuals not affiliated with the university from interrupting meetings by using features like Annotate. However, Annotate can be re-enabled for your use. To retrieve the Annotate button:

- Sign in to Zoom at utexas.zoom.us
- Click on the Settings tab on the left side of the screen
- About halfway down the page (it's a long page) you will see the Annotation setting. Click the button to turn it on.
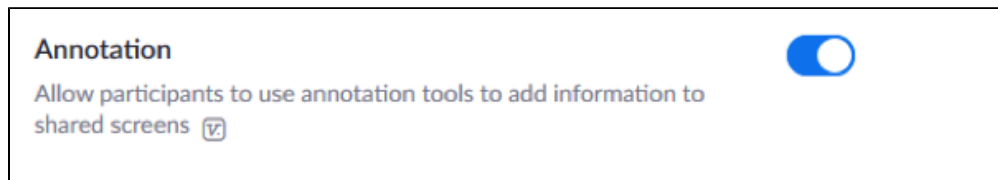
- The next time you share your screen in a meeting you should see the Annotate button.

NOTE: You may want to "Disable participant annotation" at the beginning of each call to prevent others from drawing or writing on your screen. You can do this by:

- Click the "More" button on the control bar
- Select "Disable participants annotation"
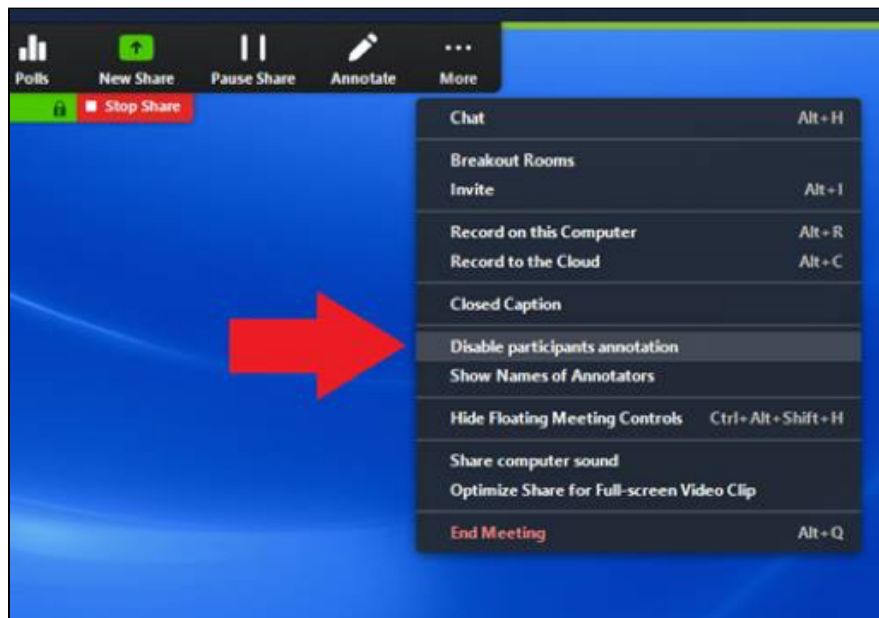
Want to see a demo?

This feature is also demonstrated on Remotely Controlling & Annotating Participant's Screen

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Still, need help?

- **Email** ZoomHelp@mccombs.utexas.edu
- **Call** 512-232-6679 (GSB/CBA) and 512-232-4646 (RRH)

For all other UT faculty, please contact your respective college or school