



ANNOTATION

OVERVIEW

Meeting participants can annotate on a [shared screen](#) as a viewer or the one that started sharing your screen. You can also use annotation tools when sharing or viewing a [whiteboard](#).

PREREQUISITES

- [Annotation enabled](#)
- Zoom Desktop Client
- Zoom Mobile App
- Joined or started a meeting with screen sharing
- Note: The meeting host can disable attendee annotation. If you do not have the annotation option, confirm that the host has not disabled annotation.

ENABLING ANNOTATION FOR MEETINGS

Before using annotation, make sure it is enabled in the Zoom web portal.

For your account

- Sign in to the Zoom web portal
- In the navigation panel, click Account Management then Account Settings.
- Click the Meeting tab.
- Under Meeting (Basic), verify that Annotation is enabled.
- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click Turn On to verify the change.

For a group

- Sign in to the Zoom web portal.
- In the navigation panel, click User Management then Group Management.
- Click the applicable group name from the list, then click the Settings tab.
- Click the Meeting tab.
- Under Meeting (Basic), verify that Annotation is enabled.
- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click Turn On to verify the change.

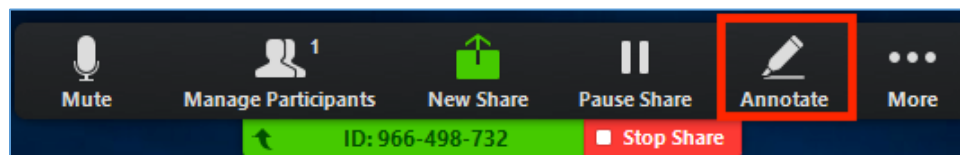
For your own use

- Sign in to the Zoom web portal.
- In the navigation panel, click Settings.
- Click the Meeting tab.
- Under Meeting (Basic), verify that Annotation is enabled.
- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click Turn On to verify the change.
- Note: If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.

USING ANNOTATION TOOLS

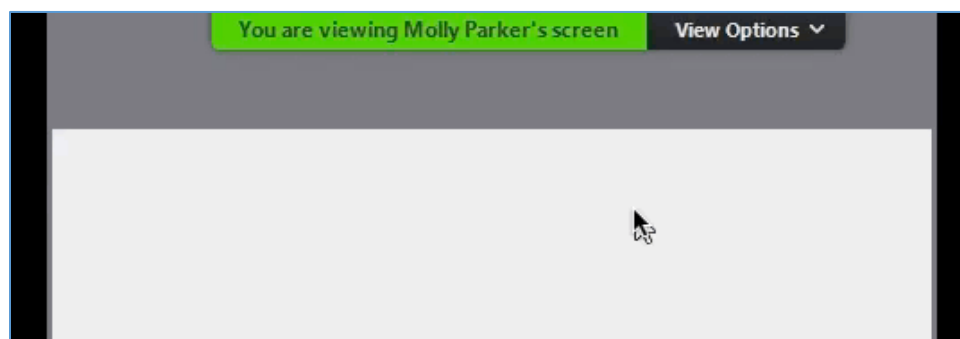
Accessing annotation tools if you started screen sharing

After sharing your [screen](#) or [whiteboard](#), annotation controls will display. If you do not see the annotation tools, click Annotate (if you are [sharing your screen](#)) or Whiteboard (if you are [sharing a whiteboard](#)).



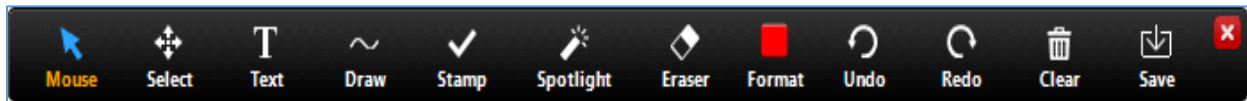
Accessing annotation tools if you are viewing a shared screen

While viewing a shared screen or shared whiteboard, click View Options > Annotate at the top.



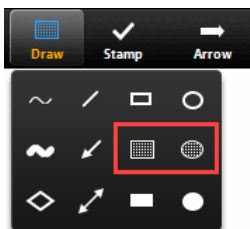
Annotation tools

You will see these annotation tools:



Note: The Select, Spotlight, and Save options are only available if you started the [shared screen](#) or [whiteboard](#).

- **Mouse:** Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.
- **Select** (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.
- **Text:** Insert text.
- **Draw:** Insert lines, arrows, and shapes.
Note: To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.



- **Stamp:** Insert predefined icons like a check mark or star.
- **Spotlight / Arrow:** Turn your cursor into a spotlight or arrow.
- **Spotlight** (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.
- **Arrow:** Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.

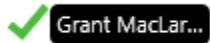


- **Eraser:** Click and drag to erase parts of your annotation.
- **Format:** Change the formatting options of annotations tools like color, line width, and font.
- **Undo:** Undo your latest annotation.
- **Redo:** Redo your latest annotation that you undid.
- **Clear:** Delete all annotations.
- **Save (only available if you started the shared screen or whiteboard):** Save all annotations on the screen as a screenshot. The screenshot is saved to the [local recording](#) location.

Annotation Settings

If you started the [shared screen](#) or [whiteboard](#), click **More** in the screen share controls for these annotation settings:

- Allow/Disable participants annotation: Allow or prevent the participants from annotating on your shared screen.
- Show/Hide Names of Annotators: Show or hide the participants' name when they are annotating. If set to show, the participant's name will briefly display beside their annotation.



Annotation Shortcuts

Windows:

- Undo: Ctrl + Z
- Redo: Ctrl + Y
- Mouse Mode: mouse right click anywhere

Mac:

- Undo: Command + Z
- Redo: Command + Shift + Z
- Mouse Mode: mouse right click anywhere

For assistance with [Zoom](#) contact Academic Innovation:
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