LiveOnline@UT (Zoom) – Guide to Joining a Meeting

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 outline the different ways participants may join a meeting. Meeting leaders may provide additional instructions on how/when to join a meeting.

The following includes two examples:

- Join a meeting via a link (URL)
- Join a meeting via a meeting ID

Pre-meeting Checklist

- Review the System Requirements at https://liveonline.utk
- Be prepared to interact with the meeting leader and meeting participants via Audio and Video (webcam)

*Please note, the meeting leader may enable or remove access to audio and video tools during the meeting.*

Join a Meeting

Meeting leaders have several options for sharing meeting information. Consider the following scenarios.

- A meeting leader may use the same online meeting room (same meeting link) for an entire semester.
- A meeting leader may schedule different meeting rooms for each meeting. In this case, the meeting link and meeting ID will change for each meeting.

Meeting leaders may share information including the meeting title, date/time, and the meeting link/or meeting ID via an email. Or, this information may be posted in the Announcements section of a learning management system.

An example of a meeting invitation being prepared to email
Join a Meeting via a link (URL)

To join a LiveOnline@UT (Zoom) meeting via a link, select the link to begin the meeting launch process. In the example below, the meeting link is included in an email and it begins with the letters “https.”

1. Select the link
2. Next, follow the prompts as they appear on the screen. Depending on the browser and operating system, the prompts may differ slightly.
   - If this is the first time you are attending a LiveOnline@UT (Zoom) meeting, you may be prompted to install the Zoom application.
   - You may be prompted to select the Zoom application and then select Ok to continue to launch process.

Join a Meeting via the Meeting ID

In this example, the meeting leader may provide the meeting ID (a series of numbers) to participants. The meeting ID may be distributed via email or posted in a course site.

2. Select the icon to Join a Meeting.
3. Enter the meeting ID and select Join. (The meeting ID numbers used in the example below apply only to this example and are not the ID numbers for your meeting.)
Follow the on-screen prompts to continue launching the meeting.

- If this is the first time you are attending a LiveOnline@UT (Zoom) meeting, you may be prompted to download and install the Zoom application.

- You may be prompted to enter a name as you join the meeting. This is the name that will appear on the Participant’s list during the meeting.

**Additional Information**

- Meeting leaders may start the meeting prior to the designated start time, or, wait and join the meeting after a few minutes has passed. In this case, a meeting information window may appear stating that the meeting will begin in few moments.

- Meeting participants may be prompted to select an audio device after joining the meeting.

- If you experience any audio or video (webcam) issues in the meeting, use the icons available on the meeting toolbar to test audio and webcam devices.

- Select the Participants icon on the toolbar to access additional meeting features. On this menu, participants may raise a virtual hand and review a list of other meeting participants.