LiveOnline@UT (Zoom)
Participant's 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 link (URL)
- Join a meeting via a meeting ID

Pre-Meeting Check List:

☐ Review the *System Requirements* for Zoom at https://liveonline.utk.edu

☐ Be prepared to interact with the meeting leader and meeting participants via audio and video

Please note, the meeting leader may enable and disable use of the audio and video tools during the meeting.

Join a Meeting:

Meeting leaders have several options for creating a meeting and for sharing meeting information. Consider the following scenarios:

- A meeting leader may use the same online meeting room 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 event.

Meeting leaders may share information including the meeting title, date/time, and the meeting link and/or meeting ID via an email. Or, this information may be posted into the *Announcements* section or a content area of a course site.

Join a meeting via a link (URL):

To attend a LiveOnline@UT (Zoom) meeting via a meeting 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 "https."

1. First, select the link.
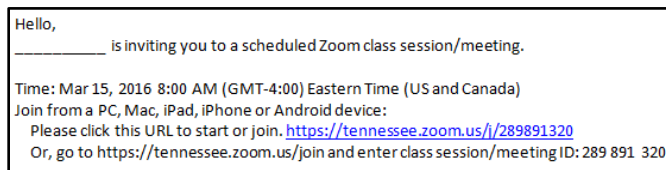
2. Next, follow the prompts as they appear on the screen.

- 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 Ok to continue the launch process.
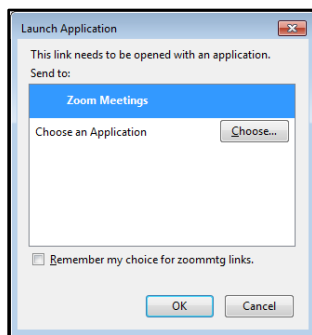
Please note, we recommend attending meetings from a desktop or laptop whenever possible for the best end-user experience.
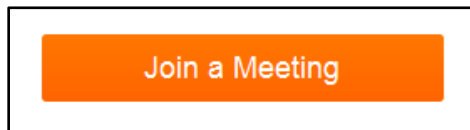
Join a meeting via the meeting ID:

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 within a course site.
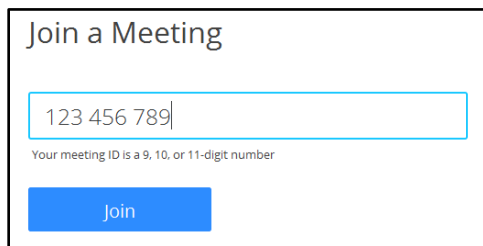
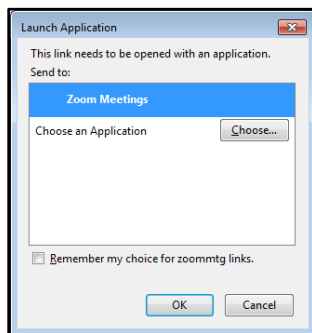1. First, go to the UT-Zoom site (https://tennessee.zoom.us).
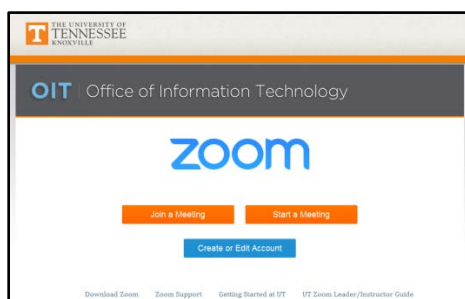
2. Select the icon to *Join a Meeting.*

Join a Meeting

3. Next, enter the *meeting ID* and select *Join* (The meeting ID numbers in the example below apply only to this example. The meeting ID for your meeting will contain different numbers).

Join a Meeting

123 456 789

Your meeting ID is a 9, 10, or 11-digit number

Join

4. Follow the on-screen prompts to continue launching the meeting.

- If this is your first time joining a LiveOnline@UT (Zoom) meeting, you may be prompted to install the application. Or, you may be prompted to select the application to open the meeting. Be sure to select the Zoom Meeting application and select Ok.
- You may also be prompted to enter your name during the launch process.

Launch Application

This link needs to be opened with an application.
Send to:

Zoom Meetings

Choose an Application   Choose...

☐ Remember my choice for zoommtg links.

OK   Cancel

Additional Information:

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

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

- If you experience any audio or 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, meeting participants may raise a virtual hand in the meeting, and view a list of other meeting participants.