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 on our LiveOnline@UT (Zoom) page.

- Be prepared to interact with the meeting leader and meeting participants via audio and video (webcam).

Please note, the meeting leader may activate or deactivate access to audio and video tools during the meeting.

Join a Meeting

Meeting leaders have several options for sharing meeting information. Please 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.
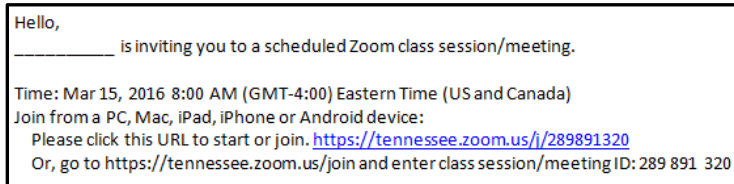
Meeting leaders may share information including the meeting title, date/time, and the meeting link/or meeting ID via an email. Or, this information may be posted in the announcements area of a learning management system.

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."

Hello,
_____ is inviting you to a scheduled Zoom class session/meeting.

Time: Mar 15, 2016 8:00 AM (GMT-4:00) Eastern Time (US and Canada)
Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to start or join. https://tennessee.zoom.us/j/289891320
Or, go to https://tennessee.zoom.us/join and enter class session/meeting ID: 289 891 320

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 and to open the meeting with Zoom.
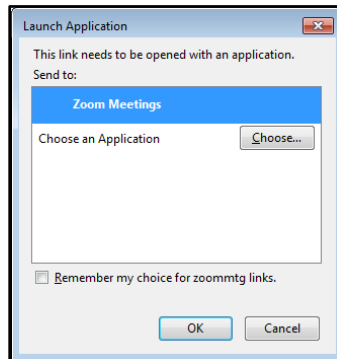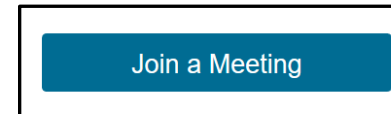

Join a Meeting via the Meeting ID

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.
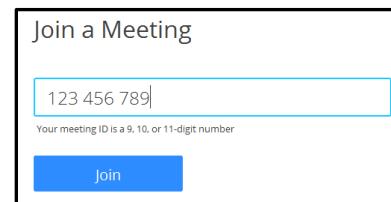
1. Go to the LiveOnline@UT (Zoom) page (https://tennessee.zoom.us).
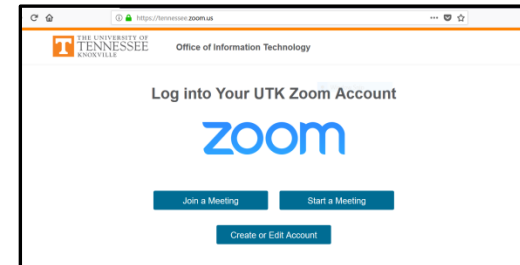

2. Select the icon to Join a Meeting.

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. Depending on the device and operating system, participants may be prompted to open Zoom and to enter a name as they join the meeting. This is the name that will appear on the Participants menu during the meeting.

Examples of prompts that may appear as the meeting launches:
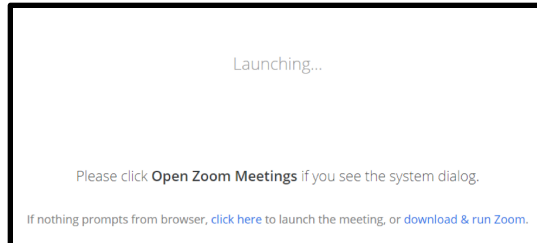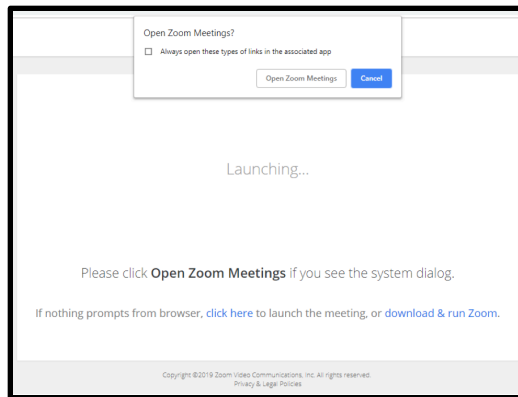
Additional Information about Joining a Meeting

- Depending on the meeting settings, leaders may allow participants to join prior to the actual start time. Or, leaders may choose to only allow participants in the meeting once they are present. In this case, as you join the meeting, you may see a message on the screen stating the meeting will begin shortly.

- 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.

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