

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.

Participants may join a LiveOnline@UT (Zoom) session

- In an Online@UT (Canvas) course,
- Join via a meeting link (URL), or
- Join via a meeting ID, or
- Join a session with domain authentication applied.

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

Instructors and meeting leaders have several options for sharing meeting information. Please consider the following scenarios.

- An instructor may use the same online session (same meeting link) for an entire semester and share information regarding the session via an Online@UT (Canvas) course site.
- A meeting leader may schedule different meeting rooms for each meeting and send an email with meeting information to all attendees. In this case, the meeting link and meeting ID will change for each meeting.

The following is an example of a meeting invitation email.

The screenshot shows a Zoom meeting invitation email interface. At the top, it states: "No responses have been received for this meeting. Conflicts with another appointment on your Calendar." Below this is a header area with "From: UT Exchange" and "To:" (empty). The "Subject" is "Group Meeting" and the "Location" is "https://tennessee.zoom.us/j/317286432". There are "Send" and "Update" buttons on the left. The meeting details section shows "Start time: Mon 10/27/2014 9:00 AM" and "End time: Mon 10/27/2014 11:00 AM", with an "All day event" checkbox. The main body of the email starts with "Hello," followed by a blank line and then "_____ is inviting you to a scheduled Zoom class session/meeting." The time is listed as "Time: Oct 27, 2014 9:00 AM (GMT-4:00) US Eastern Time". It provides instructions to join from a PC, Mac, iPad, iPhone or Android device, with a URL to click: "https://tennessee.zoom.us/j/317286432" and an alternative: "Or, go to https://tennessee.zoom.us/join and enter meeting ID: 317 286 432". It also provides dial-in phone numbers: "Dial: +1 (415) 762-9988 or +1 (646) 568-7788" and "Meeting ID: 317 286 432". It notes that the "Participant ID" is shown after joining and provides international numbers: "https://tennessee.zoom.us/join?pwd=...". Finally, it provides H.323/SIP room system dial-in numbers: "Dial: 4.34.125.153 (US East) or 4.35.64.153 (US West)".

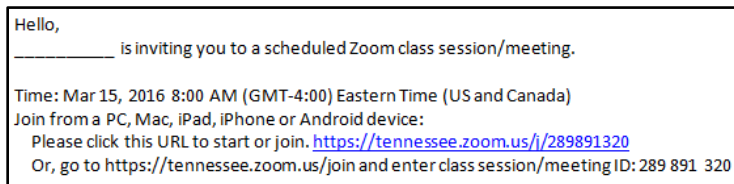
Join a Session via an Online@UT (Canvas Course)

Instructors have the option to integrate their Zoom sessions within the Canvas course. With this option, the Zoom item will appear in the course menu, sessions will appear on the course calendar, and cloud recordings (if applicable) will be available via the course site.

- Please review [this page for more information on account authentication and joining a Zoom session](#) from an Online@UT (Canvas) course site.

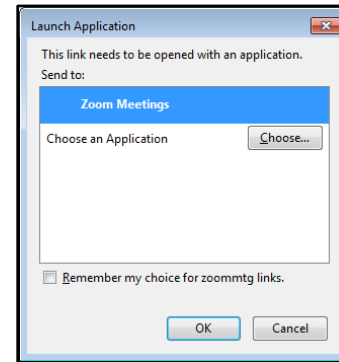
Join a Meeting via a link (URL)

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.

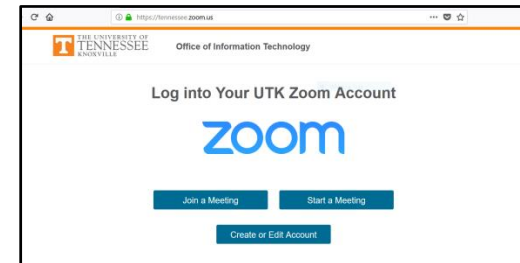
If this is the first time you are attending a LiveOnline@UT (Zoom) session, you may be prompted to install the Zoom application and to open the meeting with Zoom.



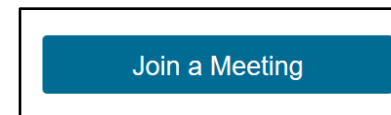
Join a Meeting via the Meeting ID

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) (<https://tennessee.zoom.us>).



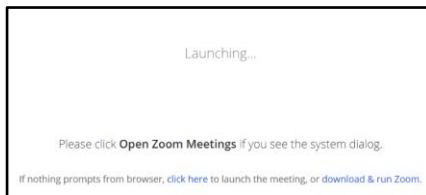
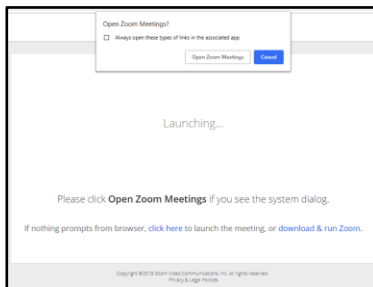
2. Select the icon to Join a Meeting.



- Enter the meeting ID and select Join. (The meeting ID used in the example below applies only to this example.)

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. This is the name that will appear on the Participants menu during the meeting.

Examples of prompts that may appear as the meeting launches:



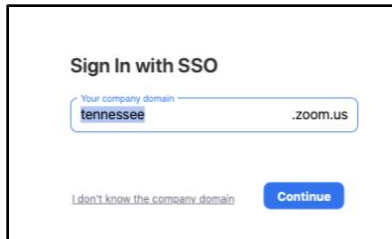
Join a Session with Domain Authentication applied

A Zoom session may have security options applied to it. These options can include a passcode, a waiting room, and/or domain authentication. When the domain authentication option is applied to a session, attendees must login with their credentials and authenticate.

- Attendees may complete the login process prior to attending the session by logging into their UT Zoom account, and then, select the link to join.
- Or, complete the authentication process during the session launch.

After selecting the link to join, attendees may be prompted to choose a login method. Always choose the option to Sign in with SSO. An example of this option is included in the next image.

If prompted, enter the domain name of *tennessee* and select Continue.



Sign In with SSO

Your company domain

tennessee .zoom.us

I don't know the company domain

Continue

Next, enter your UT account credentials and authenticate with Duo-2FA to complete the process.

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.