

# 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 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),
- 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.

### *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.

Hi there,

Instructor is inviting you to a scheduled Zoom meeting.

Topic: Instructor's Zoom Meeting  
Time: May 10, 2024 11:00 AM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://tennessee.zoom.us/j/87100296093>

Or iPhone one-tap (US Toll): +12532050468,87100296093# or +12532158782,87100296093#

Or Telephone:

Dial:

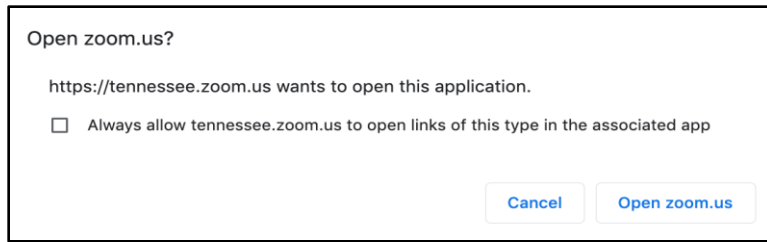
+1 253 205 0468 (US Toll)  
+1 253 215 8782 (US Toll)  
+1 301 715 8592 (US Toll)  
+1 305 224 1968 (US Toll)  
+1 309 205 3325 (US Toll)  
+1 312 626 6799 (US Toll)  
+1 346 248 7799 (US Toll)  
+1 360 209 5623 (US Toll)  
+1 386 347 5053 (US Toll)  
+1 507 473 4847 (US Toll)  
+1 564 217 2000 (US Toll)  
+1 646 876 9923 (US Toll)  
+1 646 931 3860 (US Toll)  
+1 669 444 9171 (US Toll)  
+1 669 900 6833 (US Toll)  
+1 689 278 1000 (US Toll)  
+1 719 359 4580 (US Toll)  
Meeting ID: 871 0029 6093

Hi there,

Instructor is inviting you to a scheduled Zoom meeting.

Topic: Instructor's Zoom Meeting  
Time: May 10, 2024 11:00 AM Eastern Time (US and Canada)

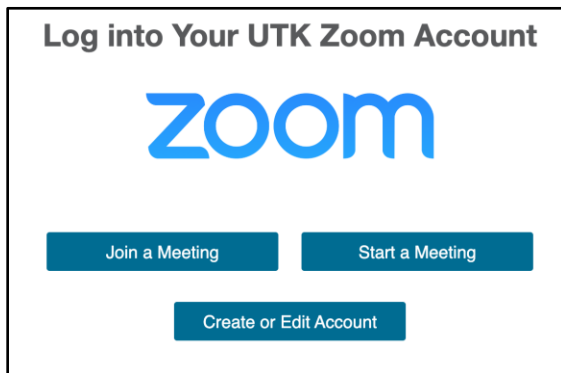
Join from PC, Mac, Linux, iOS or Android: <https://tennessee.zoom.us/j/87100296093>



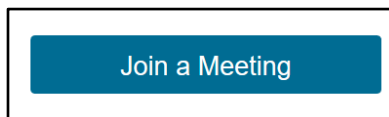
### *Join a Meeting via the Meeting ID*

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. Please go to [tennessee.zoom.us](https://tennessee.zoom.us).



2. Select the icon to Join a Meeting.



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

**Join Meeting**

Meeting ID or Personal Link Name

871 0029 6093

Join

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 include the following:

Open zoom.us?

https://tennessee.zoom.us wants to open this application.

Always allow tennessee.zoom.us to open links of this type in the associated app

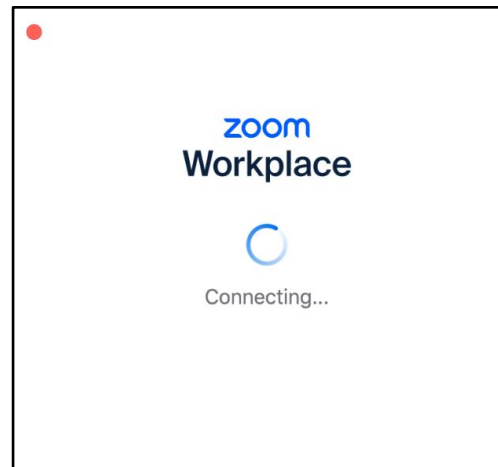
Cancel Open zoom.us

Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting



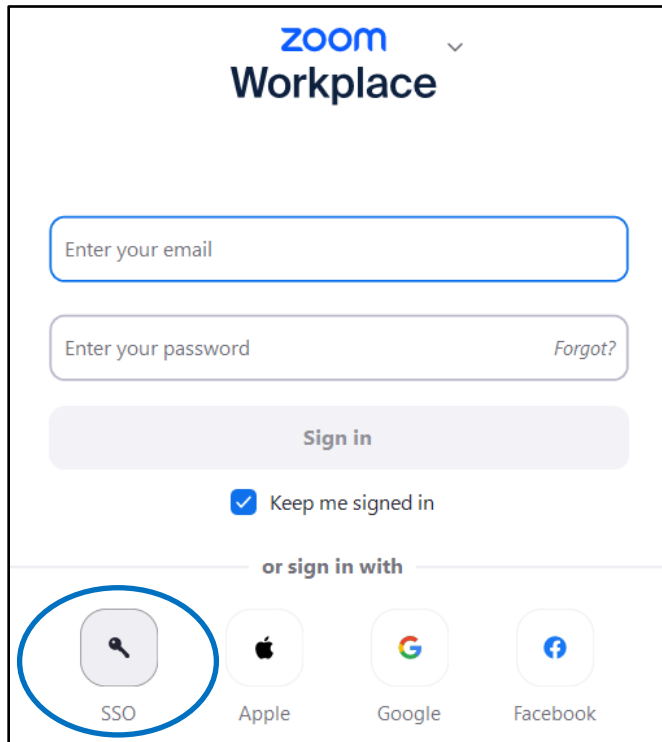
### *Join a Session with Domain Authentication applied*

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.

If prompted, enter the domain name of *tennessee* and select Continue. You may also be prompted to complete the DUO 2Factor authentication process.



The image shows the Zoom Workplace login interface. At the top, the Zoom logo is followed by the word "Workplace" and a small downward arrow. Below this, there are two input fields: "Enter your email" and "Enter your password". To the right of the password field is a link that says "Forgot?". Below these fields is a large, light blue "Sign in" button. Underneath the button is a checkbox labeled "Keep me signed in" which is checked. Below the checkbox, the text "or sign in with" is centered. At the bottom, there are four icons for different sign-in methods: SSO (a key icon), Apple (the Apple logo), Google (the Google "G" logo), and Facebook (the Facebook "f" logo). The SSO icon is circled in blue.



The image shows the "Sign In with SSO" screen. At the top, the text "Sign In with SSO" is displayed in a large, bold font. Below this, the text "Your company domain" is shown above a text input field. The input field contains the text "tennessee" followed by ".zoom.us". Below the input field is a blue button with the text "Continue" in white.