LiveOnline@UT (Zoom) – Guide to Scheduling 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.

Meeting leaders may schedule and start a meeting via the Zoom desktop application, the UT-Zoom page (https://tennessee.zoom.us) or via the iOS/Android mobile apps.

The following information will outline the process for scheduling and starting a meeting via the desktop application including:

- Launching the desktop application
- Scheduling a meeting
- Inviting participants
- Starting a meeting

Be sure to activate your UT-Zoom account on our page at https://tennessee.zoom.us before attempting to schedule your meeting. More information about the account activation process is available on our Getting Started page.

Launch the Desktop Application

After activating your account and downloading/installing the desktop application, the Zoom icon should appear on the desktop or in the programs list. Follow the steps below to schedule a meeting.

1. Locate the Zoom icon on the desktop, task bar, or programs list and open the application
2. If prompted, select Sign In
3. Select Sign In with SSO

   Complete the SSO Sign In information by entering the word tennessee in the text field.
• Select Continue
• Login with your NetID and password
• Your Zoom account application window will open

The Zoom application window contains icons that may be used to start a meeting immediately or to schedule a meeting for a future date and time. Meeting leaders may return to this application window to start meetings, edit meetings, and access meeting recordings.

Items on the Zoom application window include:

• The Settings gear enables leaders to access meeting controls and set defaults for the start of the meeting, such as audio and video (webcam) devices.
• To start an instant meeting, select Start with Video or Start Without Video.
• To review scheduled meetings or start a meeting that has been scheduled, select the Meetings icon.

Schedule a Meeting

Once the application window opens, select the Schedule icon.

After selecting the Schedule icon, the Zoom – Schedule a Meeting window will appear. This window contains meeting options. The meeting options define the meeting details, including:

• Date and time of the meeting
• The tools that are available when the meeting begins
Please keep in mind that the creator of the meeting is automatically the meeting leader. The leader may choose to:

- Allow meeting participants to join the meeting before the leader.
- Allow meeting participants to access Audio and Video (webcam) immediately upon entering the meeting environment.

Meeting options include the following:

- Topic – Enter a topic, or title, for the meeting.
- When – Set the date and time of the meeting. Leaders may also select to make the meeting recurring (use the same meeting several times).
- Video (when joining a meeting) – This option determines if the webcam (video) will be active immediately. The leader may turn off the webcam at any time.
- Audio Options – The meeting leader may engage only a telephone bridge, only VOIP (voice over IP), or both options for the meeting. This setting should default to our recommendation, which is the Both option.
- Meeting Options – Select to apply a password, allow meeting attendees to join the meeting before the host (leader), or, choose to engage the Personal Meeting ID for this meeting.
- Calendar – The meeting leader may choose to engage a specific calendar for this meeting. If the Other option is selected, the meeting invitation will automatically appear on the screen after selecting Schedule.
- To set the meeting, select Schedule at the bottom of the window.
Invite Participants to a Meeting

After scheduling a meeting, a meeting invitation is created that includes a link to the meeting and the meeting ID. Meeting leaders may choose to share this information with meeting participants in a variety of ways, including:

- Copy the full meeting invitation to the clipboard and paste it into a new email.
- Copy the invitation and paste it into a new announcement in the learning management system.

An example of meeting invitation:

Start the Meeting via the Zoom Desktop Application

Follow the steps below to start your Zoom meeting via the Zoom desktop application and engage your UT-Zoom account.

Please note that the meeting leader may select the Start icon to begin the meeting at any time. Keep this option in mind in case you wish to start the meeting a few minutes early.

- Open the desktop application and sign in (choose the SSO option)
- Select the Meetings icon at the bottom of the Zoom application window.
If necessary, select the *Upcoming* tab and move the mouse over the meeting you wish to start.

Select *Start*.

**Additional Information for Scheduling a Meeting**

- If you wish to start the meeting a few minutes early, select the *Start* icon on the *Upcoming* tab.

- To make a change to an existing meeting, such as changing the date or time, navigate to the *Upcoming* tab and select *Edit* for that meeting.