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 to a meeting
- Starting a meeting via the Zoom desktop application

Be sure to activate your LiveOnline@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, downloading, and 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:

- **New Meeting** – Click this icon to start a meeting immediately. Attendees may be still be invited to the meeting once the meeting has started. The meeting leader should use the Invite icon on the meeting toolbar to invite attendees on the fly.
  - Note the pull-down arrow underneath the New Meeting icon. Select this icon to immediately engage your Personal Meeting room (PMI).

- **Join** – Select this icon to join a meeting and enter the meeting ID.

- **Schedule** – To schedule a meeting for a future date and time, select Schedule.

- **Share Screen** – Select this icon only when instructed to specifically do so in a designated Zoom Room. In most cases, meeting leaders will schedule and start a meeting instead of engaging a direct Share Screen activity.

Account Profile information is available at the top-right of the application window. Select the icon on the top-right of the window to view menu options.
This menu also contains the option to switch the desktop application to landscape view. In Landscape View, the Meetings icon is located at the top of the interface.

The following is an example of the Zoom desktop application in Landscape View. Leaders may switch between Landscape and Portrait view at any time.

**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.

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.

• **Date** – 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.

• **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. Select Advanced Options to expand the menu and choose options.

• **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. Add a new greeting or additional text as needed; however, do not alter the meeting link or dial-in information.
- Copy the invitation and paste it into a new announcement in the learning management system.
- On the following example, please note the Close and Copy Invitation icons located at the bottom of the 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 LiveOnline@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 to access a list of upcoming meetings.

In Portrait View, the Meetings icon is located at the bottom of the application window. In Landscape View, the Meetings icon is located at the top of the 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

• Anyone with the meeting link or meeting ID may attend a Zoom meeting. While the leader should always log in and start the meeting, participants may click on the meeting link to attend the 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 hover the mouse over the ellipses icon near the meeting. Edit as needed.

• To delete a meeting, return to the Meetings icon and select Upcoming. Choose the ellipses icon near the meeting and select Delete.

• The person who schedules the meeting is automatically the meeting leader. This is the person who should log in and start the meeting. By logging in and starting the meeting, the leader will have control of the meeting’s tools and features.