

# 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.

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

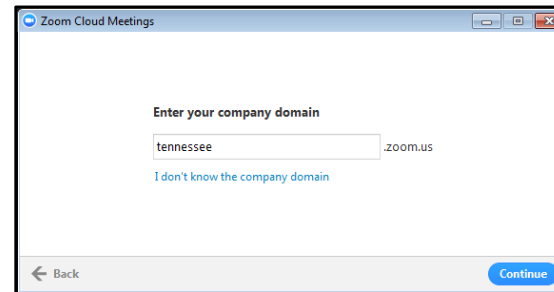
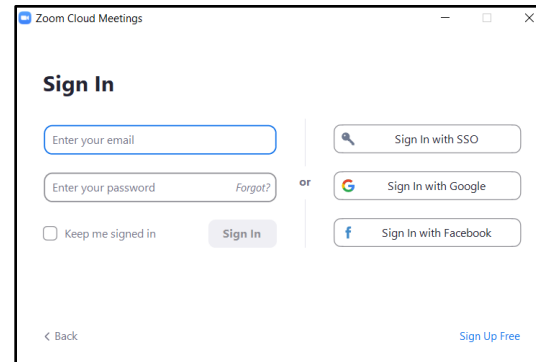
- Launching the desktop application
- Scheduling a meeting
- Inviting participants to a meeting
- Starting a meeting via the Zoom desktop application

Be sure to activate your LiveOnline@UT (Zoom) account on our page at [tennessee.zoom.us](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 installing the desktop application, the Zoom icon should appear on the desktop or in the application 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.



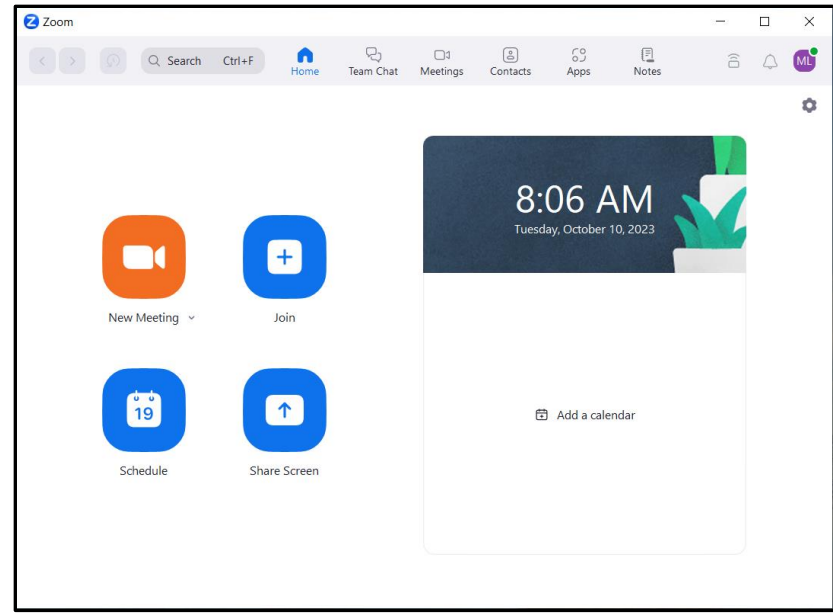
4. Complete the SSO Sign In information by entering the word tennessee in the text field.
5. Select Continue.
6. Login with your NetID and password.
7. If prompted, complete the authentication process, and your Zoom account application window will open.

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. Instructors and meeting leaders may return to this application window to start meetings, edit meetings, and access local recordings.

Items on the Zoom application window include:

- New Meeting – Click this icon to start a meeting immediately.
  - 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.

The following examples display the Zoom desktop application in Landscape View.



The icons along the top of the desktop app are also shortcuts to additional tools and functions. Highlights include the following:

- Team Chat – Select this icon to access the built-in IM chat function in Zoom. Send IMs to individuals or groups who also engage Zoom in our environment.
- Notes – This icon is the Zoom Notes feature. Compose, save, and send Zoom Notes during a meeting, or outside of a meeting, via this feature. Zoom Notes may contain text and images.

The profile and gear icons at the top-right of the Zoom desktop application offer information regarding the account and access to some account settings. The menu may also contain the option to check for updates or sign out.

## Schedule a Meeting

After selecting the Schedule icon, the 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.
- Start – Select the start date and time.
- Duration – Set a duration. The meeting will not end at the duration point. A Zoom session ends when the leader selects the End Meeting icon.
- Recurring Meeting – Add the recurring flag to the meeting. A recurring meeting may be engaged on more than one specific date and time. This setting is convenient for semester classes or for meetings that occur weekly.

- Meeting ID – Engage your PMI meeting ID, or, for additional security, generate a new meeting ID.
- Security – Choose the security options to apply to the meeting. Options include a Passcode, Waiting Room, and to limit the meeting to authenticated users only.
- 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 – 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.
- 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.

Here is an example of the Schedule a Meeting window.

To explore additional options, you may need to move the mouse or scroll down on the window to expand the Advanced Options section.

In this section, the leader may choose to mute participants on entry, or add an alternative host for the session. An alternative host is another licensed user on our UT Zoom account who may start the session with leader privileges. An alternative host must have a Licensed (Pro) account on our UT Zoom license, and the format for adding the account is NetID@tennessee.edu.

When all desired options have been selected, choose Save.

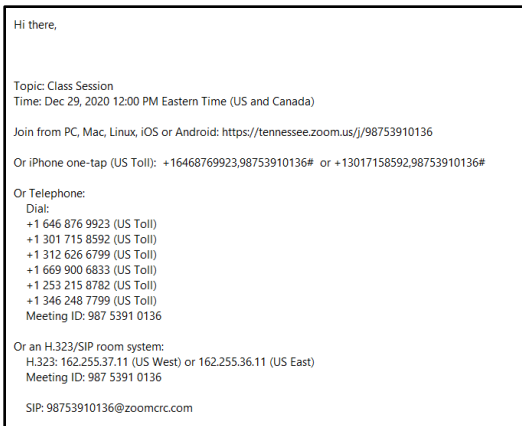
## Invite Participants to a Meeting

After scheduling a meeting, a meeting invitation is created.

The meeting invitation includes a link to the meeting and the meeting ID.

Instructors and 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.



## 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.



- 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 Meetings, and locate the meeting on the Upcoming tab. Choose Edit to make changes.
- 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.