Pre-Loading Your Zoom Meeting on a DTEN Whiteboard

If your class is scheduled to take place in a BSLC space equipped with a DTEN device, you can include the device on your Zoom meeting invite. By doing this, you can quickly join your Zoom meeting once you are physically present to the classroom.

How to Pre-Load your Zoom Meeting on the DTEN:

1. Create your Zoom meeting as you normally would. After you have included all students on your invite, please also include the email address of the room you will be teaching in:
   a. BSLC109@uchicagoedu.onmicrosoft.com – BSLC 109
   b. BSLC115@uchicagoedu.onmicrosoft.com – BSLC 115
   c. BSLC205@uchicagoedu.onmicrosoft.com – BSLC 205
   d. BSLCBase@uchicagoedu.onmicrosoft.com – BSLC 001 or BSLC 008

2. Once you arrive at the classroom, your Zoom meeting will be visible in the list on the left. You can then press the start button to join the DTEN to the meeting.

Please see the “Connecting the DTEN to Your Class Zoom Meeting” document for more detailed information.

NOTE: All classes must still be scheduled through your respective administrative offices. Adding the DTEN to your invite does not reserve the physical room.