Preparing Your Zoom Client to host a Live Stream

Configuring Live Streaming (Zoom)
Step 1: Go to https://washburn.zoom.us
Step 2: Click **Login** in the upper right corner of the screen.
Step 3: If prompted, login using your Washburn username and password.
Step 4: Select **Settings** from the column on the left side of the screen.
Step 5: From the column immediately to the right, select **In Meeting (Advanced)**.
Step 6: You will now scroll down until you see **Allow live streaming meetings**, turn it on.
Step 7: Once selected four new options will appear, select the check box in front of **YouTube**, **Facebook**, and/or **Workplace by Facebook**.

Verify Closed Captioning is Enabled (Zoom)
Step 1: Visit https://washburn.zoom.us.
Step 2: Choose **Settings** from the column of buttons on the left of the screen.
Step 3: Verify you are in the **Meeting** tab.
Step 4: Select **In Meeting (Advanced)** from the column of options directly below the Meeting tab.
Step 5: Scroll down until you see **Closed captioning**.
Step 6: You should find that the Closed captioning tab is turned on and it is marked as Locked by admin.

Preparing Resources for Your Live Stream

Build Event Thumbnail (Photoshop)
Step 1: Locate/save promo art for the event (Facebook/Workplace) or identify an image to use.
Step 2: Open **Photoshop**.
Step 3: Click **File**>**New**.
Step 4: Select Film & Video from the bar that appears at the top of the New Document window.
Step 5: Choose the **HDTV 1080p: 1920 x 1080 px @ 72 ppi** preset.
Step 6: Click the **Create** button on the lower right corner of the New Document window.
Step 7: Click **File**>**Open**.
Step 8: Navigate to the promo art or image that you plan to use.
Step 9: Click **Open**.
Step 10: Select the **Rectangle Marquee Tool**.
Step 11: Lasso the image.
Step 12: Click **Edit**>**Copy**.
Step 13: Select the **Untitled-1** tab on the top left side of your screen.
Step 14: Click **Edit**>**Paste**.
Step 15: Select **Edit**>**Transform**>**Scale** to resize the document as necessary.
Step 16: Make any other changes that are necessary (add text, place a black background, etc...)
Step 17: When you are satisfied click **File**>**Save As**.
Step 18: In the **File name** field, give the file an appropriate name.
Step 19: Set the **Save as type** to **Photoshop (*.PSD; *.PDD; *.PSDT)**.
Step 20: Click the **Save** button.

Step 21: Click **File**>**Save As**.
Step 22: In the **File name** field, give the file an appropriate name.
Step 23: Set the **Save as type** to **JPEG (*.JPG; *.JPEG; *.JPE)**.
Step 24: Click the **Save** button.
Step 25: Click **File**>**Save As**.

Write Event Document (Word)

Step 1: Open **Word**.
Step 2: Click **File**>**New**.
Step 3: Double click on the **Blank document** option.
Step 4: Type **Title:** at the top of the document followed by the Event title.
Step 5: Move down the page one or two returns.
Step 6: Type **Description:** followed by the description. (note: to write the description you will want to collect any verb-age from Facebook/Workplace/email that promote for the event and re-write it so that it covers all of the relevant details, make sure to include any panelist names, related URLs, etc...).
Step 7: Move down the page one or two returns.
Step 8: Type **Keywords:** followed by a list of relevant keywords, you will want to make sure the keywords are separated by a comma and a space.
Step 9: Click **File**>**Save As**.
Step 10: Choose the correct location.
Step 11: In the **File name** field, give the file an appropriate name.
Step 12: Click the **Save** button.

Example:

Title: Event title here

Description:
Here you will write up details related to the event.

Keywords:
Washburn University, Topeka, Kansas, Ichabods, Non Nobis Solum, etc...

Starting the Live Stream

Connecting to the Closed Captioner (Zoom)

Step 1: Start your Zoom Meeting
Step 2: Locate and click on the **Closed Caption** button, it should appear at the bottom of your screen as a box with the letters CC: inside of it.
Step 3: Choose the **Assign a participant to type** button.
Step 4: A Participant list should appear on the right side of the screen.
Step 5: Roll the cursor over the Transcriptionist account

Step 6: A Mute and a More button should appear, click **More**.
Step 7: Choose **Assign to Type Closed Caption**.

Launching a YouTube Stream (Zoom)
Step 1: Start a Zoom session like normal.
Step 2: Click the **More** button at the bottom of your screen (it should be depicted by three horizontal dots).
Step 3: Live on YouTube will now appear as an option, click on it.
Step 4: You will now be taken to a **Sign in with Google** page.
Step 5: Scroll to the bottom of the screen and select **Use another account**.
Step 6: In the **Email or Phone** box type: the account email address.
Step 7: Click Next.
Step 8: In the **Enter you password** box type the password.
Step 9: Click **Next**.
Step 10: You will now find yourself on the **Broadcast Zoom Meeting to YouTube Live page**.
Step 11: In the **Zoom meeting title on YouTube** box type an appropriate title.
Step 12: In the **Privacy** box select **Public**.
Step 13: Click the **Go Live!** button.

Launching a Facebook Live Stream (Zoom/Facebook)
Step 1: Start a Zoom session like normal.
Step 2: Click the **More** button at the bottom of your screen (it should be depicted by three horizontal dots).
Step 3: Live on Facebook will now appear as an option, click on it.
Step 4: You will now be taken to Facebook, sign in if necessary.
Step 5: In the Go Live on Facebook window, click the drop-down box that says **Share on Your Timeline** and choose the desired location.
Step 6: Click on the blue **Next** button.
Step 7: A notification that says **Preparing live stream preview** will temporarily appear.
Step 8: You will now be taken to a **Go Live on Facebook** browser tab.
Step 9: Under the **Post** tab (on the upper right side of your screen) you can type information about your video.
Step 10: There will be a line of icons below the text box, on the right side you will find a drop-down box. This will control who can see your stream, set it appropriately.
Step 11: Moving down the right column you should now see a **Title** field. Type in a title for your stream.
Step 12: Click the blue **Go Live** button (bottom right corner of the screen).
Step 13: A notification that says **Setting up your meeting for Facebook Live** will temporarily appear.
Step 14: You should now see your live video on your wall.

Turning On/Off Live-Chat (YouTube)
Step 1: Go to http://www.youtube.com
Step 2: On the top right of the window, click on the **Account** icon.
Step 3: A drop-down menu will appear, click on **YouTube Studio**.
Step 4: Once in YouTube Studio, click on the **Videos** tab on the left side of the screen.
Step 5: Under "Channel videos" at the top of the screen, click on **Live**.
Note: Your live production should now appear. If not the event is not live or is not scheduled.
Step 6: Below your production there are 4 buttons, click on the 3rd button labeled **Live Control Room**.

Step 7: In Live Control Room, click the **Settings Gear** icon at the top right of the screen.
Step 8: A menu will appear on the left side of the Steam Settings panel, click on the **Live Chat** tab
Note: There will be options to toggle On/Off Live Chat, Slow Mode for Chat.
Step 9: Click the Enable Live Chat slider button to toggle on/off the chat.

Breaking Out the Chat (YouTube)

To breakout the YouTube chat you will need two urls:

1. The live chat url: **https://www.youtube.com/live_chat?v=<your_video_ID>**
2. The YouTube Stream URL

From the YouTube Stream URL you will get the Video ID, for example:
https://www.youtube.com/watch?v=uUccwA9bKkQ

The Video ID is **uUccwA9bKkQ**

Next copy the Video ID and place it in the live chat url where it says: <your video ID>. Make sure to remove the greater and less than symbols as well. The url for the example above would be:
https://www.youtube.com/live_chat?v=uUccwA9bKkQ

Updating Event Details (YouTube)

Step 1: In **YouTube**, click the blue **Edit Video** button that appears under the lower right corner of the video.
Step 2: Open the event document you created earlier.
Step 3: Return to **YouTube**.
Step 4: In the **Title** field paste a copy of the title from the event document.
Step 5: In the **Description** field paste a copy of the description from the event document.
Step 6: Under Thumbnail, click the **Upload thumbnail** button and select the thumbnail image that you created earlier.
Step 7: Under Audience, click **No, it's not made for kids** (unless the video is aimed/appealing to children under 13 years old, in which case you will select Yes, it's made for kids).
Step 8: In the **Tags** field paste a copy of the keywords from the event document.
Step 9: Click the **Save** button from the upper right corner of your screen.
Step 10: Click the **More options** tab.
Step 11: In the **Recording date** field select today's date.
Step 12: In the **Video location** field type **Washburn University** and then select **Washurn University Southwest College Avenue, Topeka, KS**.
Step 13: In the **Video language** field select **English (United States)**.
Step 14: In the **Caption certification** field select **This content has never aired on television in the U.S.**
Step 15: In the **Category** field select **Education**.
Step 16: Click the **Save** button from the upper right corner of your screen.

Ending the Live Stream

Ending a YouTube Stream (Zoom/YouTube)

Zoom:
Step 1: Click the **More** button at the bottom of your screen (it should be depicted by three horizontal dots).
Step 2: Stop Live Stream will now appear as an option, click on it.
Step 3: Click **End Meeting** in the lower right corner of the Zoom window.

YouTube:
Step 1: Go to **YouTube Studio**.
Step 2: Click on the **Videos** tab on the left side of the screen.
Step 3: Under "Channel videos" at the top of the screen, click **Live**.
Step 4: Below your production there are 4 buttons, click on the 3rd button labeled **Live Control Room**.
Step 5: Click the red **End Stream** button in the right corner of the window.
Step 6: You will be asked **"Are you sure you want to end your stream?"** Click the red **End** button.

Ending a Facebook Live Stream (Zoom)
Step 1: Click the **More** button at the bottom of your screen (it should be depicted by three horizontal dots).
Step 2: Stop Live Stream will now appear as an option, click on it.
Step 3: Click **End Meeting** in the lower right corner of the Zoom window.