

# SETTING UP A ZOOM MEETING WITH CAPTIONING AND LIVE STREAMING TO A LIVE STREAMING SERVICE

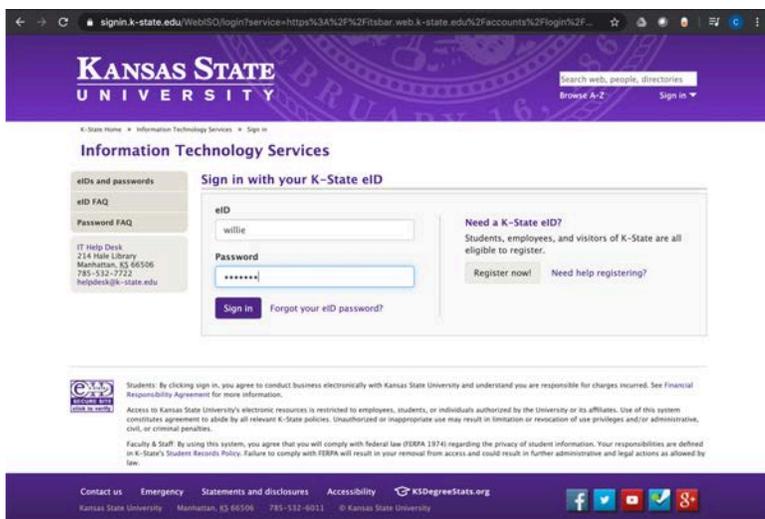
## Setup your Zoom Account for Captioning and Live Streaming

1. In a web browser, go to: <https://ksu.zoom.us/>



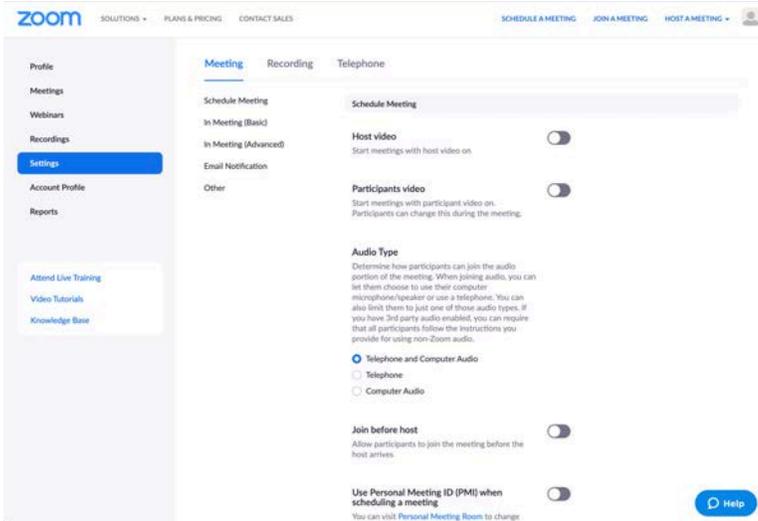
The screenshot shows the Zoom Video Conferencing page on the K-State website. The page features a navigation bar with the K-State logo and links for K-State Canvas, KSIS, SSC, HRES, Webmail, OrgCentral, CRM, and Sign in. Below the navigation bar, there is a breadcrumb trail: K-State Home > Information Technology Services > Zoom Video Conferencing. The main heading is "Zoom Video Conferencing". A large image of a K-State building is in the background. Overlaid on the image are three buttons: "Join a Meeting", "Host a Meeting" (with a dropdown arrow), and "Schedule a Meeting". The "Host a Meeting" dropdown menu is open, showing options for "With Video Off", "With Video On", and "Schedule a Meeting". Below the image, there is a "Zoom Support Status" section with a warning message about support delays. To the right of the status message is a "Quick Links" section with links for "Download Zoom", "Manage Your Zoom Profile", "Zoom Support Center", "Accessing Zoom", and "Using Zoom (PDF)". Below the status message is an "About Zoom" section with a brief description of Zoom and a "Support" section with contact information for the IT Help Desk.

2. Click "Sign in" on the top right of the screen.
3. Login with your K-State eID and password.

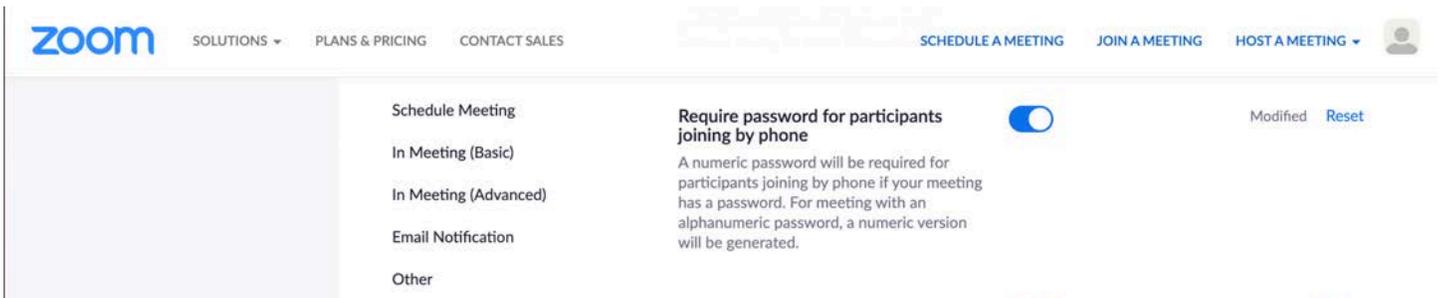


The screenshot shows the K-State eID login page. The page features a navigation bar with the K-State logo and a search bar. Below the navigation bar, there is a breadcrumb trail: K-State Home > Information Technology Services > Sign in. The main heading is "Information Technology Services". On the left side, there is a sidebar with links for "eIDs and passwords", "eID FAQ", "Password FAQ", and "IT Help Desk". The main content area is titled "Sign in with your K-State eID" and contains a login form with fields for "eID" (containing "willie") and "Password" (containing "\*\*\*\*\*"). There is a "Sign in" button and a link for "Forgot your eID password?". To the right of the login form, there is a "Need a K-State eID?" section with a "Register now!" button and a "Need help registering?" link. Below the login form, there is a disclaimer about the use of the system and a link to the "K-State Student Records Policy". At the bottom of the page, there is a footer with contact information, emergency services, statements and disclosures, accessibility, and social media links.

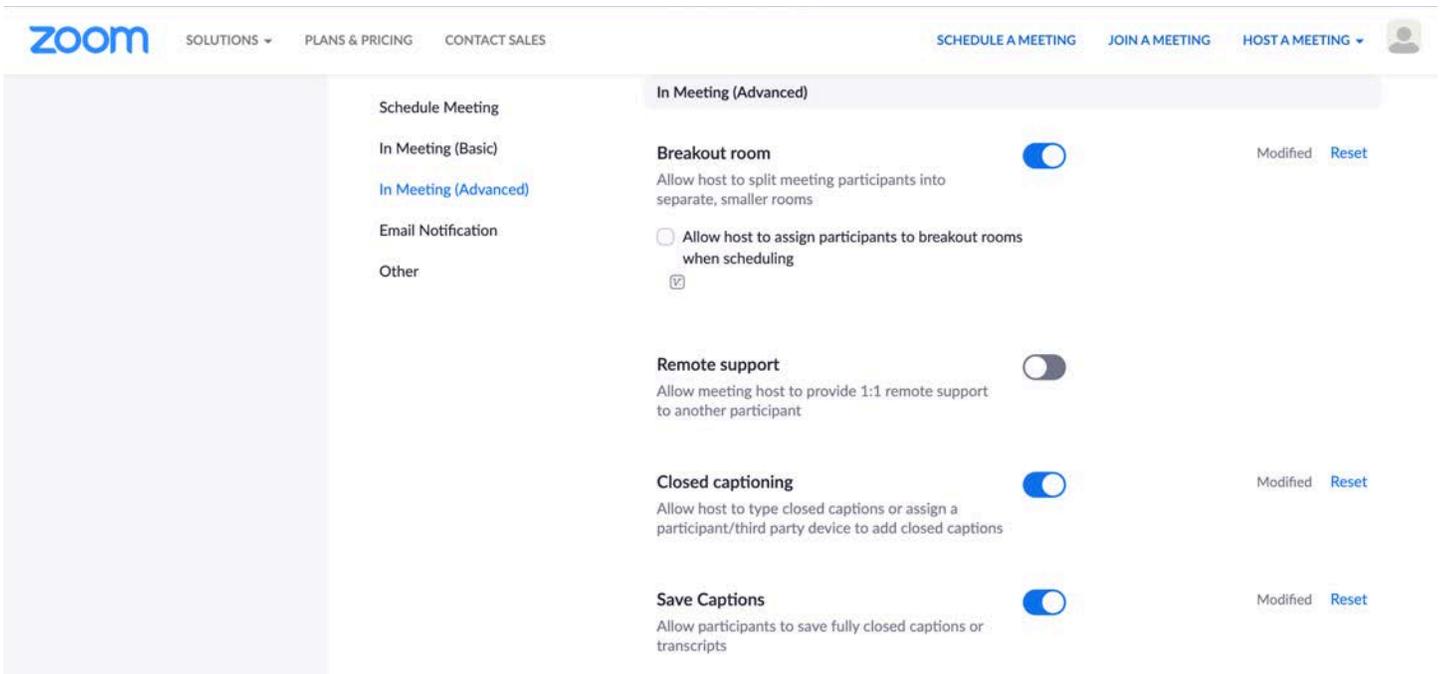
4. Once signed in, go to “Settings” on the left navigator.



5. Scroll down to “Require password for participants joining by phone” and turn ON.



6. Either scroll down to or click on “In Meeting (Advanced)”.



7. Locate “Closed captioning” and turn ON, as well as “Save Captions” and turn ON.

- Next, scroll down until you get to “Allow live streaming meetings” and turn ON “Custom Live Streaming Service” and click Save.

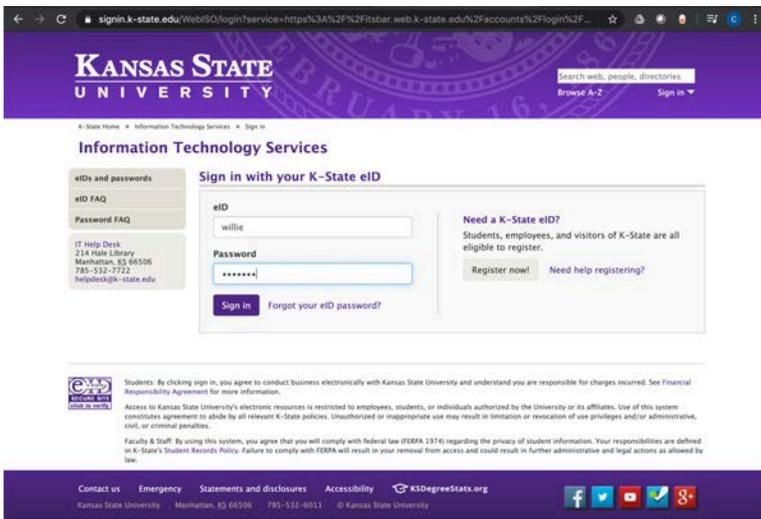
NOTE: (Facebook, Workplace by Facebook, and YouTube do not need to be turned on)

The screenshot shows the Zoom settings interface. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES. On the right side of the navigation bar, there are links for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING, along with a user profile icon. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of settings categories: Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'In Meeting (Advanced)' category is selected and highlighted in blue. The main panel displays the 'Allow live streaming meetings' setting, which is currently turned ON (indicated by a blue toggle switch). Below the toggle, there are four radio button options: Facebook, Workplace by Facebook, YouTube, and Custom Live Streaming Service. The 'Custom Live Streaming Service' option is selected with a blue checkmark. A text box below the radio buttons contains the instruction: 'Provide specific instructions that will enable meeting hosts in your account to configure live streaming'. To the right of the toggle, there are links for 'Modified' and 'Reset'.

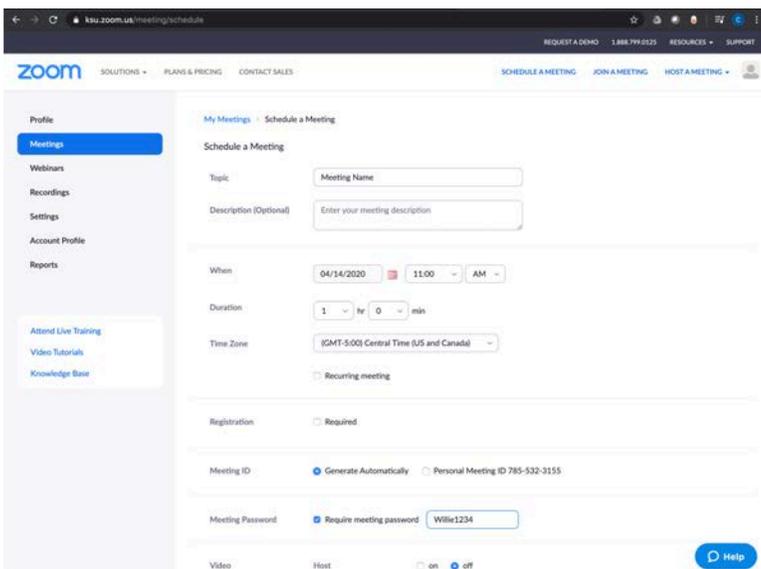
- You have now enabled Live captioning and Live Streaming for meetings that you are hosting.

## Creating a Zoom Meeting for Live Captioning and Live Streaming

1. In a web browser, go to: <https://ksu.zoom.us/meeting/schedule>
2. Login with your K-State eID and password, if you aren't already authenticated.



3. Once signed in, you should be ready to setup your Zoom meeting.



4. Fill in the following information:
  - Topic: "Meeting Name"
  - Date
  - Duration
  - Time Zone
5. Meeting ID needs to be Generate Automatically
6. Meeting Password needs to be checked and a password put in.

The screenshot shows the Zoom meeting scheduling page. At the top, there's a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The main content area is divided into sections: Meeting Password (checked 'Require meeting password' with 'Willie1234' in the input field), Video (Host and Participant both set to 'off'), Audio (set to 'Both'), Meeting Options (checked 'Mute participants upon entry', 'Enable waiting room', and 'Only authenticated users can join: Sign in to Zoom'), and Alternative Hosts (input field with placeholder text). At the bottom, there are 'Save' and 'Cancel' buttons, and a 'Help' button in the bottom right corner.

7. You can setup Video for Host and Participants to your meeting requirements.

8. Audio should be left on Both.

9. Meeting Options:

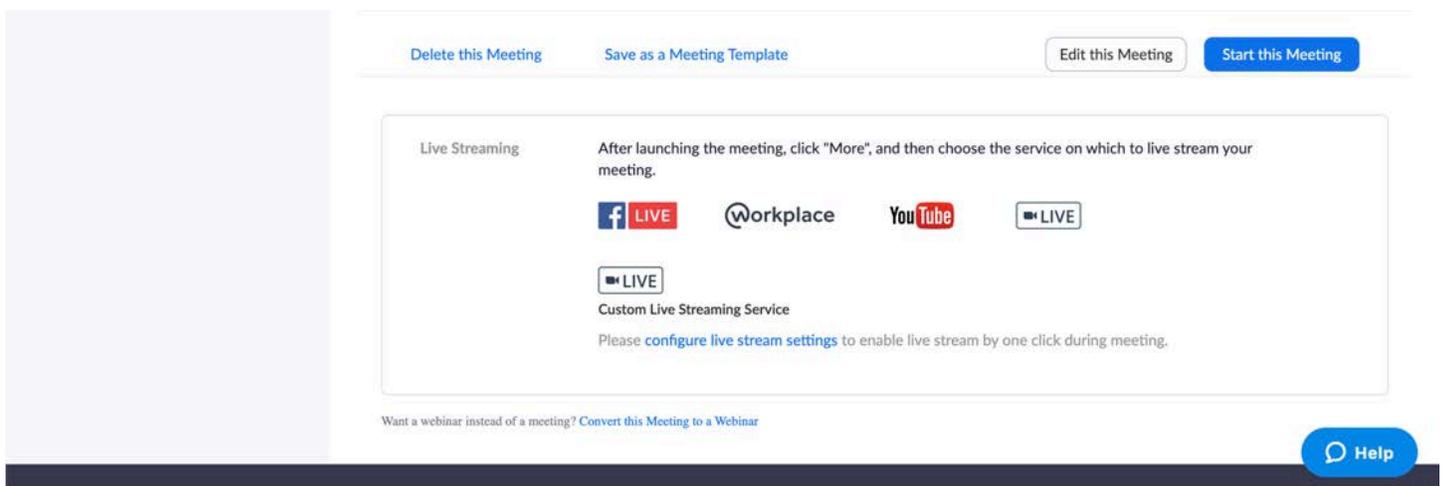
- Uncheck "Enable join before host"
- Check "Mute participants upon entry"
- Check "Enable Waiting room"
- If you want your Zoom meeting to require users to have an eID and password to join, check "Only authenticated users can join"
- If not, leave unchecked

10. Alternative Hosts

- You can assign alternative host or "Co-hosts" by putting in their eid with "@k-state.edu" and separating them with a comma

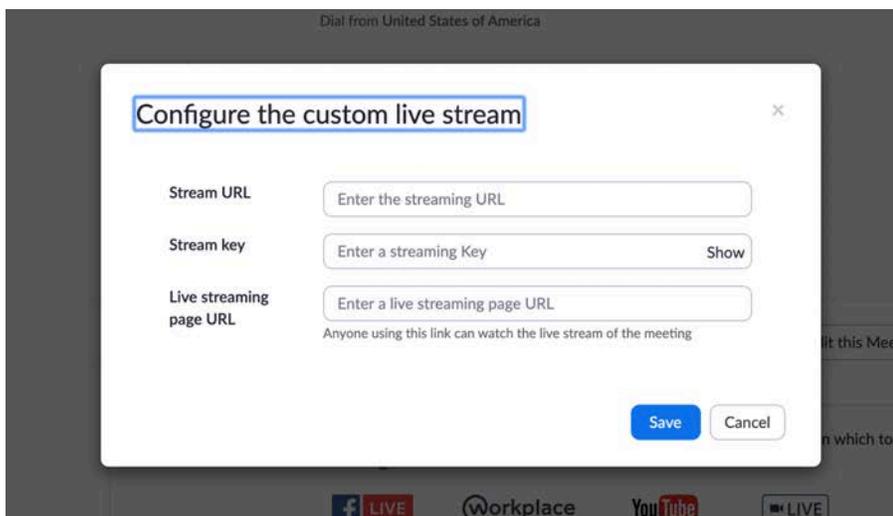
11. Then click "Save"

12. Once you have saved the meeting, scroll down to the bottom of the page.



13. This is where you put in your live streaming information, in the Live Streaming section.

14. Click on "configure live stream settings" and a window will pop up.



15. Enter the "Stream URL", which will be your RTMP address that you get from your YouTube Live event or your Facebook Live event.

16. Enter the "Stream Key", which is provided from your YouTube Live event or Facebook Live event.

17. For the "Live streaming page URL", you enter either the CMS page address that you are hosting the live stream at or the YouTube live URL. For Facebook, just use <https://www.facebook.com/>  
NOTE: You have to put some URL in there, or it will not save your settings.

18. Then click "Save" and you should see your information you just entered in the "Custom Live Streaming Service."

Live Streaming

After launching the meeting, click "More", and then choose the service on which to live stream your meeting.

 [Edit](#)

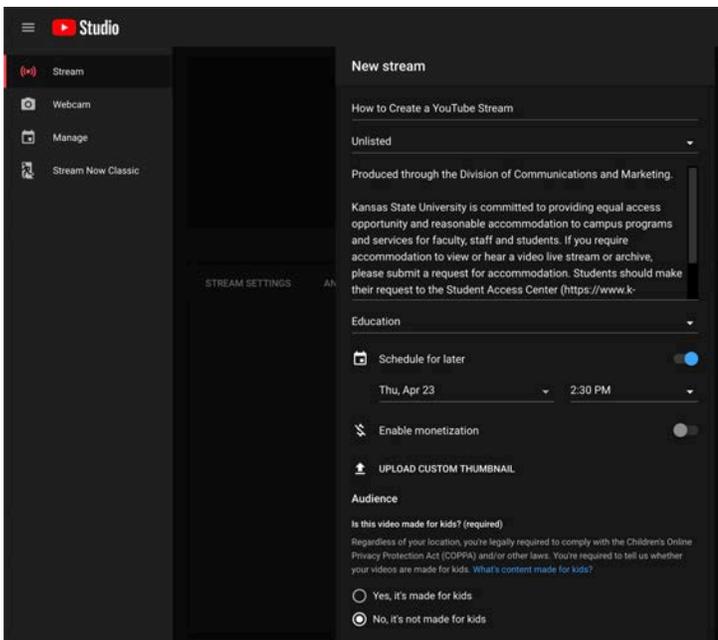
Custom Live Streaming Service

Stream URL	rtmp://a.rtmp.youtube.com/live2
Stream key	***** <a href="#">Show</a>
Live streaming page URL	<a href="https://youtu.be/fm1ILZDoWF8">https://youtu.be/fm1ILZDoWF8</a>

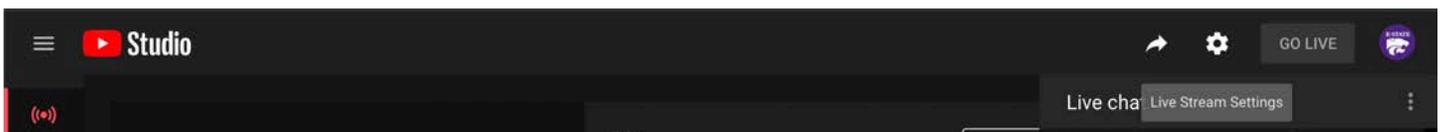
19. Now your Zoom meeting is setup for Live streaming.

## Creating a YouTube Live Event

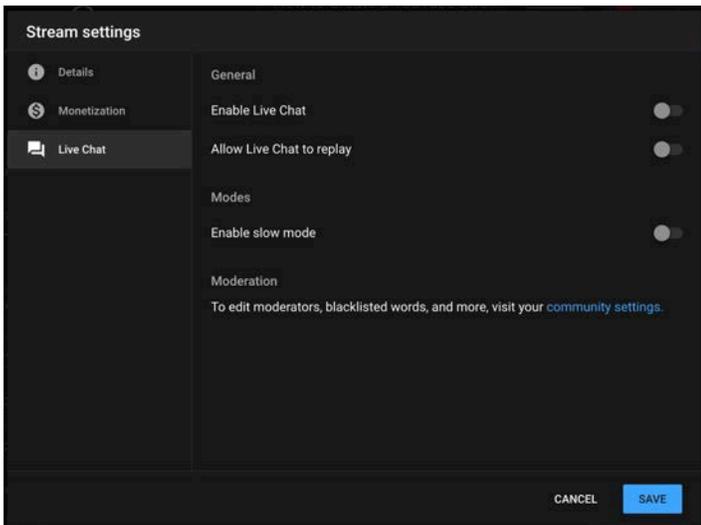
1. In a web browser, navigate to: [https://www.youtube.com/my\\_live\\_events/](https://www.youtube.com/my_live_events/)
  - If not already signed into your YouTube channel, sign in now.
2. Once, signed it, if a message pops up asking “New stream with last used settings”, just click Dismiss.
3. Now fill in the following information:
  - Title
  - If you want your Event, Private, Unlisted, or Public
  - Description
  - Category
  - Schedule for later (Turn On)
    - o Set your Date and Time for your event
  - Upload Custom Thumbnail (must be under 2MB, JPEG)
  - Audience
    - o Set to No, it’s not made for kids
  - Age Restriction
    - o Set to No
  - Click “Create Stream” when done



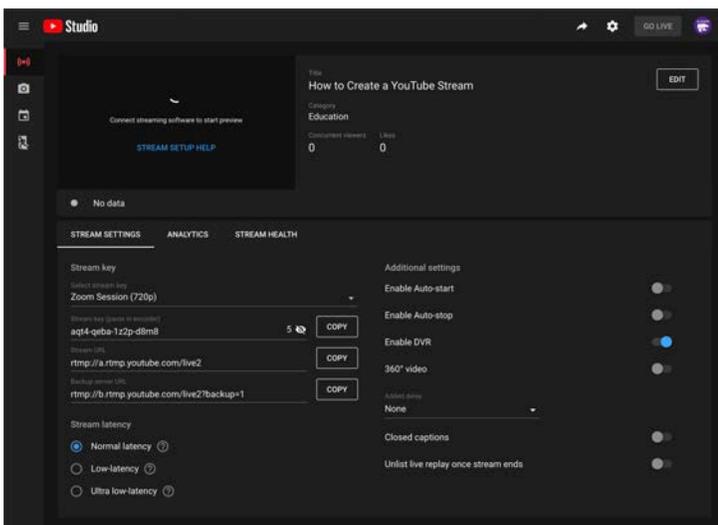
4. Next, click on “Live Streaming Setting” button at the top right of the window.



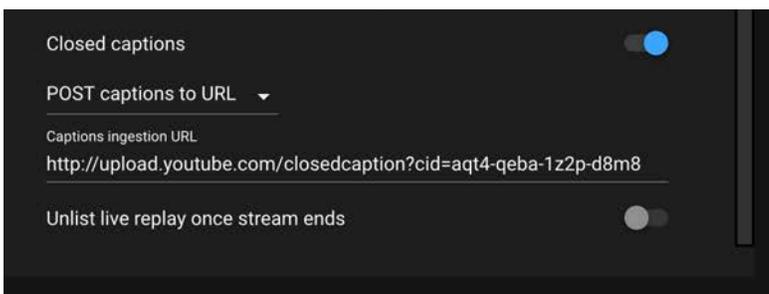
- In the pop up window, select “Live Chat”. Turn “Enable Live Chat” to the appropriate setting for your event. Same goes for the “Allow Live Chat to replay” setting. For this tutorial, we have turned them both off. Then click “Save”.



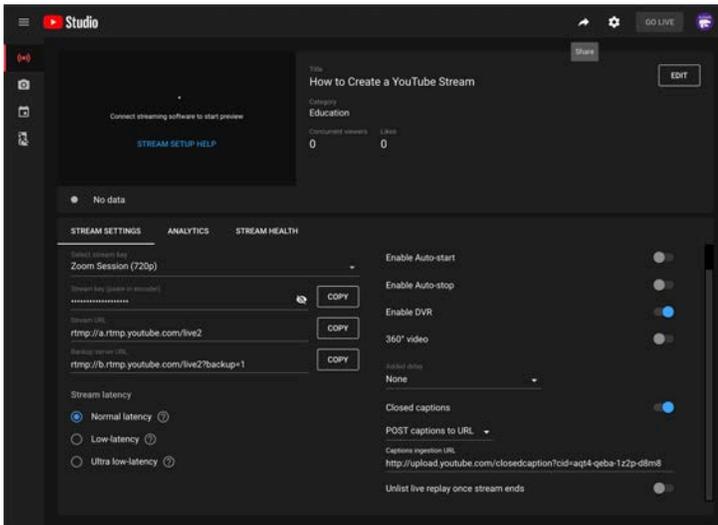
- Next, under Stream Settings, setup your stream key. YouTube automatically sets up an “Auto-generated key”, so if you want to use a reusable stream key, select it from the dropdown. You can create a reusable stream key by selecting “Create new stream key” from the dropdown.



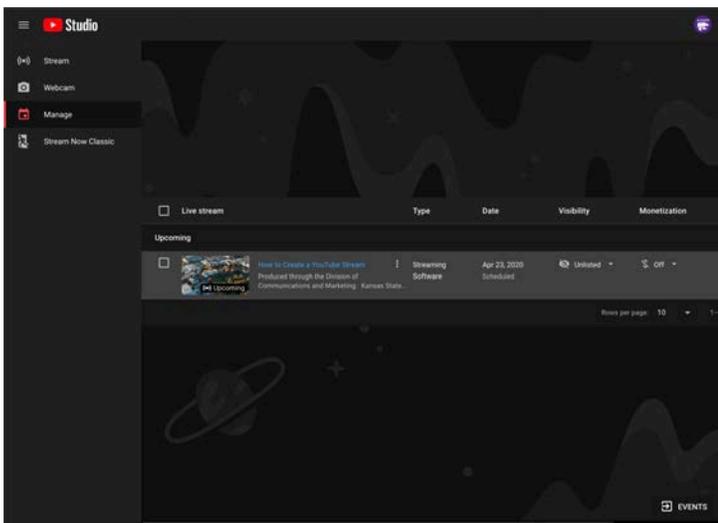
- Next, turn on “Closed captions” on the right side of the window towards the bottom. You will see a “POST captions to URL” dropdown show up. The “Captions ingestion URL” is the address you need to send to your Captioning Provider, so that they can send captioning to your event.



8. Now your event is all setup. The Stream Key, Stream URL, and YouTube URL are now available to put in your Zoom meeting that you created. For the direct YouTube link to your “Live Stream”, click the share button at the top right and “Copy” the URL. This URL is for your viewers to watch your Live Stream.



9. When your event is ready to live stream, in a browser, navigate back to your YouTube live events page, [https://www.youtube.com/my\\_live\\_events/](https://www.youtube.com/my_live_events/) and click on “Manage” on the left side of the screen. Under “Upcoming” in the middle of the screen, click on the event you are wanting to manage.

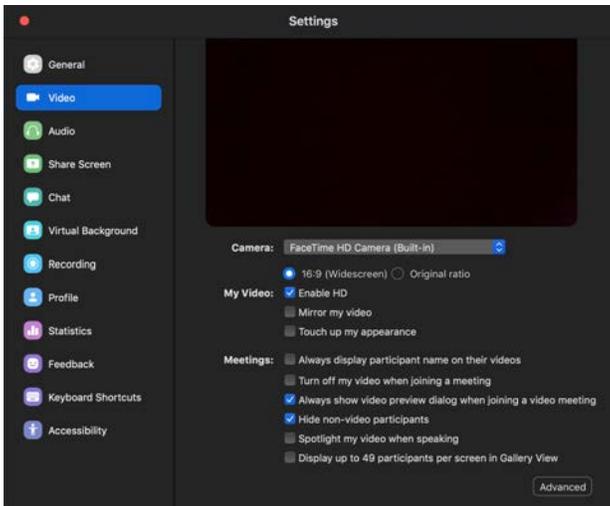


10. You will be back in your YouTube live event and can start and stop the stream when appropriate. Just click “Go Live” at the top right once you have started “Live Streaming” from Zoom and you are seeing video on the YouTube Studio page. When your event is done, remember to stop streaming from your YouTube Studio page.

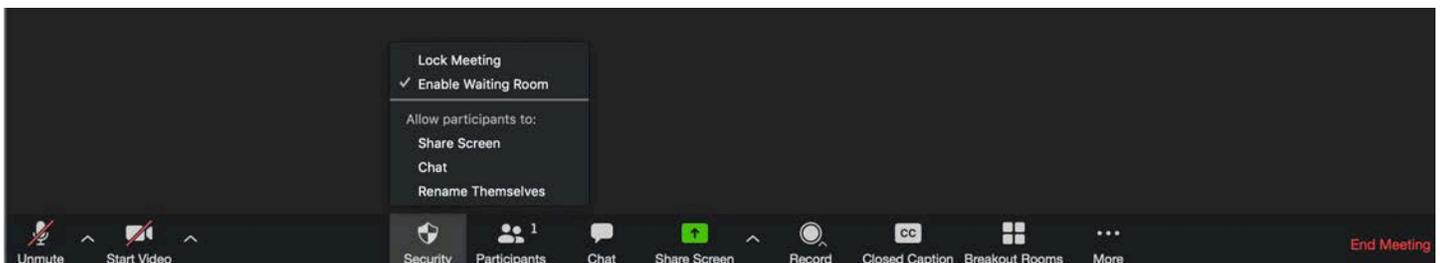
(NOTE: Stopping streaming from Zoom DOES NOT stop your streaming on YouTube. You have to end streaming on YouTube Studio when completed.)

## Executing the Zoom Meeting as the Host

1. Launch Zoom Desktop Client from your computer.
2. Always check to see that you are running the latest version of Zoom Desktop Client on your computer. Zoom does security updates frequently, so always be sure you are running the latest version. You can click “Check for Updates” from the Menu at the top.
3. Also, for Recording purposes, Go to Preferences in your Zoom client, under Video, check the box that says “Hide non-video participants”.

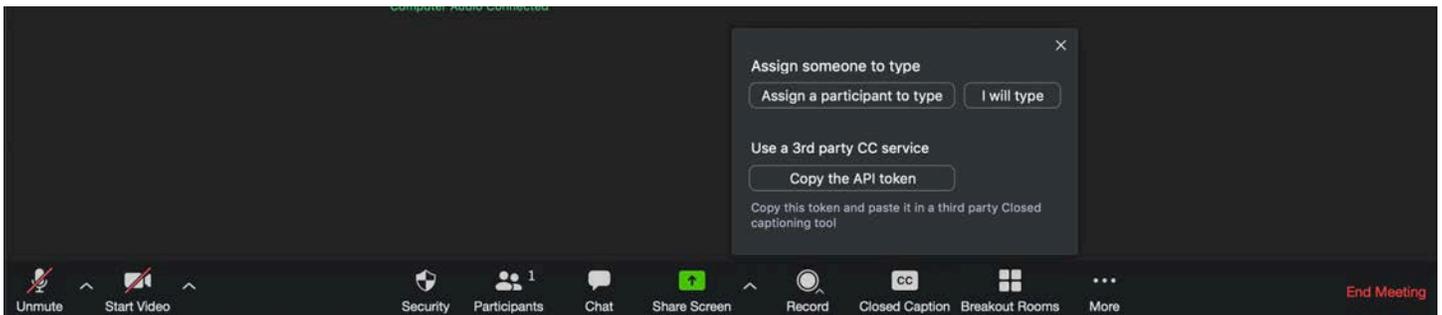


4. Now, open your Zoom Meeting that you created and setup for Live Streaming.
5. At the bottom of your Zoom meeting window, click the “Security” button and confirm that you have all the setting that you want allow participants to be able to do in the meeting.

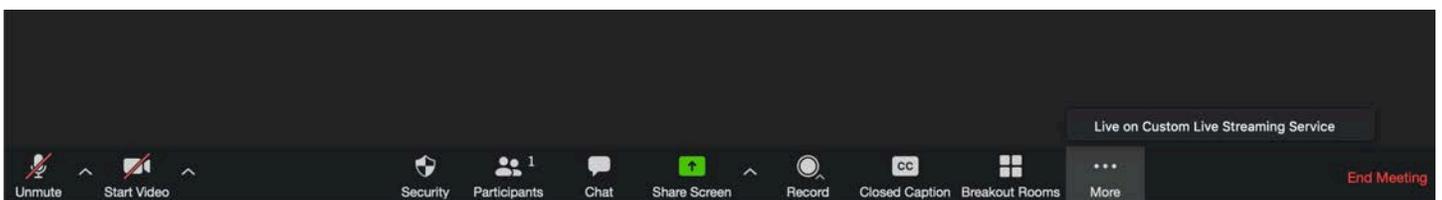


6. It's always good to have the participants window open as the host to monitor your participants in the meeting

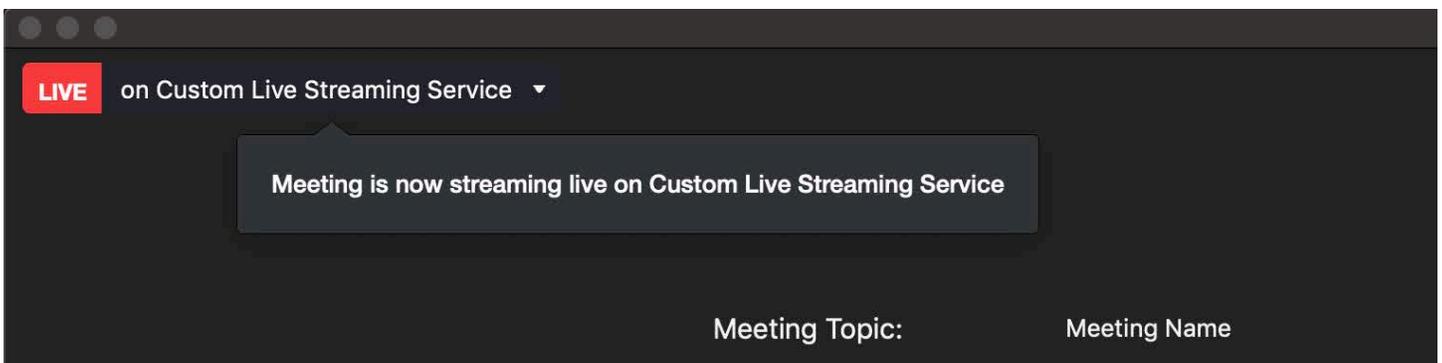
7. Under the “Closed Caption”, you will see a “Copy the API token” button. Click the button and it will copy the URL to your clipboard. This API token is needed by the captioneer to allow them to caption the meeting.



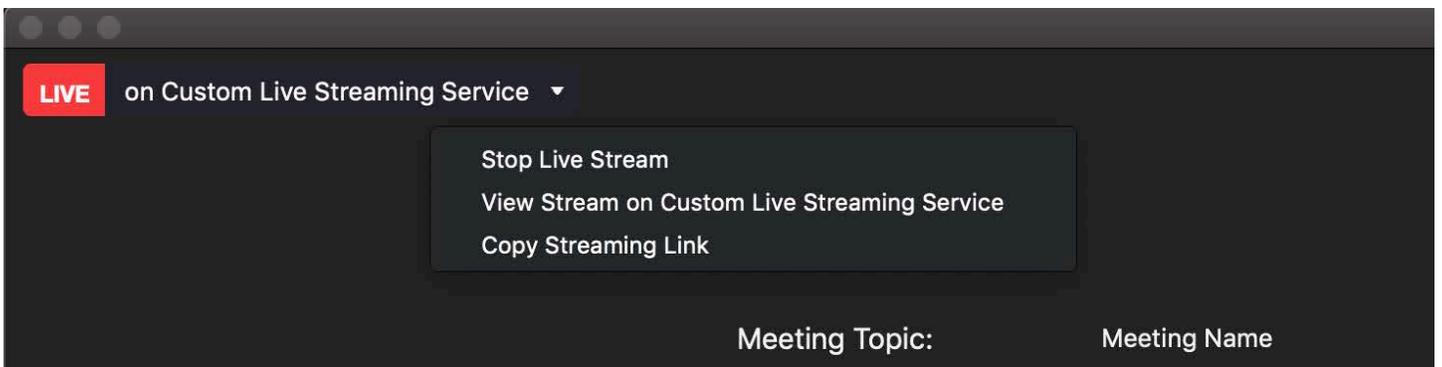
8. Next, under the “More” button, is where you start and stop the streaming. When ready to start sending streaming to YouTube, click “Live on Custom Live Streaming Service”



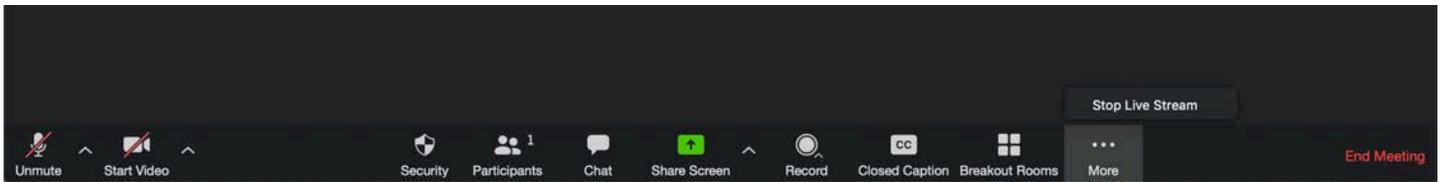
9. You will notice that it says “Live on Custom Live Streaming Service” at the top left of the screen.



10. The dropdown on the top right allows you to, Stop Live Stream, View Stream, and Copy the Streaming Link.



11. You will notice since you are now streaming, under “More” is the option to Stop Live Stream.



12. Once you are done with your Live Stream, be sure to stop the live stream.

13. Be sure to stop your recording as well, before you end the meeting. When the meeting has been ended by the host, a Captioning file will be saved to the local computer.