

# Being a “Zoom”er in Rotary District 5170

**The purpose of this document is to provide our membership with some tools for on-line video communication’s operation using Zoom.**

**A variety of sources were utilized in the creation of this document. It is highly suggested that testing and practicing be conducted prior to making “live” presentations.**



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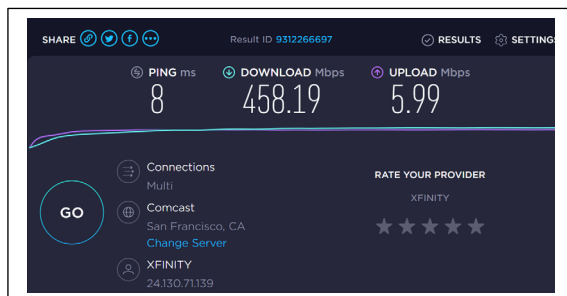
# Table of Contents (Pages are Hyperlinked)

	Page
Basics	
Basic Items for consideration	<a href="#"><u>3</u></a>
Setting up your computer	<a href="#"><u>3</u></a>
Zoom Settings	<a href="#"><u>4</u></a>
Virtual Backgrounds	<a href="#"><u>5</u></a>
The Zoom Screen	<a href="#"><u>6</u></a>
Creating a successful meeting environment	<a href="#"><u>7</u></a>
Zoom Proven Best Practices	<a href="#"><u>8</u></a>
Additional Key Features	
Enabling and adding a co-host	<a href="#"><u>11</u></a>
Enabling breakout rooms	<a href="#"><u>16</u></a>
Polling for meetings	<a href="#"><u>20</u></a>
Streaming a meeting on FaceBook Live	<a href="#"><u>27</u></a>
Using the Zoom Converter	<a href="#"><u>40</u></a>
Example on “How to join a meeting”	<a href="#"><u>41</u></a>
Helpful Zoom URLs	<a href="#"><u>46</u></a>

# Basics

## Basics items for consideration

1. Depending on your internet service provider, you may or may not obtain decent quality. You can run <http://www.speedtest.net> to evaluate your connection capability. Here are my results:

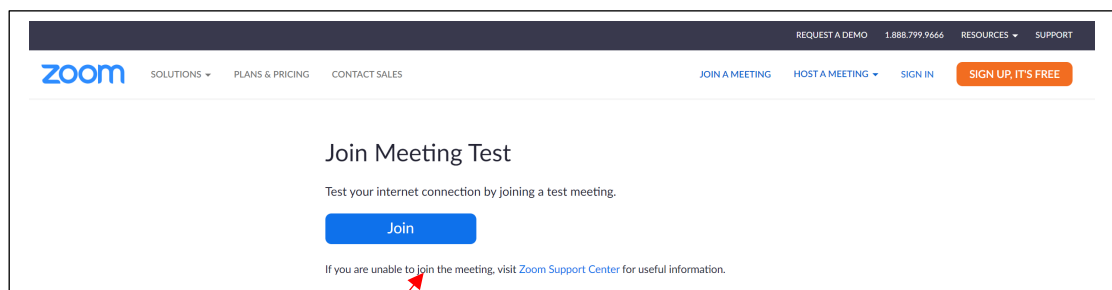


I have excellent results with no loss or breakup of video or audio signal.

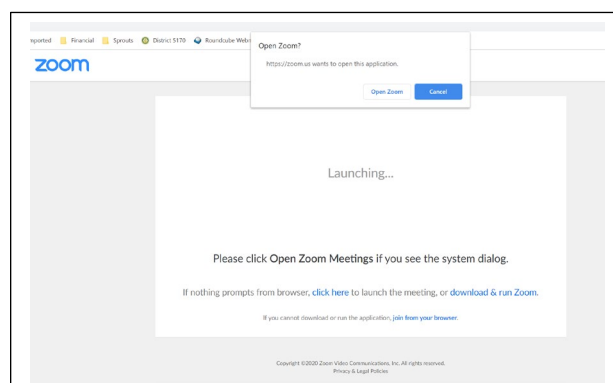
2. My best connection is through my home/office desktop PC using a cable modem into a NetGear Router. I have Wi-Fi but prefer this faster connection.
3. Invest in a good HD type camera with built-in microphone. I have a Logitech unit and paid about \$200 for it.

## Setting up your computer

If you have a laptop or desktop computer, that's ideal. If not, a tablet or smartphone will work, it's just not quite as easy to use. If you haven't already used Zoom, it's best to download and install their software by going to <https://zoom.us/test> and just following the instructions.

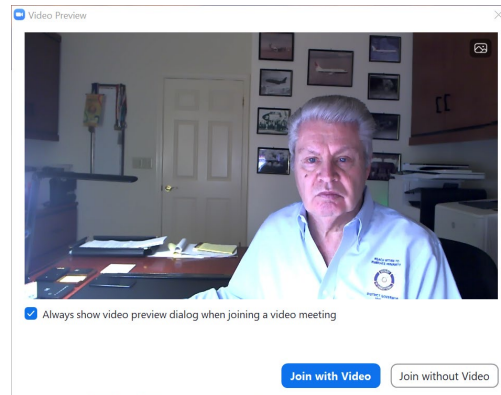


Click on "Join"

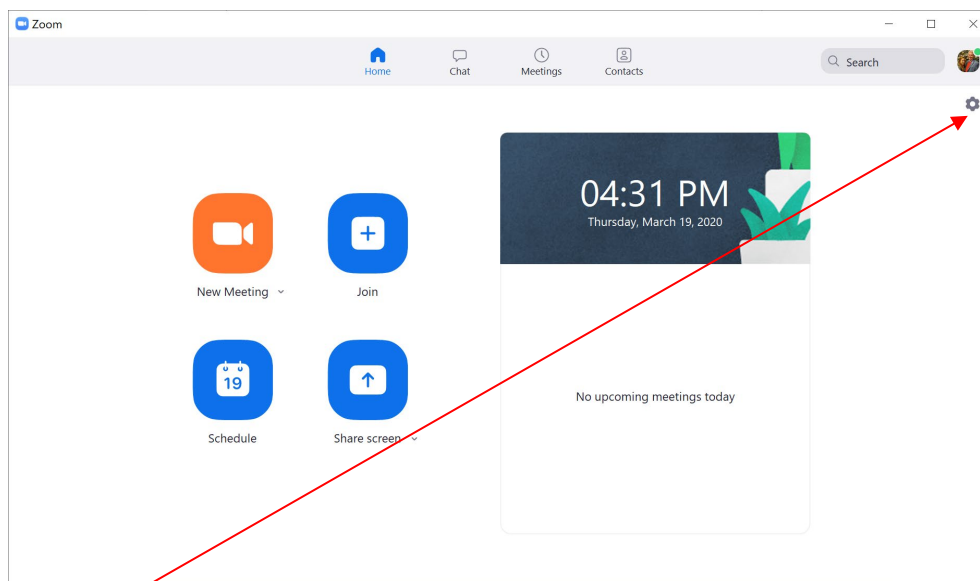


Select “Open Zoom”

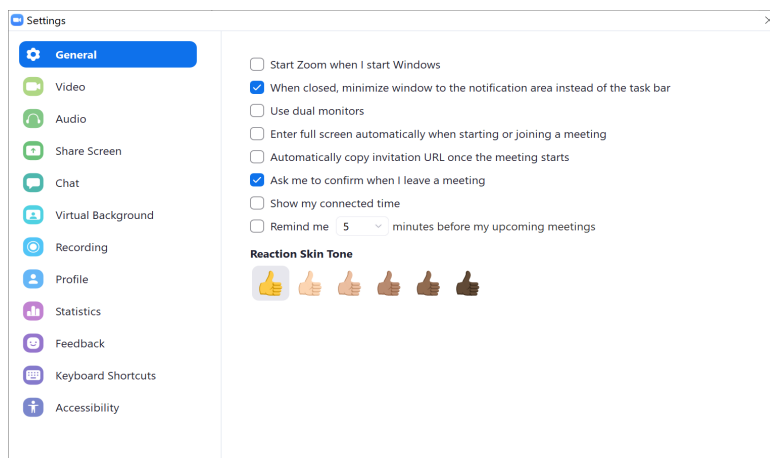
With your camera connected, you should get: (Yes, a video of yourself!)



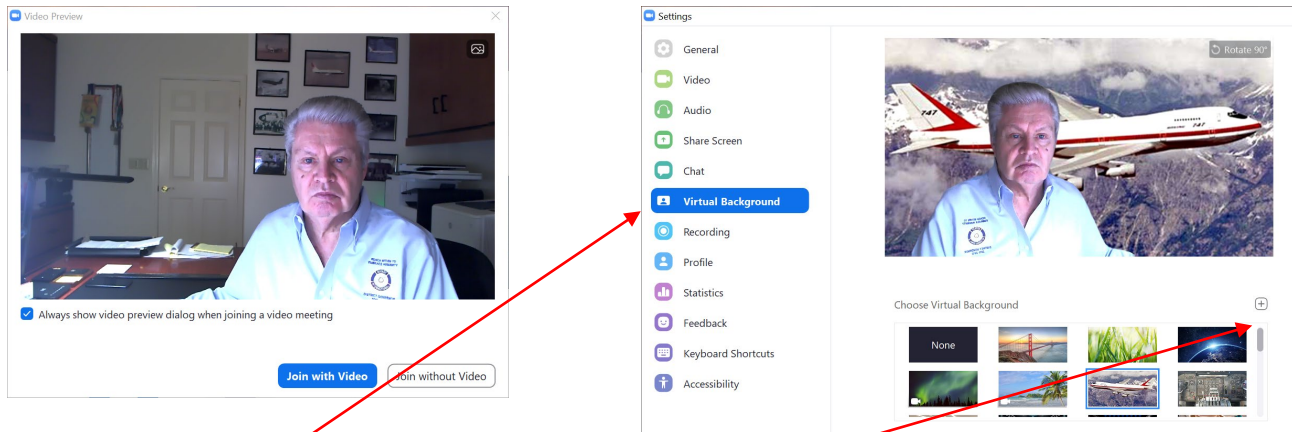
Now, click on “Join with Video” or “Join without Video”.



## Zoom “Settings”

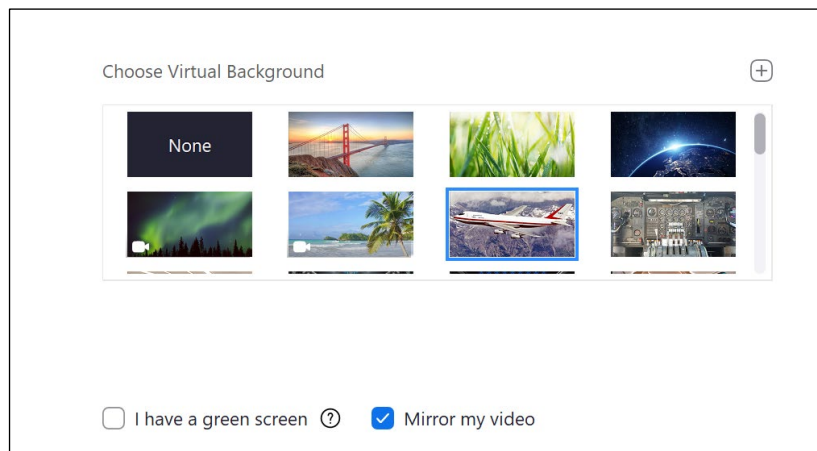


## Virtual Backgrounds

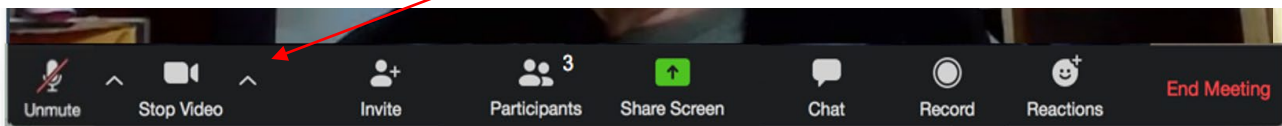


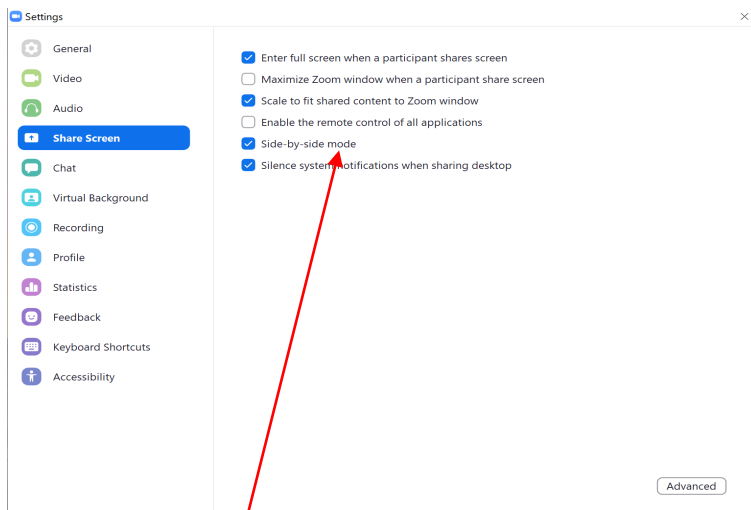
Select Virtual Background and select any that you have preloaded in jpg format. You can also add videos.

If the image text is reversed, select “Mirror my Video.” However, you can see that the text on my shirt is reversed. Maybe best to NOT wear a shirt with text!



You can decide which image to show or “None” by clicking on the up arrow.



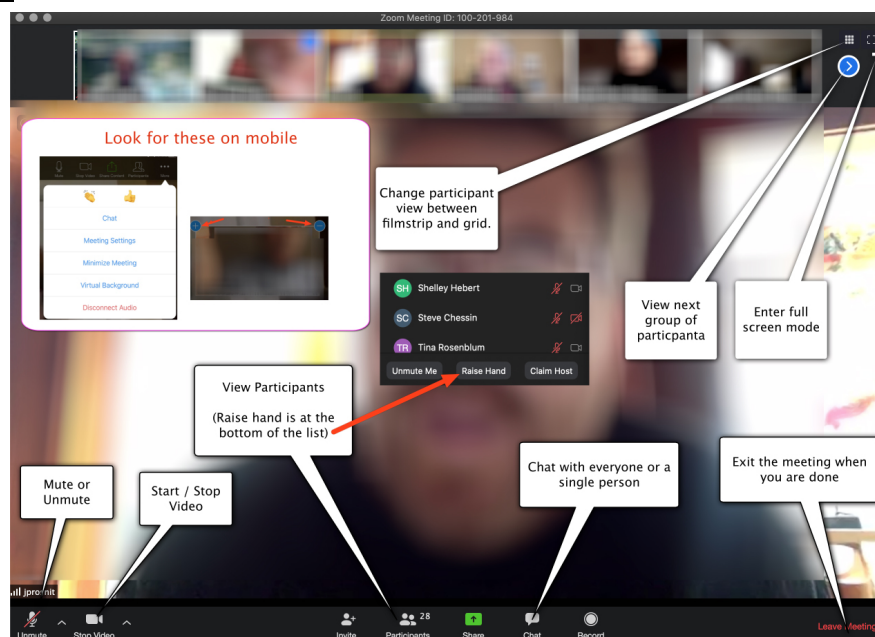


Selecting the “Side-by-side mode” should permit seeing the presenter and his/her presentation during the “Screen Share” selection.

### Other comments:

1. While showing the “Chat” screen during operation, you can use the “Save File” feature (lower right corner) to save the Chat section.
  - a. I do not believe that this “Save” feature is available on an iPad or Smartphone!
2. The “Recording” feature permits recording the entire event. The output is in MP4 format and can be edited with appropriate software.
  - a. As a recommendation, turn the recording feature on and off during the meeting. This way, the created MP4 file can be segmented thus reducing needed editing. Ex: Pledge then Thought for the Day then Announcements then speaker.
  - b. Recording can be accomplished to the “cloud” or local computer. I recommend local computer.

### The Zoom Screen:



## Creating a successful meeting environment

### 1. Your room setup:

- Position yourself so you're facing any windows or bright lights. If the light is behind you, you'll show up as a silhouette. If you can't avoid having a window behind you, close the curtains or blinds as tightly as possible and/or turn on lights in front of you.
- Also, don't wear a hat unless you have had a really bad hair day. It puts too much shade on your face.

### 2. Practice makes perfect:

- To join either a practice meeting or a real meeting, just open a browser (Google Chrome seems to work best) and click on the blue URL (web address) for the Zoom Meeting: Ex: <https://zoom.us/j/xxxxxxxxx>.
- If you can't join with video through your computer or smartphone, you can phone in for a voice-only connection at the phone number provided and when asked, enter the Meeting ID.

*Due to the very latest in Zoom security, you may be required to enter a password which will be linked to the URL.*

### 3. During the meeting:

- When you're in the meeting, you'll be able to see and hear everyone else, and they'll see and hear you.
- Therefore, it's important to have your microphone muted anytime you're not speaking. You'll be automatically muted after you join the meeting, and if you unmute to speak, be sure to mute again after. Otherwise, barking dogs and clattering dishes can seriously disrupt a meeting.
- You can also mute your camera if you wish, for example if you're eating lunch, and don't want everyone to watch you chewing.

# Zoom Proven Best Practices

## Pre-Event Best Practices:

- Create a brief but thorough registration form.
- Promote the event early and up to the start time.
- Set your duration with care.  
A typical online event is one hour in duration. Longer events should be managed consciously of attendees' schedules and attention. Keep in mind that they are in front of their computers – one of the most distracting environments ever.

Never exceed two hours, if it can be avoided. Even with a one-hour event, it is recommended at least 10 minutes be set aside for interactive activity such as Q&A. If you need to deliver more content than two hours will allow, please consider breaking the session up into multiple, bite-sized sections.

- Plan a rehearsal.

## Live-Event Best Practices:

- Start early and start interacting.
  - Tired of attendees joining five minutes late or more? Start a new precedence with audience!
  - While you should always have your session open at least 15 minutes prior to the start time to get yourself and your team prepared, try adding some interaction early to motivate them to join early.
  - Turn on your audio and video and start asking them questions or request that they ask you questions. If they receive some rather exclusive interaction with you, word will get out that there is valuable time being shared before the event even starts.
- Bring a buddy to help you.
  - If more than 20 people are expected to join, consider bringing a subject matter expert to assist you.
  - Zoom allows you to make them a co-host (locate the “more” menu next to their name in the participants list to “make co-host”) so that they can help manage participants, chat, and Q&A. They will not be able to launch polls or end the meeting, however.
- Use dual monitors.
  - It may prove quite difficult to manage all aspects of an online event on a single monitor. Add screen sharing to that and you may find windows are always in your way while you present. With a second monitor, you can host the screen sharing on your primary display and move windows like your participants list, chat, Q&A, and polling to a secondary monitor which will give you a greater ability to track everything at a glance.
  - Don't have dual monitors? Bring a second laptop, make sure it is made a co-host and you can monitor additional features there.
- Provide housekeeping.



- Waste no time getting into your content.
  - Many online events are service oriented. There should be a call-to-action and there should be some form of promotion of services in your event.
  - Consider saving that content for the end of your event. Providing a lengthy pitch at the beginning of your event encourages a lack of engagement and simply begs your attendees to tune out.
  - Content is what they are there to hear. If your content is compelling, they will stay with you to hear that call-to-action at the end.
- Avoid “death by PowerPoint” – visualize your content.
  - Those text-heavy slides may seem meaningful and informative, but what they actually do is draw attention from the presenter’s verbal content.
  - Replace those wall-of-text slides with images, single key terms or brief phrases that help to drive the content home without distracting from the presentation.
  - You may need more slides to do this successfully and you may need to push through them more quickly than before.
  - Visualize your content to create a more lasting impression.
- Encourage a discussion-based presentation.
  - Lectures are great for conveying information, but never discount the engaging power of discussion. Your moderator should be skilled enough to bring in questions that lead to discussion of topics of interest.
  - If hosting multiple presenters, ask them to co-present on a topic when possible. Hearing multiple voices and their questions and comments brought into the presentation will discourage attendees from tuning out.
- Always record.
  - There are numerous benefits to recording your sessions: reach parties that could not attend, provide a chance for attendees to review the content, and more.
  - Consider whether you want to record from beginning to end or if you only wish to record certain portions of the event. Zoom will provide a separate file for each portion of the event that you record if you opt to start and stop recording, so please be aware that you may need to stitch those files together with a basic video editing software.
- Interact within the first few minutes.
  - The beauty of an online event is that it is a synchronous experience for you and your audience. Treat it as you would an in-person presentation.
  - Drive engagement and interest in your topic by getting attendees to interact with you early and often.
  - Set the stage for a highly interactive and engaging session right away by immediately using features such as Q&A and polling.
- Use frequent and varied interaction.
  - Consider interacting at regular intervals without making it too formulaic. Five-minute intervals (give or take) is a good marker.
  - Polling is an obvious option, but also consider asking them to type in a response to a question or comment using Q&A or chat.
  - Hand raising is also a quick and easy way to interact with your attendees.
  - It is recommended to start a session by asking participants to chat in where they are joining from and read through several responses just to give the event that real-life feeling.

- Manage the aesthetics of your webcam view.
  - Zoom lets you get face-to-face with your audience, which adds a high level of engagement opportunities for you as a host. Take advantage of this by optimizing your meeting space for video.
  - Lighting should be bright and even and preferably come from in front of you and never behind you to avoid casting shadows on your face.
  - Your background should be interesting but not distracting – consider using the Virtual Background feature to present from literally, anywhere!
- Make eye contact.
  - Want to really pull your attendees in? Look at your webcam instead of your screen. This will give the effect of eye contact and visual engagement. Use the gestures and mannerisms that you would typically use in person.
  - If you are viewing the video feed of others, try moving that feed to a monitor position just below your webcam to make this easier.
- Provide presenters with a final comment.
  - Sometimes that final question is a doozy. Other times it may be a bit lackluster. After you wrap up your Q&A portion of the event, turn it back over to your presenters for a final comment. Let them know ahead of time that you will be doing this to give them a chance to draft some compelling final remarks to help you end your session smoothly and concisely. They are the subject matter experts after all. If you are presenting solo, give yourself this opportunity.
- Leave attendees with a call-to-action.
  - What's the purpose of the event? Whether you are prospecting, providing education, or building your community, you have a great opportunity with online events to ask your participants to take action.
  - Make your call-to-action clear and concise, and be sure to provide your audience with everything that they need to succeed.

# Enabling and adding a co-host

## Overview

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar.

Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:

- Start [closed captioning](#) and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start [breakout rooms](#) or move participants from one breakout room to another
- Start [waiting room](#) (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an [alternative host](#).

**Note:** By default, meetings hosted by On-Prem users with on-premise meeting connectors, cannot assign co-host rights to another participant. This option must be enabled by [Zoom support](#).

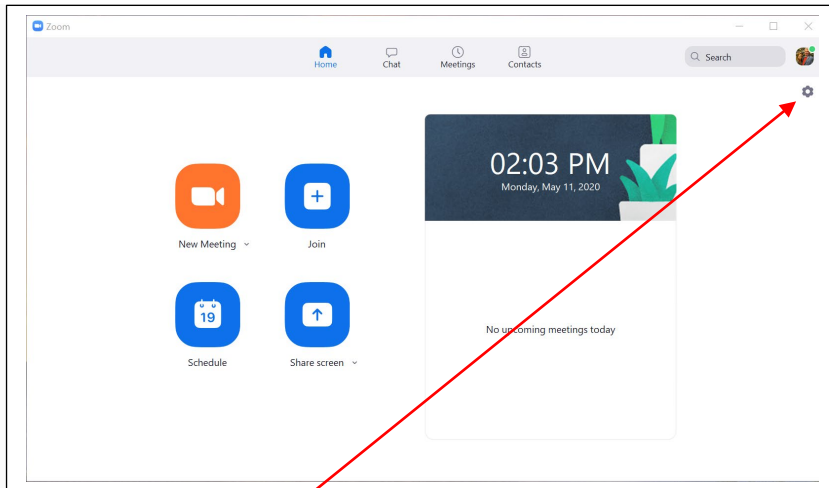
This article covers:

- [Enabling co-host](#)
- [Using co-host in a meeting](#)

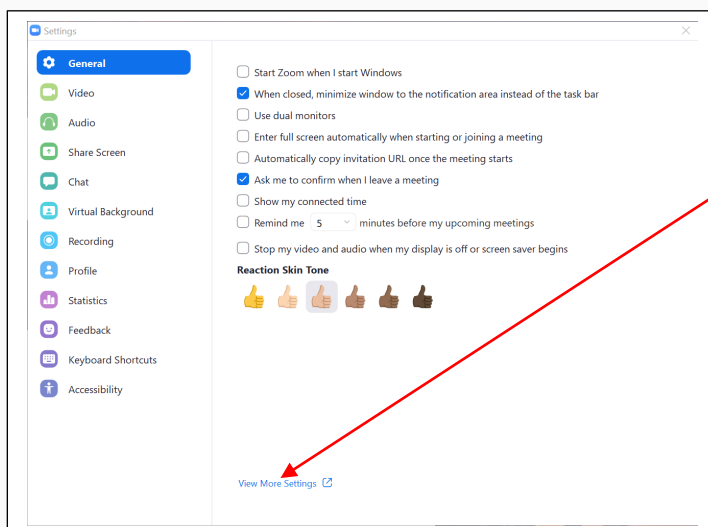
# Enabling co-host

## A Closer look at this- Arley's comments:

### 1. Go to Home Screen:



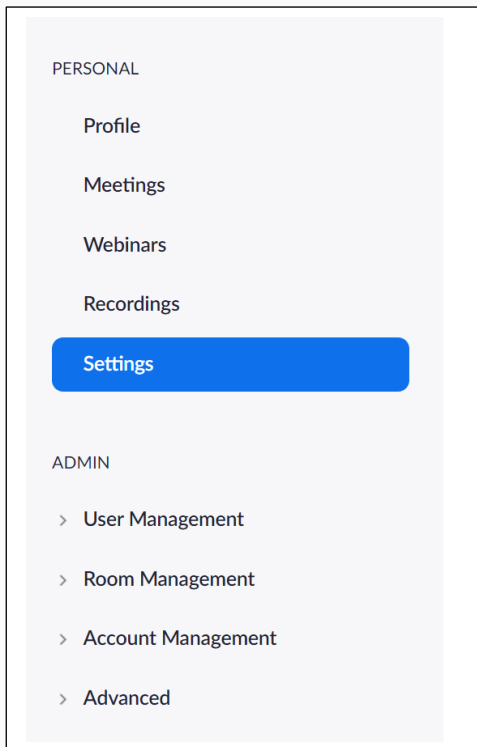
Select "Settings"



Go To "View More Settings"

This screen will now appear:

[Return to Home](#)



## Scroll down to “Co-host”



## Enable “Co-host”

### Account

To enable the Co-host feature for all members of your organization:

1. Sign into the Zoom web portal as an administrator with the privilege to edit Account settings, and click **Account Settings**.
2. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



3. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

## Group

To enable the co-host feature for all members of a specific group:

1. Sign into the Zoom web portal as an administrator with the privilege to edit User groups, and click **Group Management**.

2. Click the name of the group, then click the **Settings** tab.

3. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



**Note:** If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.

4. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

## User

To enable the co-host feature for your own use:

1. Sign into the Zoom web portal and click **My Meeting Settings** (if you are an account administrator) or **Meeting Settings** (if you are an account member).

2. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.




**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.


# Using co-host in a meeting

There are two ways that you can make a user a co-host.

During a meeting:

1. Hover over a user's video.
2. Click the more icon .
3. Click **Make Co-Host**.

Using the participants window:

1. Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.  

2. Hover over the name of the participant who is going to be a co-host, and choose **More**.
3. Click **Make Co-Host**.

Once a participant has been made a co-host, they'll have access to the [co-host controls](#).

# Enabling breakout rooms

[https://www.youtube.com/watch?time\\_continue=6&v=jbPpdyn16sY&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=6&v=jbPpdyn16sY&feature=emb_logo)

## Overview

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

## Prerequisites

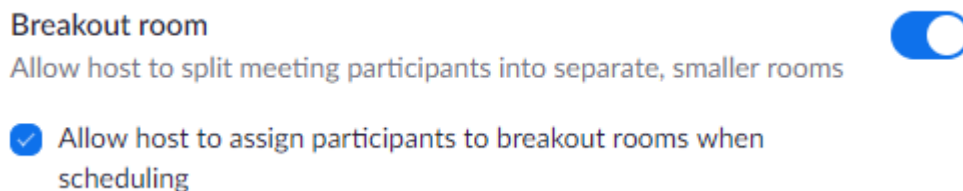
- Account owner or admin privileges

**Note:** Before using breakout rooms, see the [limitations of breakout rooms](#).

## Account

To enable the breakout room feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.  
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

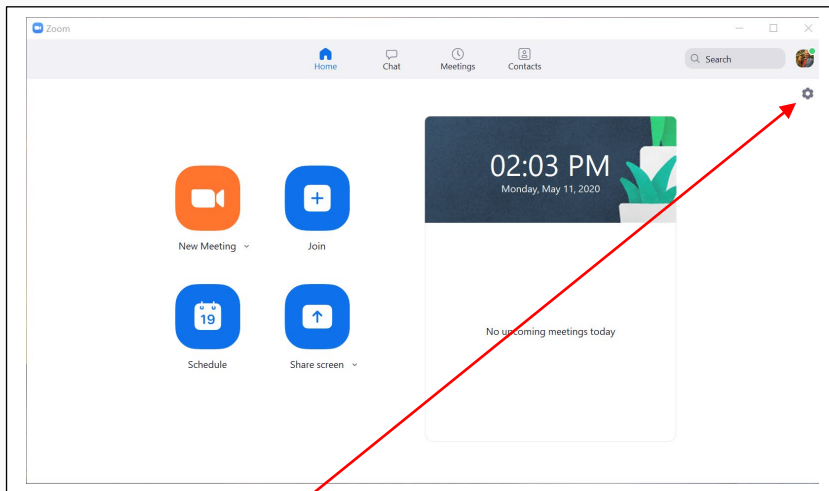


4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).
5. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

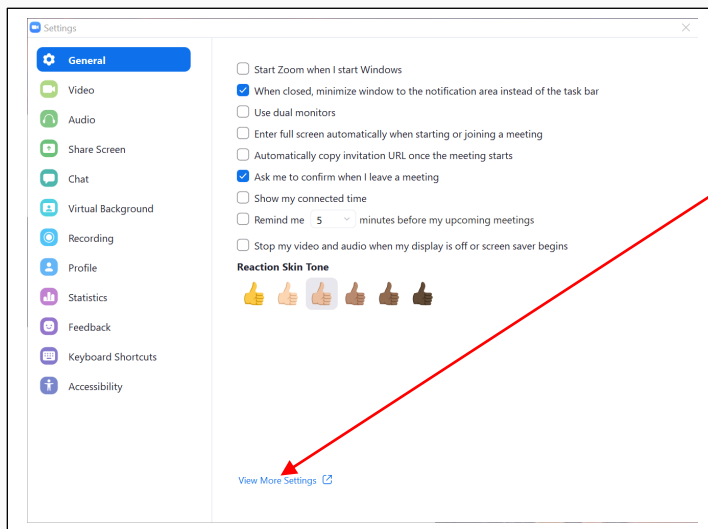


# A Closer look at this- Arley's comments:

Go to Home Screen:

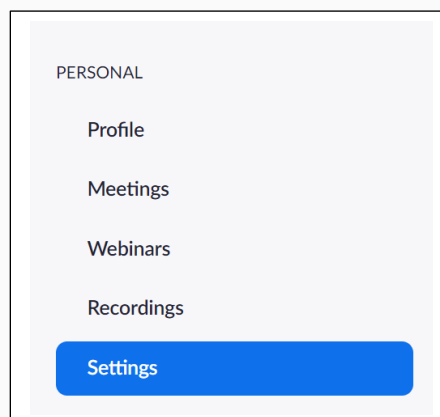


Select "Settings"



Go To "View More Settings"

This screen will now appear:



[Return to Home](#)

## Scroll down to “Meeting Advanced”



## Enable “Breakout room”

Also, to view this feature on your Zoom main menu:

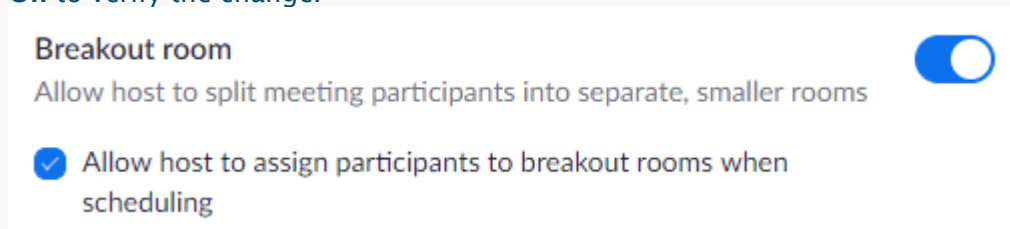
### Scroll to “show control bar”



## Group

To enable the breakout room feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit groups.
2. In the navigation menu, click **User Management** then **Group Management**.
3. Click the name of the group, then click the **Settings** tab.
4. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.  
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



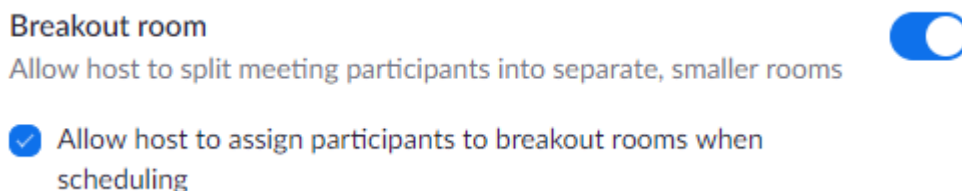
**Note:** If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.

5. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).
6. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon , and then click **Lock** to confirm the setting.

# User

To enable the breakout room feature for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.  
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).

## Using breakout rooms

After enabling breakout rooms, you can do the following:

- [Participant in breakout rooms](#) (participants)
- [Manage breakout rooms](#) (host)
- [Pre-assign participants to breakout rooms](#) (host)

# Polling for Meetings

## Overview

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

## Prerequisites

- Host user type must be Licensed
- The meeting must be either a scheduled meeting, or an instant meeting using your [Personal Meeting ID](#)

Participants on the iOS or Android mobile app can use polling, but hosts need to be using the desktop client to manage polling.

*Note: Only the original meeting host can edit or add polls during a meeting. If the host or co-host role is transferred to another user, that user will only be able to launch polls already created.*

## Enabling polling

### Account

To enable the polling feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then [Account Settings](#).
3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

#### Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 



4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

## Group

To enable the **Polling** feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit user groups.
2. In the navigation menu, click **User Management** then **Group Management**.
3. Click the name of the group, then click the **Settings** tab.
4. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

**Note:** If the option is grayed out, it has been locked at the Account level, and needs to be changed at that level.



5. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

## User

To enable Polling for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

## Creating a poll

1. Go to the [Meetings](#) page and click on your scheduled meeting. If you do not have a scheduled meeting, [schedule a meeting](#) now.
2. From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.

You have not created any poll yet.

[Add](#)

3. Enter a title and your first question.
  - (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
  - Select whether you want the question to be single choice(participants can only choose one answer) or multiple choice question(participants can choose multiple answers).
4. Type in the answers to your question and click **Save** at the bottom.

5. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

Add a Poll

Enter a title for this poll.

☐ Anonymous? ?

1. Type your question here.

☒ Single Choice ☐ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

Save Cancel

6. You can add more polls by repeating **Step 2**.

You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.

**Note:** You can only create a max of 25 polls for a single meeting.

## Launching a poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Click **Polls** in the meeting controls.



3. Select the poll you would like to launch.
4. Click **Launch Poll**.

Polling 1: Polling Questions

Edit

1.What is your favorite color?

☐ Red

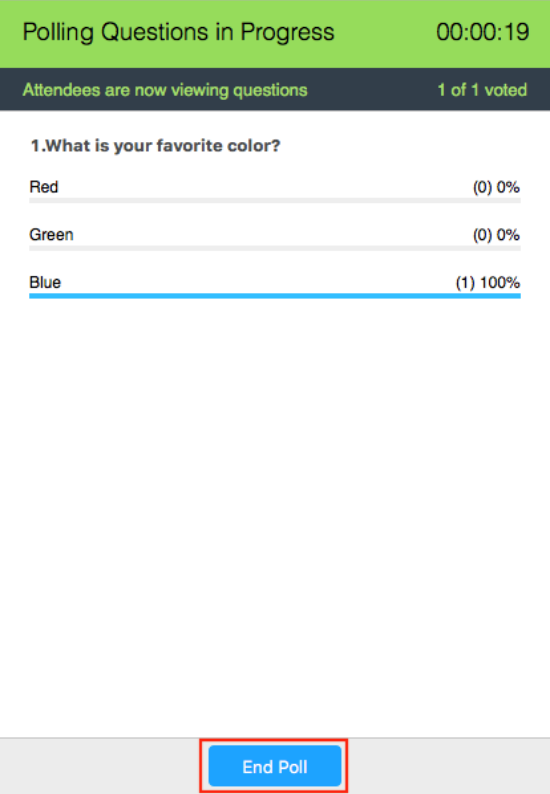
☐ Green

☐ Blue

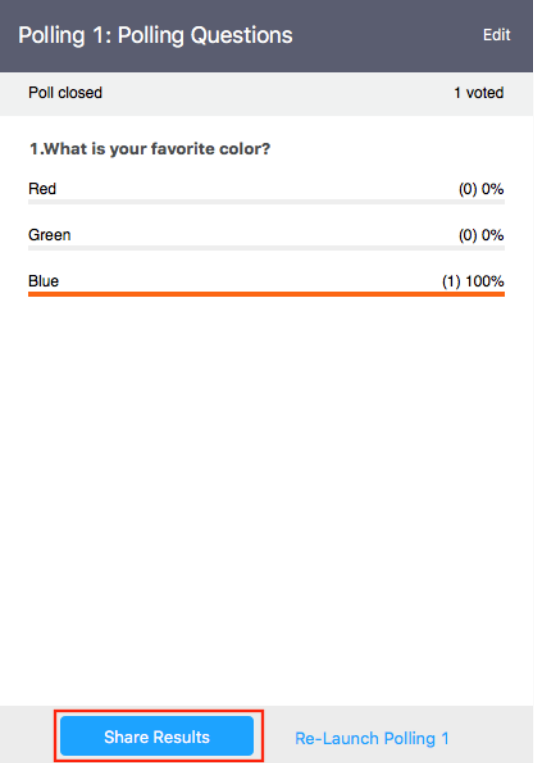
Launch Poll



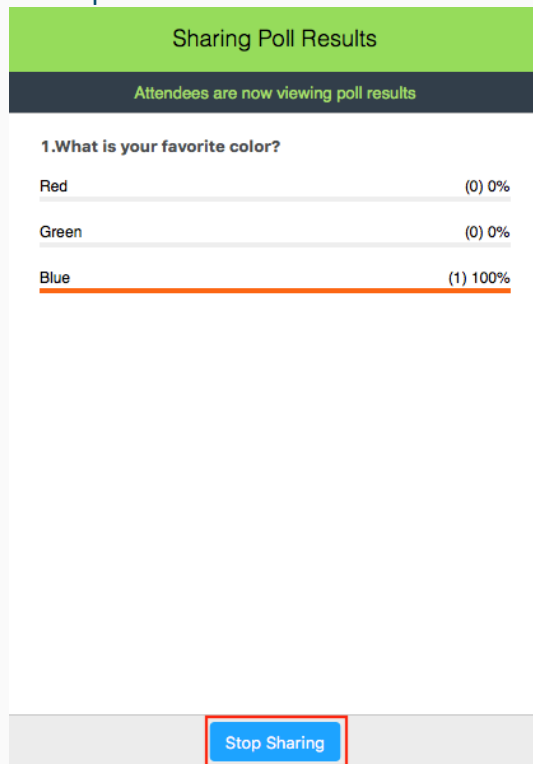
5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.



6. Once you would like to stop the poll, click **End Poll**.
7. If you would like to share the results to the participants in the meeting, click **Share Results**.



Participants will then see the results of the polling questions.



### Downloading a report of poll results

You can download a report of the poll results after the meeting. If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses. If registration was not on, it will show the results, but list the participants as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.

# Streaming a meeting on Facebook Live

## Overview

You can stream a Zoom webinar or meeting live on Facebook to your Facebook timeline or a group or page that you are an admin for. This allows your participants to join via Zoom or viewers to watch and comment on Facebook Live.

### **Note:**

- Zoom does not support the new Facebook Live Producer. If you see a notification to try to the new Live Producer, click **Dismiss**.
- Facebook changed their API as of April 2018 and now prevents some users from live streaming to groups. If you are unable to live stream your webinar to Facebook, you can [configure the Facebook Live stream as a custom service](#).

### Prerequisites

## Streaming for meetings

- Pro, Business, Education, or Enterprise account
- The Host is Licensed
- Zoom Client version **4.4.53582** or higher on PC or a Mac
- Live stream is enabled on Facebook

## Streaming for webinars

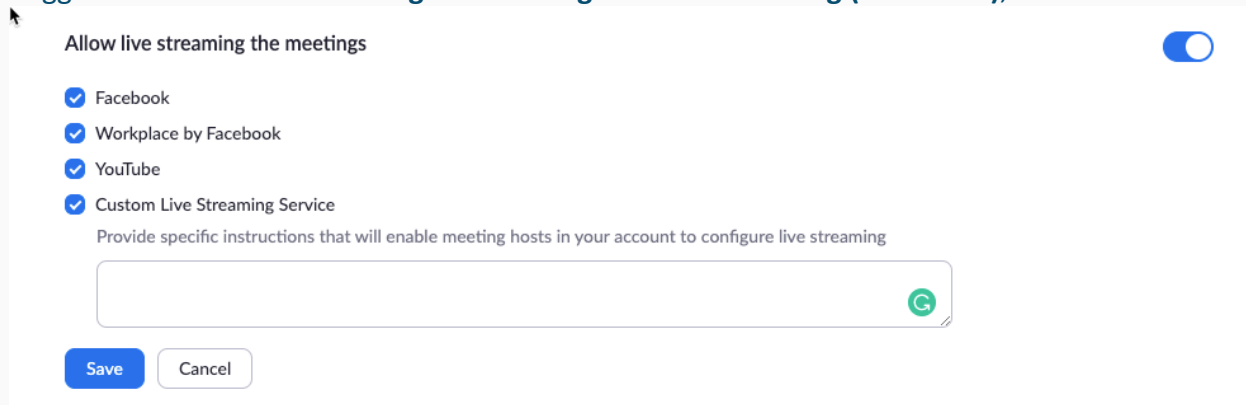
- Pro, Business, Education, or Enterprise account
- Host has Webinar add-on
- Zoom Client version **4.0** or higher on PC or a Mac
- Live Stream is enabled on Facebook


## Enabling Facebook Live streaming for meetings

### Account

To enable all members of your organization to live stream meetings on Facebook:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click **Account Management** > **Account Settings**.
3. Toggle the **Allow live streaming the meetings** under **In Meeting (Advanced)**, and enable **Facebook**.



Allow live streaming the meetings 


☒ Facebook

☒ Workplace by Facebook

☒ YouTube

☒ Custom Live Streaming Service

Provide specific instructions that will enable meeting hosts in your account to configure live streaming

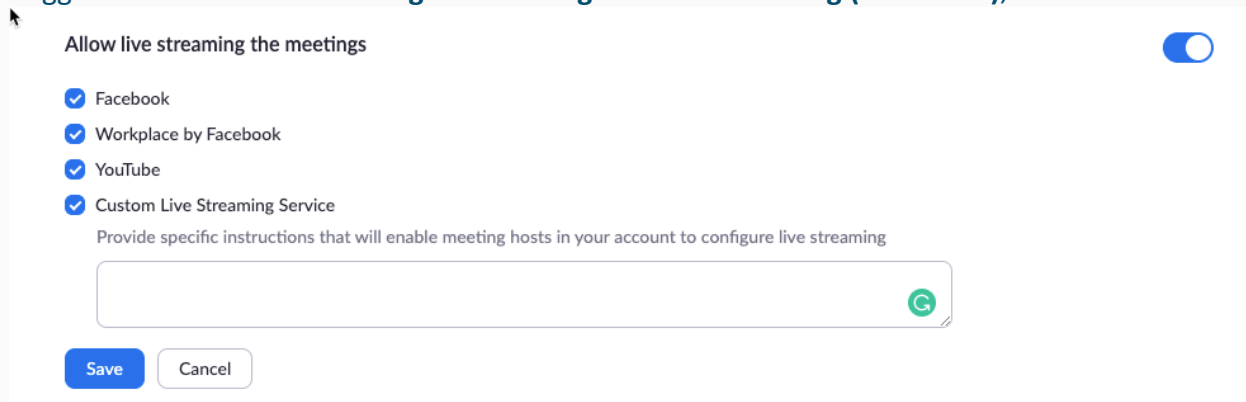



4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

### Group

To enable all members of a specific group to live stream meetings on Facebook:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit groups.
2. Click **User Management** > **Group Management**.
3. Click the name of the group, then click the **Settings** tab.
4. Toggle the **Allow live streaming the meetings** under **In Meeting (Advanced)**, and enable **Facebook**.



Allow live streaming the meetings 


☒ Facebook

☒ Workplace by Facebook

☒ YouTube

☒ Custom Live Streaming Service

Provide specific instructions that will enable meeting hosts in your account to configure live streaming



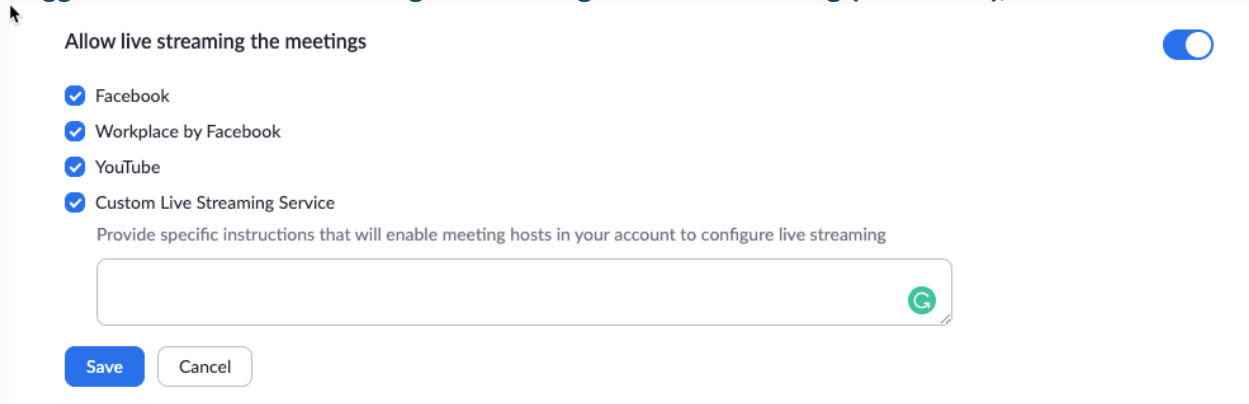
**Note:** If the option is grayed out, it has been locked at the Account level and needs to be changed at that level.

5. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon and then click **Lock** to confirm the setting.

## User

To enable live stream the meetings that you host on Facebook:

1. Sign in to the Zoom web portal.
2. Click **Account Management** > **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
3. Toggle the **Allow live streaming the meetings** under **In Meeting (Advanced)**, and enable **Facebook**.



Allow live streaming the meetings ☒

- ☒ Facebook
- ☒ Workplace by Facebook
- ☒ YouTube
- ☒ Custom Live Streaming Service

Provide specific instructions that will enable meeting hosts in your account to configure live streaming

**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator to make changes.

## Enable Facebook Live streaming for webinars

1. As an owner or account admin, sign in to the Zoom web portal.
2. Click **Account Management**, then **Webinar Settings**.
3. Click **Edit** to the right of **In Webinar Settings**.

4. Enable **Allow hosts to live stream to webinars**, and then enable **Facebook**.

In Webinar Settings

- ☒ Allow hosts to live stream their webinars
  - ☒ Facebook
  - ☒ Workplace by Facebook
  - ☒ YouTube
  - ☒ Custom Live Streaming Service

Provide specific instructions that will enable webinar hosts in your account to configure live streaming.

Template with Instructions for live streaming:

1. Enter the Stream URL: [rtmp://www.example.com/livestream]
2. Enter the stream key: [location\_of\_stream\_key]
3. Enter the live stream page URL: [https://www.example.com/livestream/location]

Save ChangesCancel

5. Click **Save Changes**.

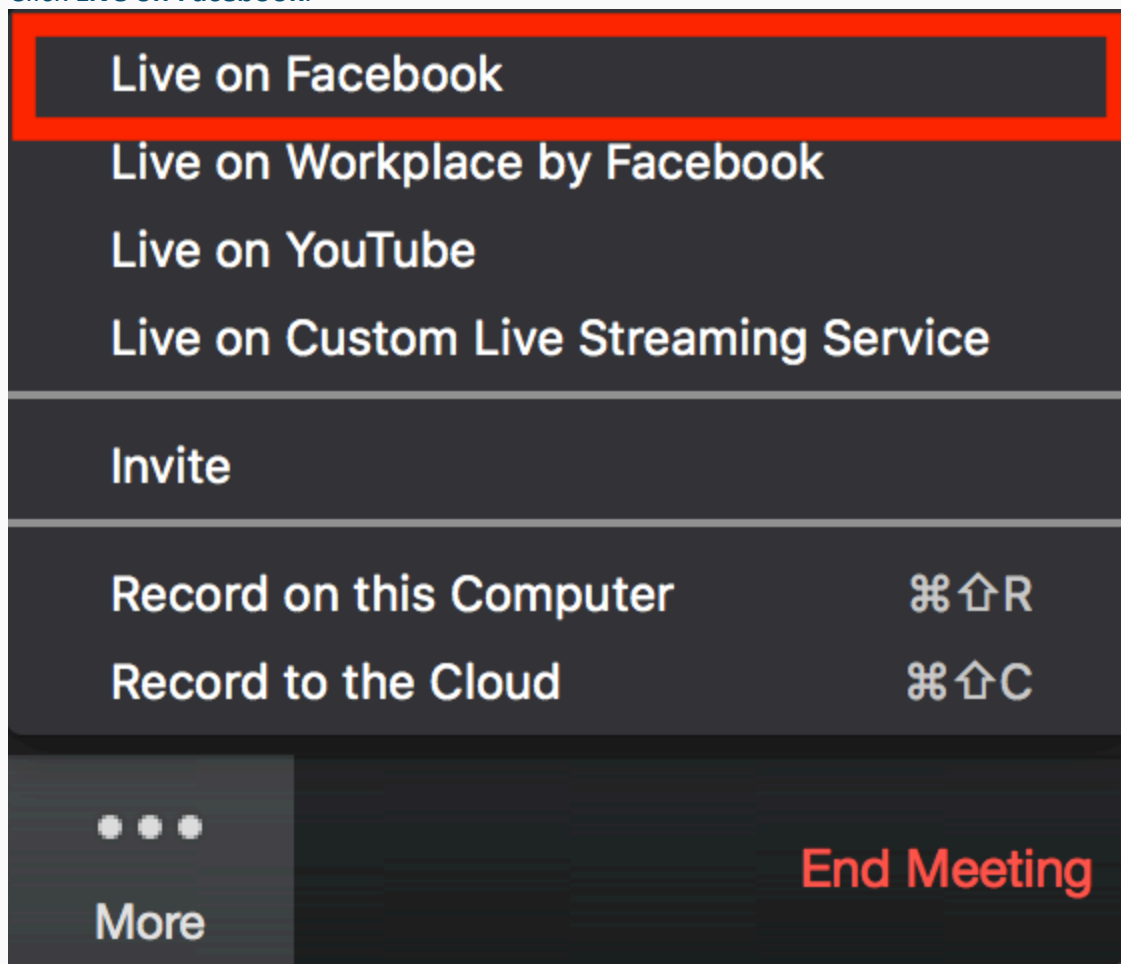
## Initiating a live stream to Facebook

Direct streaming from a meeting or webinar

1. Start your webinar or meeting.
2. In the meeting/webinar controls, click **More**.



3. Click **Live on Facebook**.

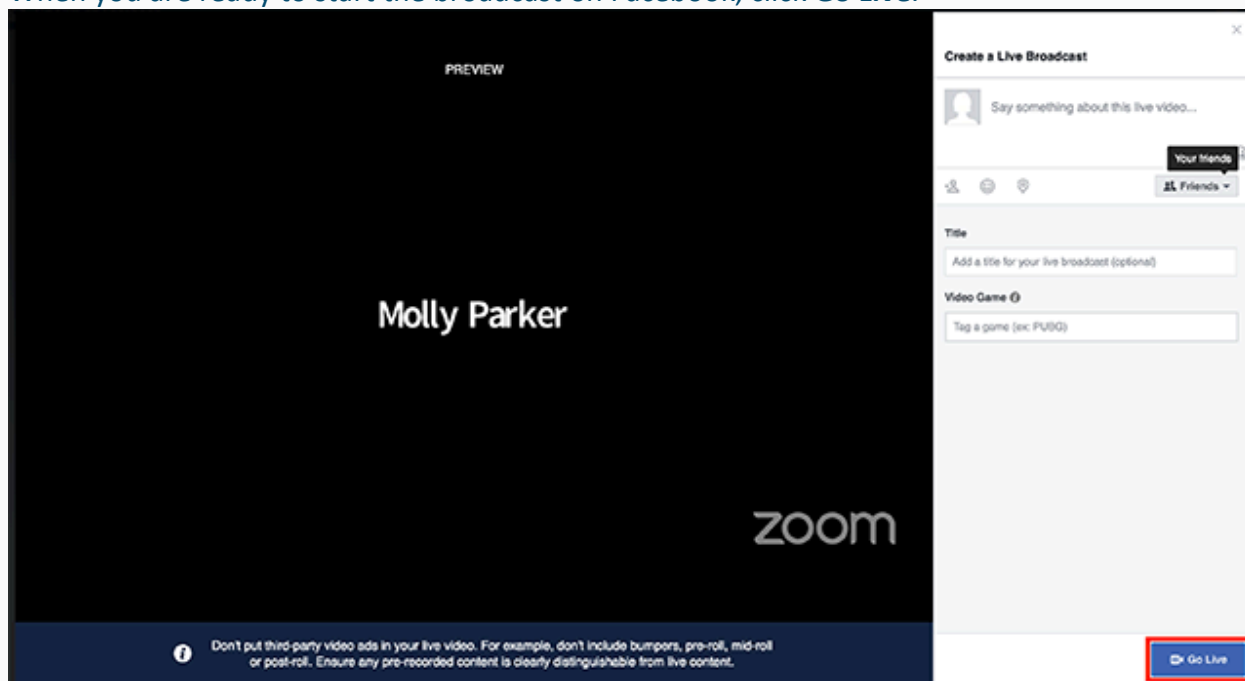


4. Your default browser will open and you will be prompted to log into Facebook if you aren't already logged in.
5. Sign in to Facebook.
6. Choose where on Facebook you would like to Go Live.
7. Click **Next**.

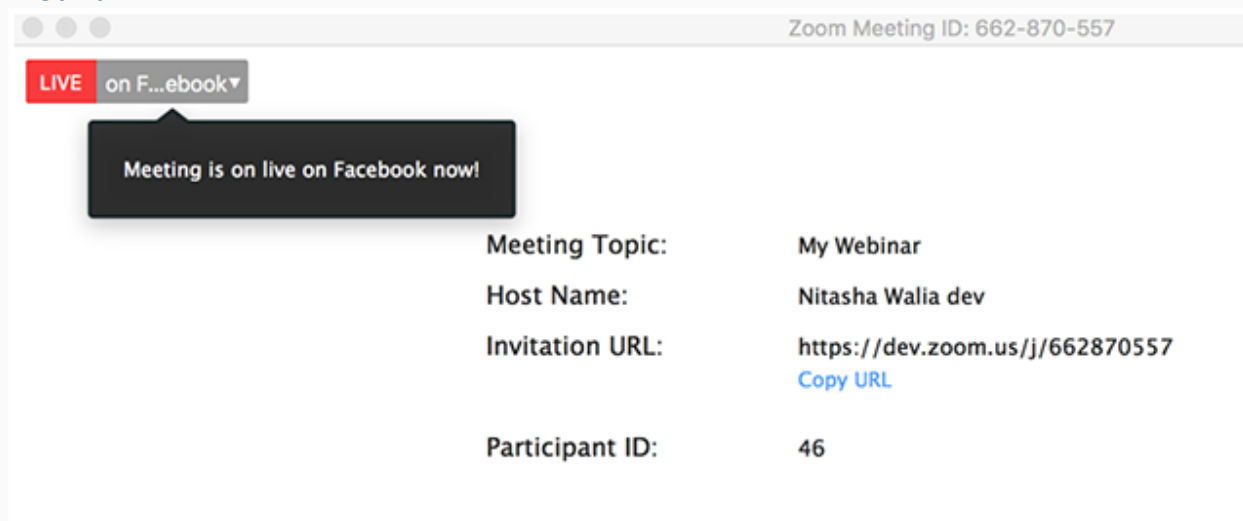
**Note:**

- If you are not able to start the live stream, clear your browser's cache and cookies, then try again.
- Zoom does not support the new Facebook Live Producer. If you see a notification to try to the new Live Producer, click **Dismiss**.

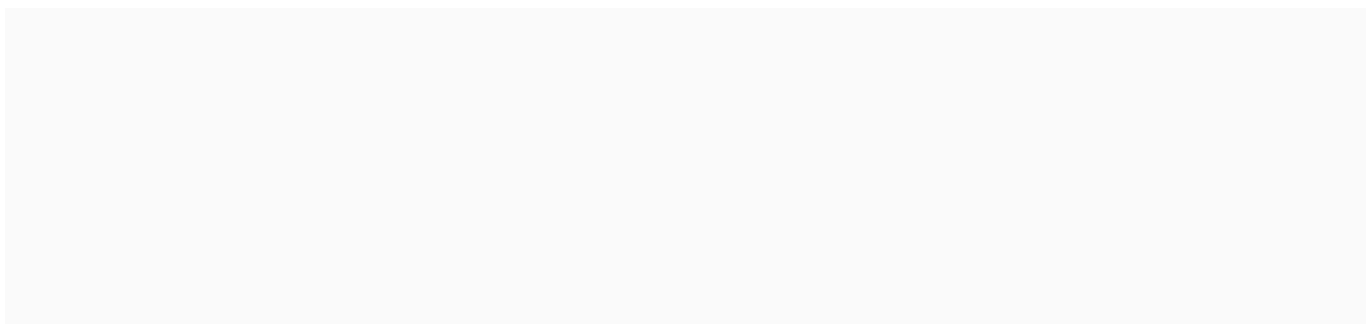
8. When you are ready to start the broadcast on Facebook, click **Go Live**.



9. Wait for the notification from the Zoom client that your Webinar is Live on Facebook, then begin your Webinar.



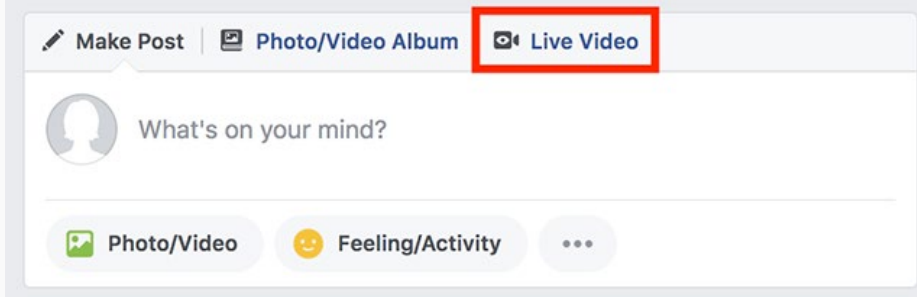
10. Streaming stops when you end the webinar or meeting or click the **Stop Streaming** icon on the Zoom client.





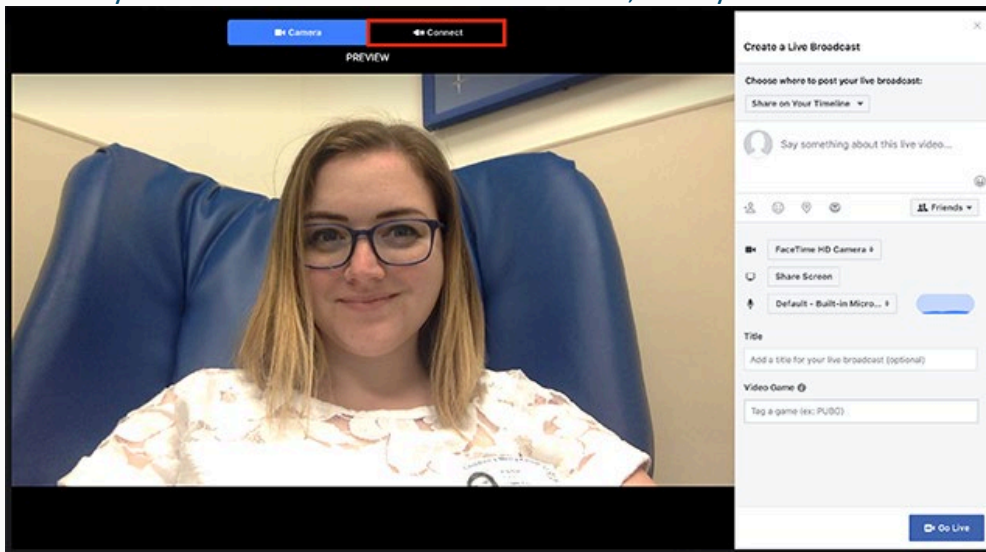
## Streaming to Facebook via custom live streaming

1. Enable [Custom Live Streaming](#) for your Meeting or Webinar.
2. In Facebook, click **Live Video** on the page, group, event, or your timeline where you would like to go live.

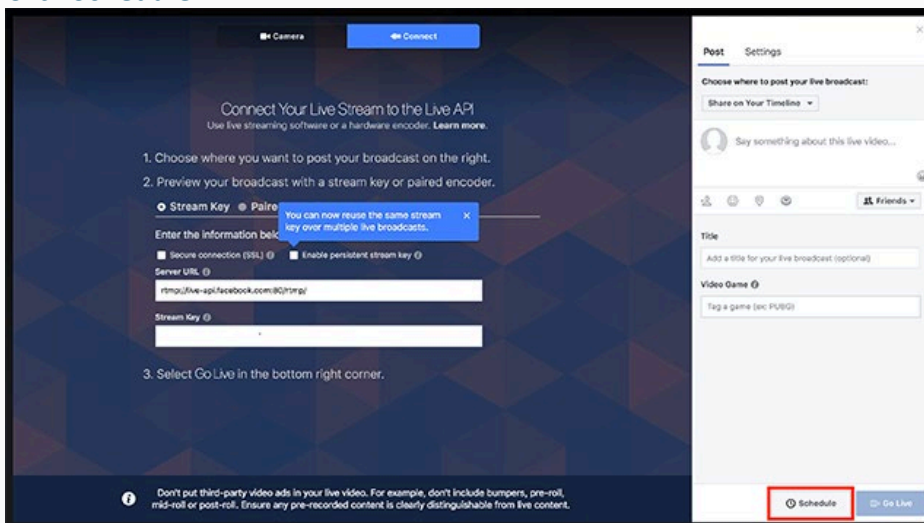


3. Click **Connect**.

**Note:** If you are not able to start the live stream, clear your browser's cache and cookies, then try again.

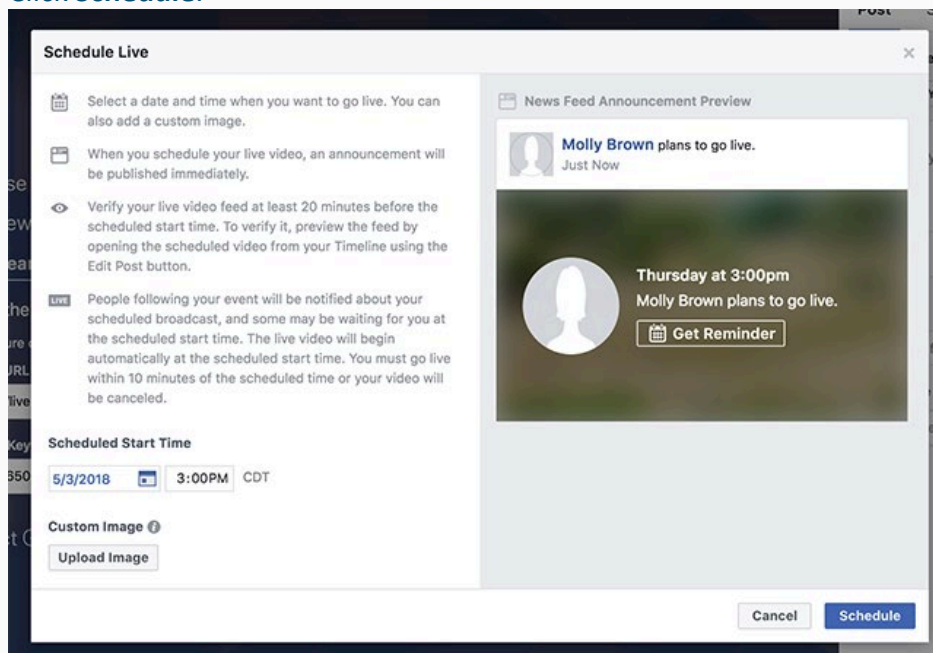


4. Click **Schedule**.

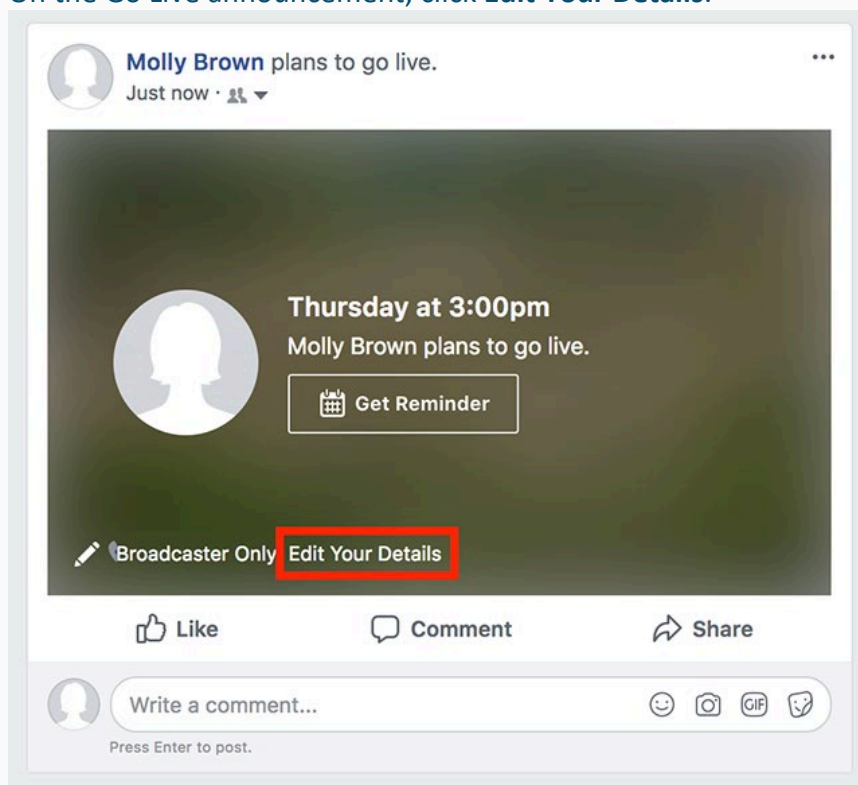


5. Select the date and time of your webinar.

6. Click **Schedule**.



7. On the Go Live announcement, click **Edit Your Details**.



8. In another browser tab, sign into Zoom and navigate to your meeting or webinar.

9. Copy and paste the Stream Key, Stream URL, and Live Streaming page URL in your [Custom Meeting or Webinar Live Stream Setup](#).

10. Click **Save**.

11. Start your Zoom meeting or webinar when you are ready to begin the event.
12. **More** in the Meeting Controls.
13. Click **Live on Custom Live Streaming Service**

#### Tips for live streaming on Facebook

##### Processing time

There is a processing time of approximately 20 seconds for Facebook Live, so participants watching on Facebook will see the same content approximately 20 seconds after participants watching on Zoom.

##### Audio echo

If you have the Facebook window open on your computer, you will hear your audio play back to you approximately 20 seconds delayed. If you need to keep the Facebook window open to view and reply to comments, click the speaker icon at the bottom right of the live stream on the Facebook page to mute the video.

#### Checking Facebook permissions

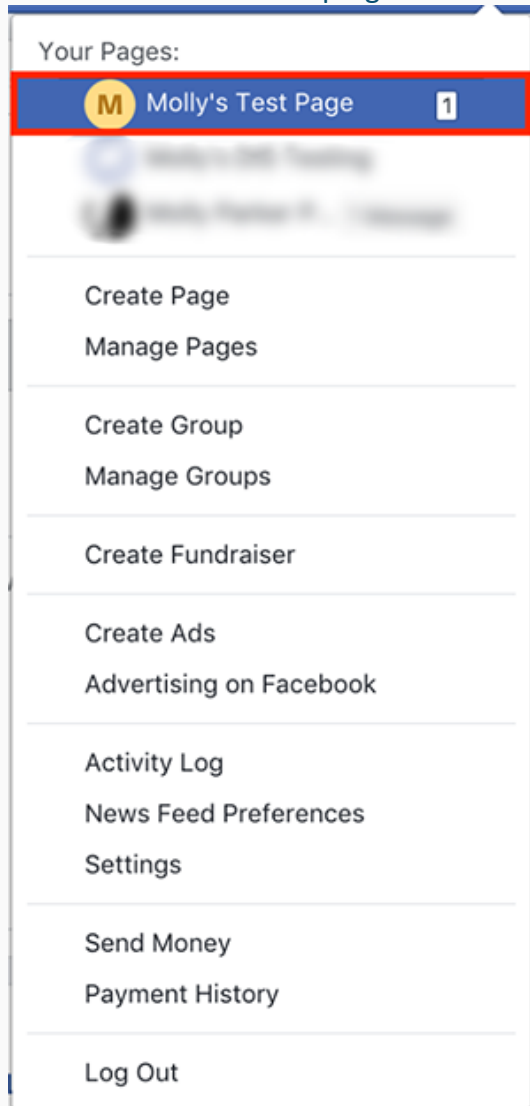
You can stream to your Facebook Timeline or to a Facebook Group or Page, if you have appropriate permissions.

To check your permissions for a Facebook page

You must be an admin or an editor to stream to a Facebook page. If you are a moderator, analyst or advertiser, this page will show up under your Facebook pages, but you will not be able to Live Stream.

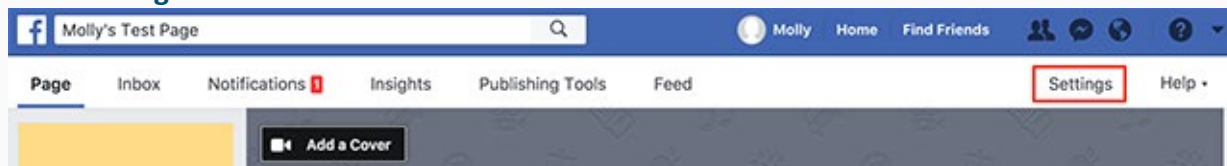
1. Sign in your Facebook account.

2. Click the arrow at the top right and choose the page you would like to stream to.

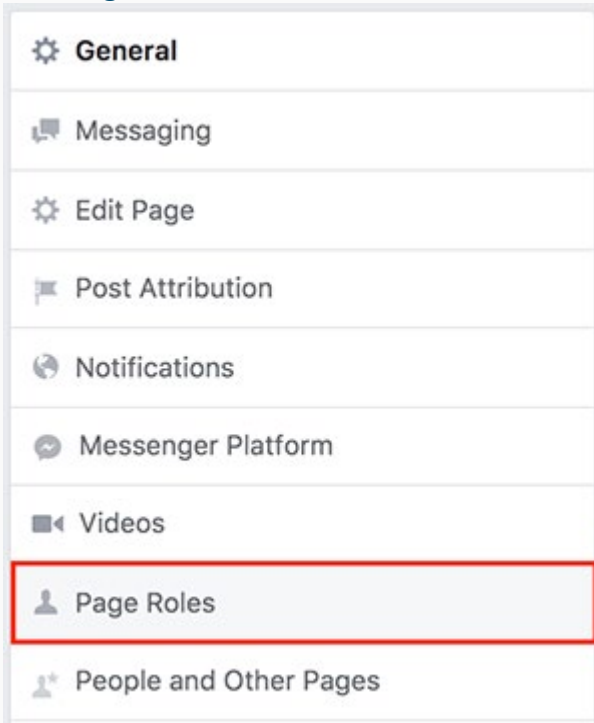


If the page is not listed, click **Manage Pages** and then click the name of the page.

3. Click **Settings**.



4. Click **Page Roles** on the left.



5. Under **Existing Page Roles**, it will list anyone who is assigned a role for this page and their role. Only admins and editors can stream to a page.

## Existing Page Roles

### Admin

Can manage all aspects of the Page. They can: send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page, edit Instagram account details from the Page and assign Page roles.

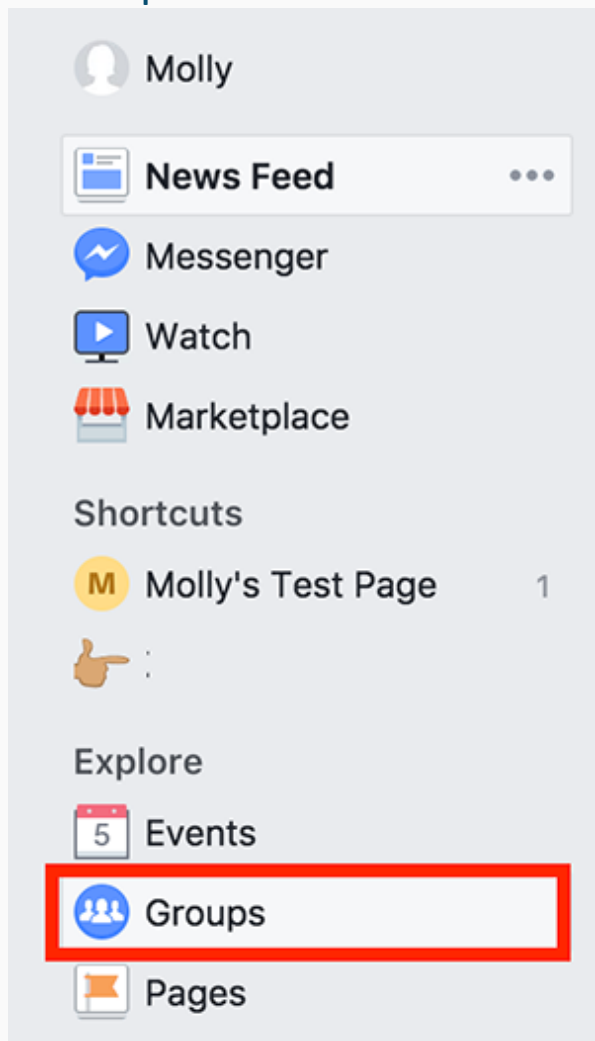


## To check your permissions for a Facebook group

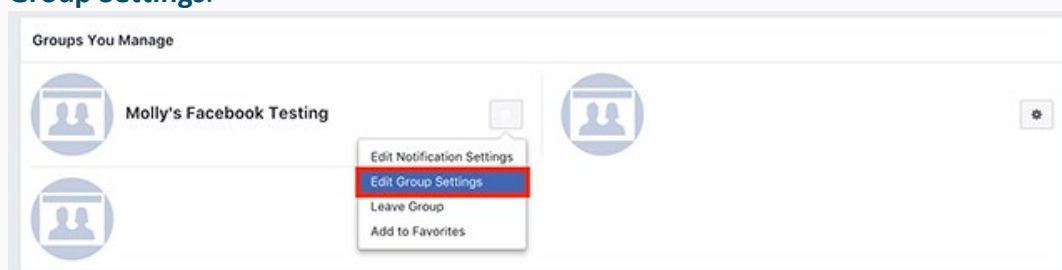
You must have admin permissions for a group to stream. If you have moderator or member permissions, you will not be able to live stream to this Facebook Group.

[Return to Home](#)

1. Log in to your Facebook Account.
2. Click **Groups** on the left side.

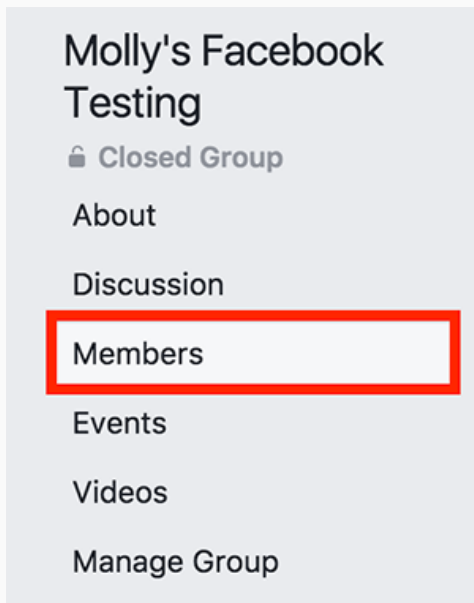


3. Under **Groups You Manage**, click the gear next to the group you would like to stream to and click **Edit Group Settings**.

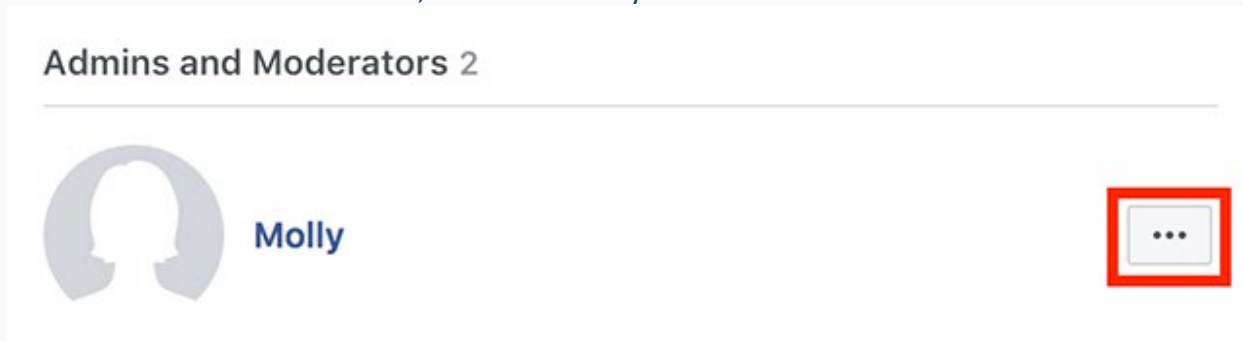


Note: If the group appears under **Your Groups**, not Groups You Manage, you are a member of this group and will not be able to live stream.

4. Click **Members** on the left.



5. Under **Admins and Moderators**, click ... next to your name.



- If you are a moderator for the group, you will have the option **Remove as Moderator**. You will not be able to live stream.
  - If you are an admin for the group, you will have the options **Change to Moderator** and **Remove as Admin**. You will be able to live stream.

# Using the Zoom Converter

*If you do not allow the conversion from a .Zoom file to .MP4 at the end of a session do the following. The file appears as a PDF file and do NOT attempt to open this file with a PDF editor. You will corrupt the file.*

This conversion file is a “bin” type file that is automatically opened at the end of a Zoom session.

I found this file on my computer at this location:





C:\Users\Arley\AppData\Roaming\Zoom\Bin\zTscoder.exe

Note that your App Data file may be a hidden file. So, you cannot view this unless you “Show Hidden Files.”






Example file:

Name	Date modified	Type	Size
 2020-05-16 10.53.41 Tim Lundell's Zoom Meeting 82494040832	5/16/2020 1:53 PM	File folder	

1. Do a “Right Click” and “Open” on this file and you will see the following:

Name	Date modified	Type	Size
 chat.txt	5/16/2020 1:53 PM	Text Document	8 KB
 double_click_to_convert_01.zoom	5/16/2020 1:53 PM	ZOOM File	961,906 KB
 double_click_to_convert_02.zoom	5/16/2020 1:53 PM	ZOOM File	1,025 KB
 meeting_saved_chat.txt	5/16/2020 1:53 PM	Text Document	8 KB

2. Now do a “Right Click” on one of the “.Zoom” files.
3. Select the “Open With” option
4. Find the Zoom app
5. Once you click on the Zoom app, the conversion will start.
6. Once the conversion is completed, these files will appear.

Name	Date modified	Type	Size
 audio_only.m4a	5/16/2020 7:26 PM	M4A File	23,709 KB
 chat.txt	5/16/2020 1:53 PM	Text Document	8 KB
 meeting_saved_chat.txt	5/16/2020 1:53 PM	Text Document	8 KB
 playback.m3u	5/16/2020 7:26 PM	M3U File	1 KB
 zoom_0.mp4	5/16/2020 7:26 PM	MP4 File	476,953 KB

**Note: It appears that the converter works on the complete session. Therefore using this procedure on either “.Zoom” file will provide the same results.**

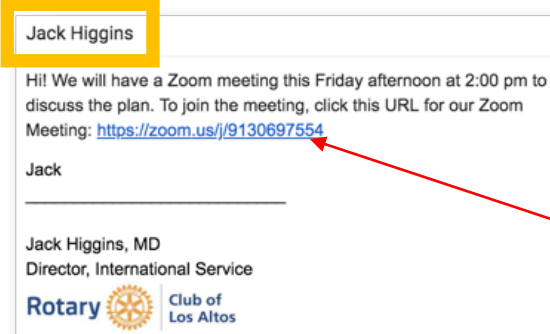


## Example on “How to join a meeting”.

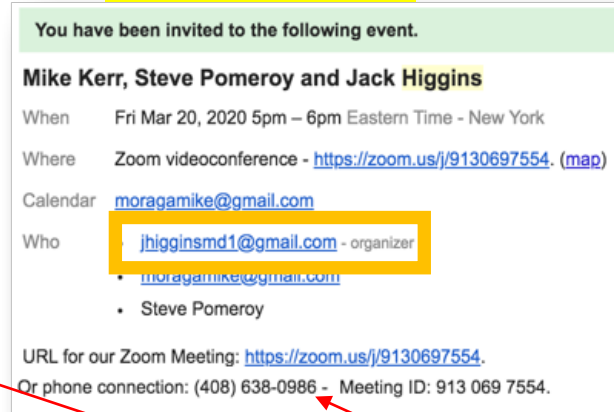
(Portions of this information were created by our Los Altos Rotary Club (LARC) with credit going to various members of our club.)

A LARC organizer, Jack Higgins in this example, will send you an email (and/or calendar invitation) to attend the meeting using Zoom Conferencing.

### The Email invitation



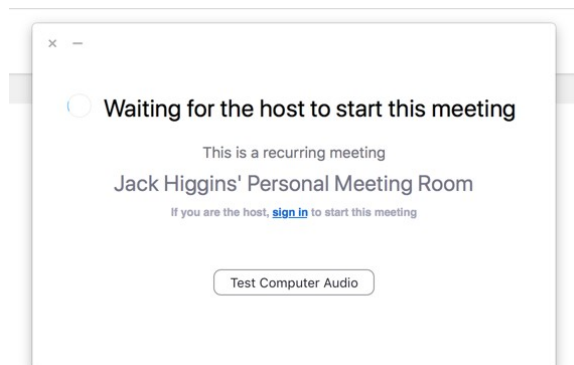
### The Calendar invitation

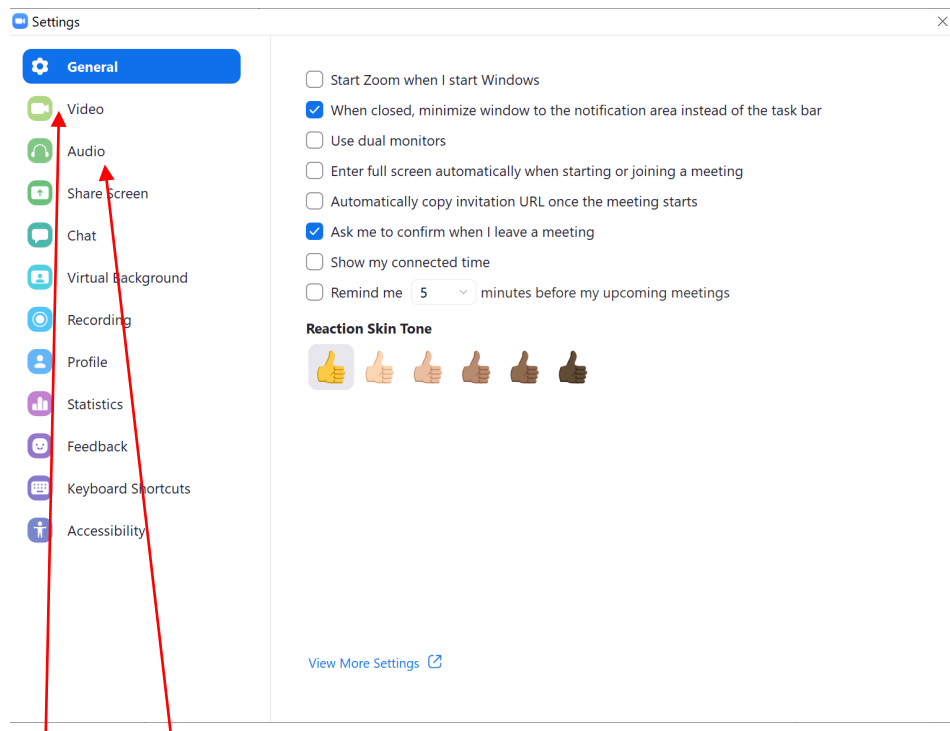


The best way to join this meeting is over your desktop PC, tablet, or Smart phone. Click on the URL link or dial in as noted.

If you see a “waiting for host to start this meeting” window, you are all set ...the meeting will start when the host arrives.

Note: You can test your computer audio (and video), while waiting.





You can test your Video and Audio (speaker and microphone) from the Settings window.

As noted earlier, **maintain proper protocol** when in a meeting:



Hover your mouse at the bottom to bring up this menu.

**Mute your microphone** when you're not talking. This will prevent your household noise (barking dogs) from disrupting the meeting.

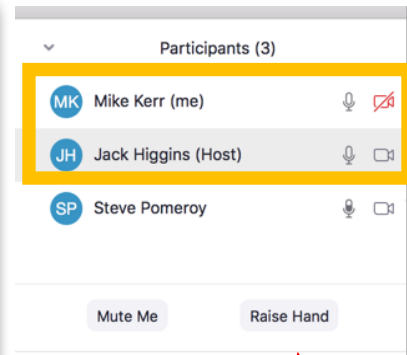
**Stop your video** if you need to step away, or, just wish to not be seen. Stopping your video when your internet connection is poor is also a good idea.



Click on **Participants** to view roster.

There is also a **Chat** window to send messages to “Everyone” or just a specific individual. This window is located on the right side of the screen but can be easily moved by standard window’s dragging. (In the lower right-hand portion of that box is an option to “Save” the chat file. This file is in the txt format.)

You will receive a notification on this icon when a new chat message arrives.



Clicking on **Raise Hand** will notify the host that you wish to talk. Your Hand symbol can be altered in the Settings screen.

**Reactions** can be shown. Click to Applaud or give a Thumbs Up.



The **Gallery View** provides the ability to view more participants.

**Share Screen:** This is a great feature within Zoom to allow participants to view the host's computer screen or someone else's.

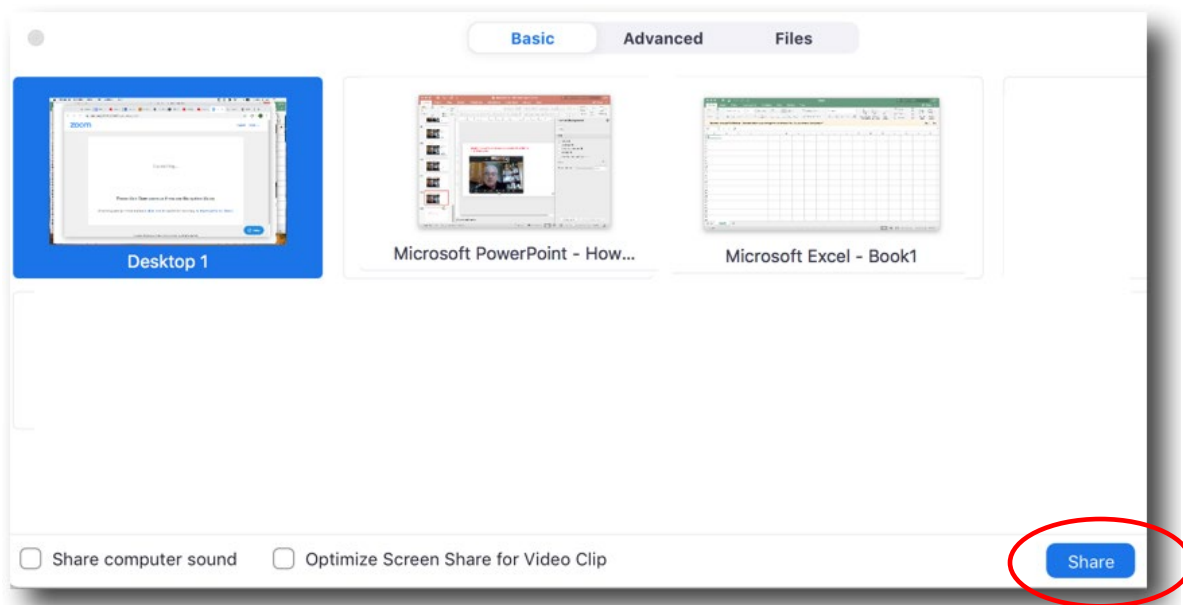


**DO NOT** click on the "Share Screen" button during a meeting unless you've been asked to show a PowerPoint presentation or other file to the entire group.

If you do that accidentally, immediately click on the "Stop Share" button near the top of the screen.

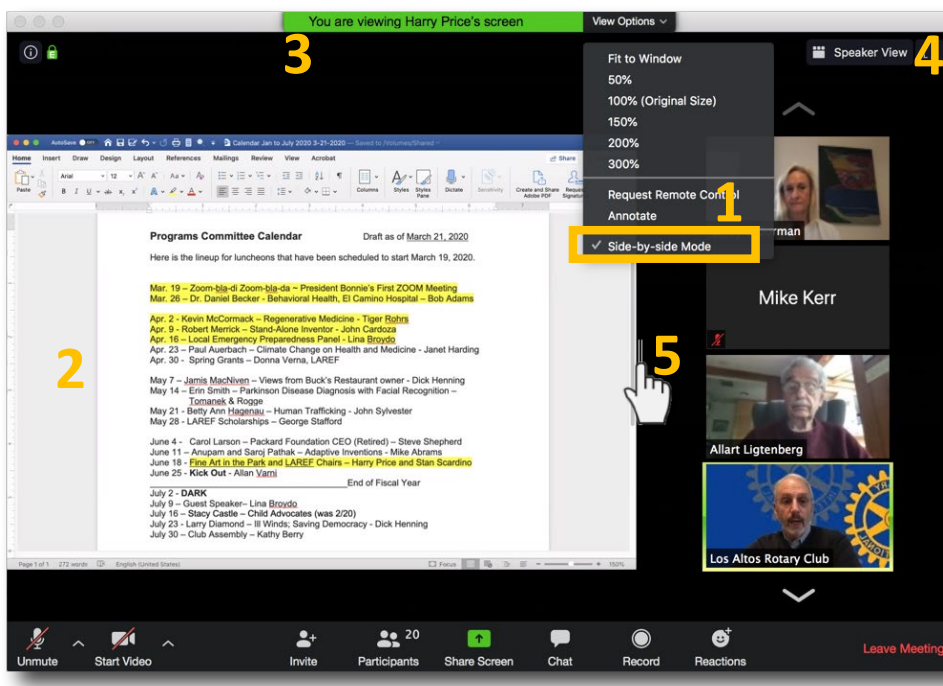
You can share your **entire desktop**. The audience will be able to see whatever screen you are seeing on your end ...

... or share just **one open application**, such as a PowerPoint slide show. This is suggested if you have other, sensitive, files open at the time.





When someone else is sharing their screen, you will see the speaker's face and content at the same time.



1) We recommend setting your View Option to "Side-by-side mode."

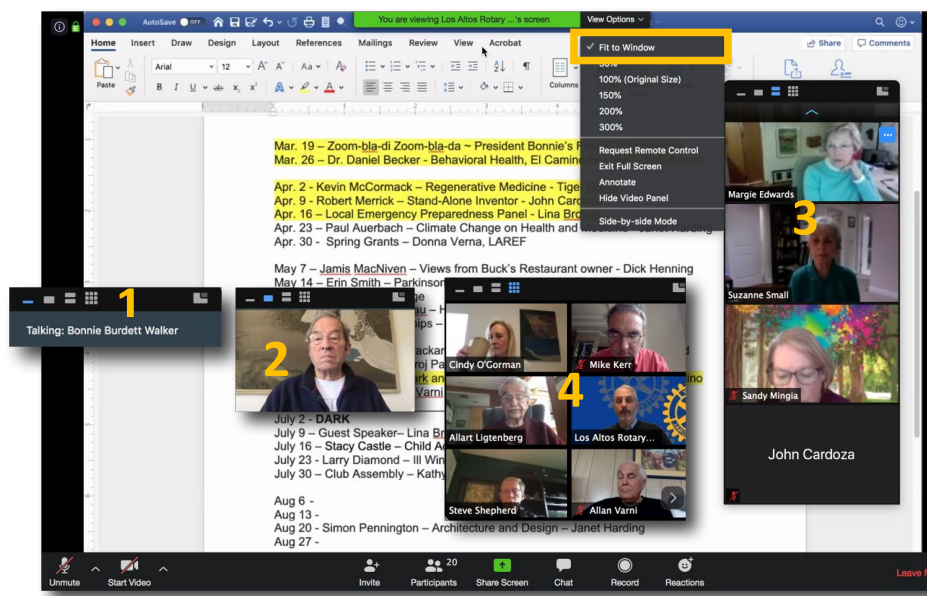
2) The content will be shown on the left

3) The green bar at top will tell you the name of the person sharing their screen, and

4) Faces will be shown on the right. Select Speaker View or Gallery View (for more panels)

5) Resize content/video. Slide bar left or right

Another option, somewhat harder to use, but will dedicate more space to the shared content, is to set your View Option to "Fit to Window"



Click the icon at the top of the video panel to choose:

1) No video

2) Speaker only

3) Thumbnails

4) Gallery View

Tip: Drag the video panel if it's covering up content



Leave or **End Meeting**

***Again, a special thank you to all LARC members who participated in the Zoom test call and those who created portions of this document.***

## **Helpful Zoom URLs**

[Scheduling meetings](#)

[How to check Audio and Video in addition to Screen Sharing and Recording](#)

The "[Waiting Room](#)"

[Return to Home](#)