

How to Livestream Into a Zoom Meeting (Pro Account, \$14.99 per month)

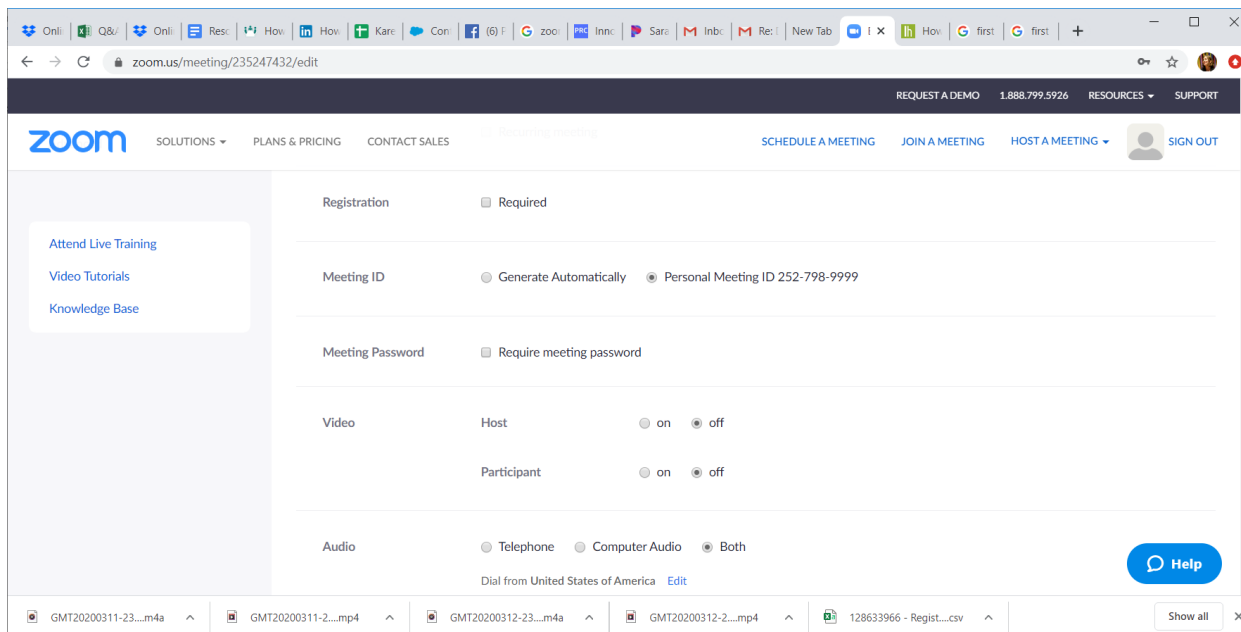
(for Mevo cameras and those who do not want to purchase a “webinar” add on. But note, without the webinar add on, your video and audio recordings will not be able to be accessed by people who call in or click the link after the meeting is over. You will, however, still have the livestream on the platform you used, and you will have a video and audio recording you can download and share from zoom.)

Pro-Tips

- Hook your sound system into your livestream camera (mevo, phone, tablet). If at all possible, do NOT use a laptop mic for sound. If you cannot hook your sound system into your live stream, consider adding an external microphone to your video/web cam.
- If you are doing this from home, on a laptop, please buy and use a headset. You might not like the look, but the sound quality changes dramatically – from almost unintelligible to clear. You can find links for microphones and headsets on our “Online Church Resource Page”
- Test everything.

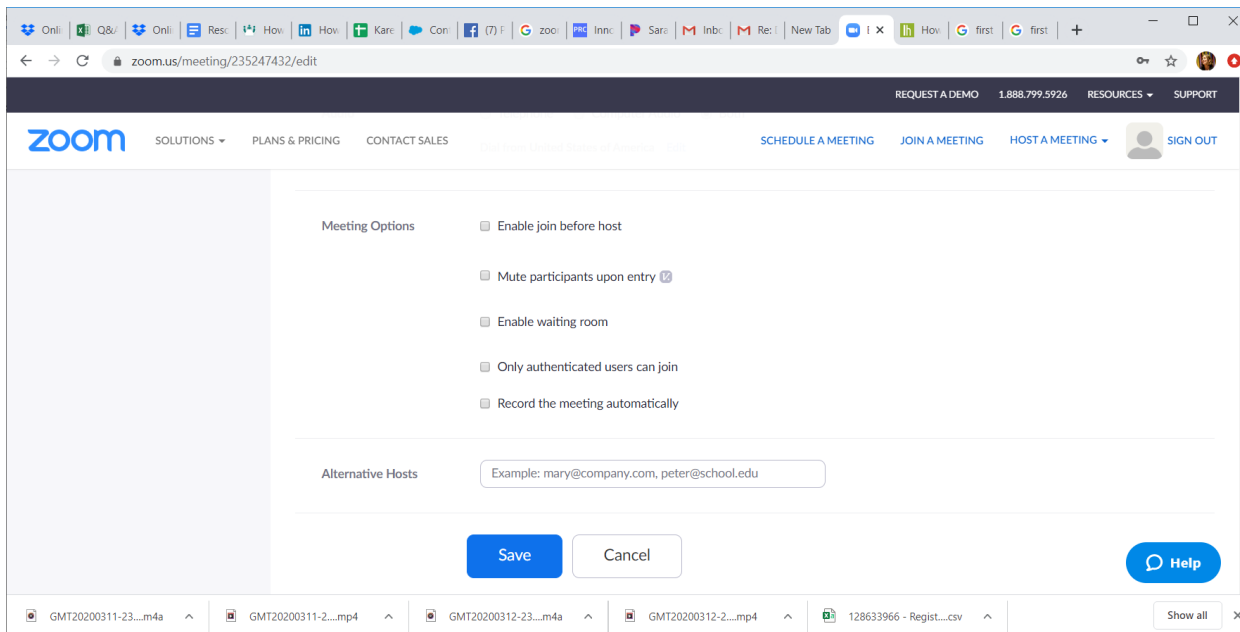
1) Create a zoom meeting.

- **Do not** require registration
- **Do** create a personal meeting ID so that your worship can always be accessed with the same number (we recommend your church telephone number. You can change this in your profile.)
- **Do not** require meeting password
- **Do not** turn on host or participant video (for a livestream worship)
- **Do** allow both computer and telephone audio

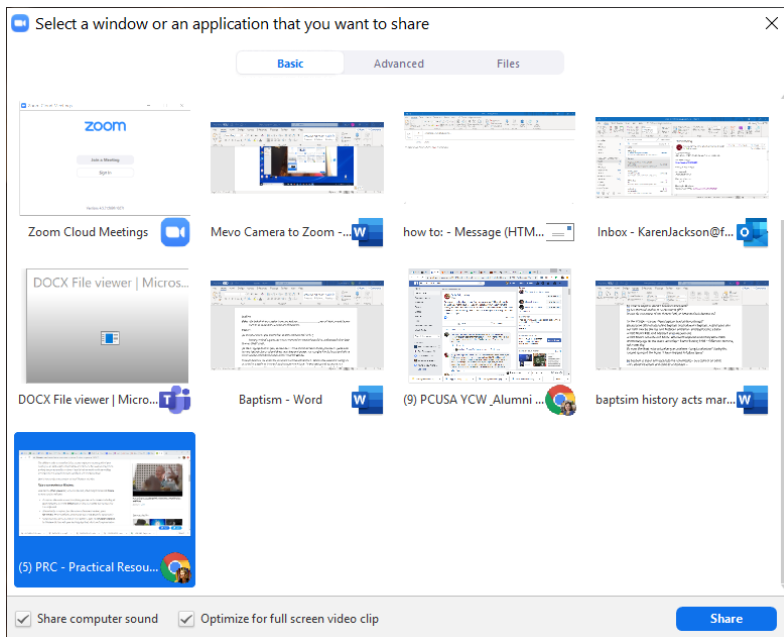


Check these meeting options:

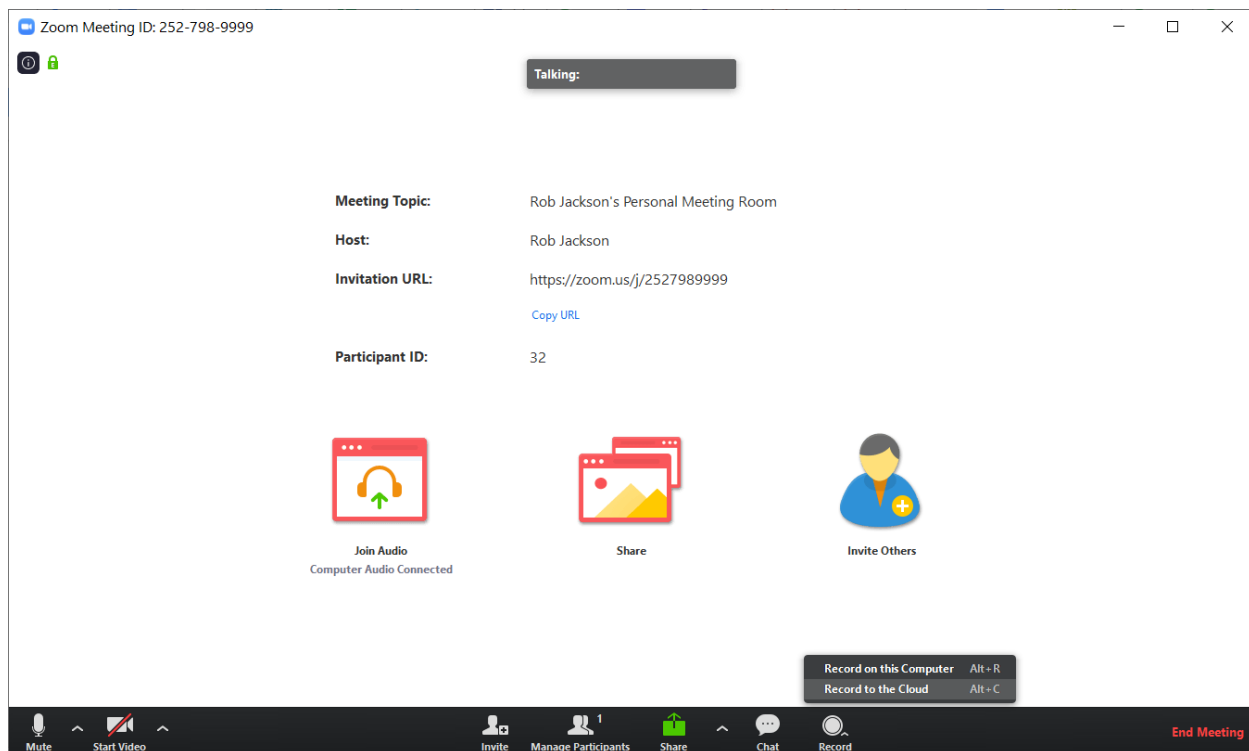
- Enable join before host
- Mute participants on entry
- Choose if you want to record automatically - if you do this, people who view/listen later will see/hear from the beginning of the meeting. This is probably fine for folks viewing video, because they can fast forward, but listening to audio will have 15 minutes of dead air before they can hear anything. Might be better to press record in the meeting (unless you won't be there to do so...)



- 2) Send the join link and telephone call-in instructions (see below) to all your people.
- 3) Set up your Mevo or other camera (phone, tablet) to livestream to your preferred platform.
- 4) Before worship begins, start the meeting.
- 5) Click on “share screen” (bottom, center, in green)
 - A window of all your running applications will open.(see picture below)
 - Click the check box in the bottom left of the screen that says “share computer sound” THIS IS KEY. If you don't do this in the share screen window, you won't have sound for your meeting/worship.
 - Click the check box “optimize for full screen video clip”
 - Select your web browser as the application to share. Click the blue “share” bottom right.



- 6) **Navigate to facebook or youtbue. Find your livestreaming video. Select and “make full screen.”**
- 7) **If you have not already checked “record automatically” click “record” on the bottom right of the zoom task bar just before beginning your worship service. You can choose to record to the cloud or the local computer. You have 1G of cloud recording space on the Pro account. If you record to the cloud, you will receive a shareable link with the video recording, and you can download both the video and audio only files.**



You can send the Zoom join link out via email. You can call people and give them the phone numbers to call in. It is always the same two phone numbers in the US, but the meeting ID is specific:

Instructions for calling in:

- 1) Starting about 10 minutes before the worship hour, you can begin this process, but know that you won't hear much until worship starts.
- 2) Dial one of these two numbers:
+1 646 558 8656
+1 669 900 9128
- 3) Type in the meeting ID and press #
- 4) When it asks for your participant ID, just press #