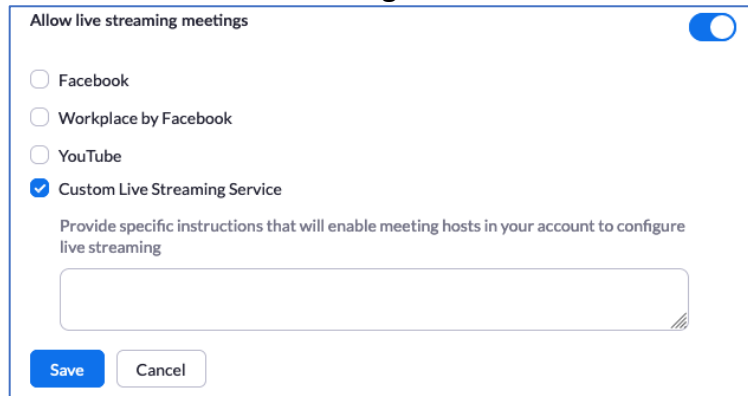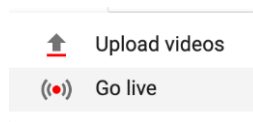# Scheduling YouTube Live Streaming from Zoom Step-By-Step

1. **Enable Live Stream on Zoom:** (https://support.zoom.us/hc/en-us/articles/360028478292-Streaming-a-Meeting-or-Webinar-on-YouTube-Live)
   a. Sign into your Zoom web portal
   b. Click **Settings** on the left
   c. Click **In Meeting (Advanced)**
   d. Scroll down to **Allow Live Meetings** toggle this setting On (blue)
   e. Select **Custom Live Streaming Service** and click **Save**
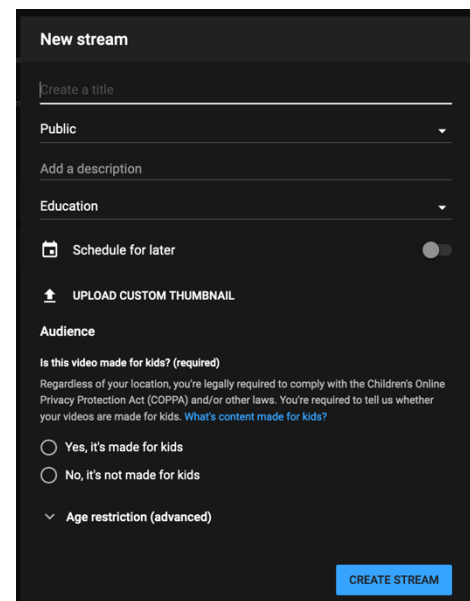

   f. You are now configured to stream from your Zoom Account

2. **Livestream setup on YouTube**
   a. Login to the YouTube Channel you will be using at https://studio.youtube.com
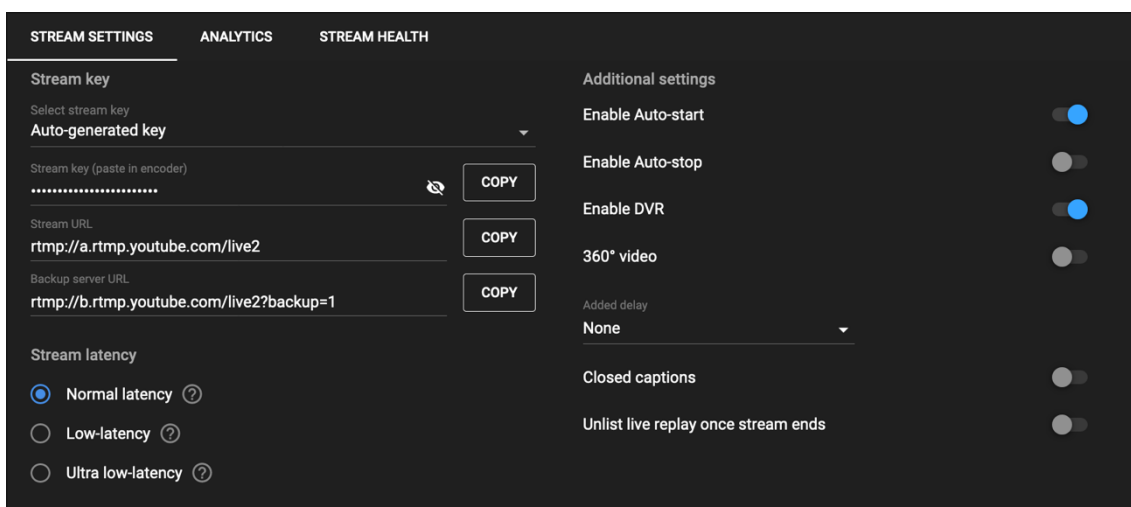   b. Click the Create button and
   c. then select **Go Live**

   d. Enter all the information for your first livestream room:
      i. **Title**
      ii. **Public**
      iii. **Add a description** (optional)
      iv. **Education**
      v. Select **Schedule for later** and put in the date and start time for this courtroom.

vi. Click **Upload Custom Thumbnail**
  1. Tip: easily create thumbnails in PowerPoint using one of their templates and export them as individual images.
vii. Select "**No, it's not made for kids**"
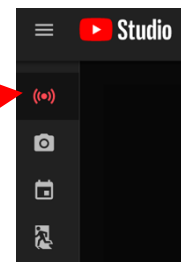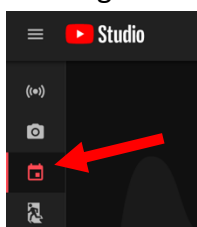viii. Note: All of these can be changed later.
ix. Click **Create Stream**

e. Now you will be shown your scheduled stream and can adjust settings. Here are the settings we used:

i. Create a Word Document to keep track of the streaming keys.
ii. Each livestream has a unique key and anyone with the key can stream to that scheduled stream so keep the keys safe!
iii. For each stream, copy and paste the **Stream key**, **Stream URL** and **Live Streaming Page URL**. The key and Stream URL can be seen on the image above and the Live Streaming Page URL can be found by clicking the arrow at the top right of the window:

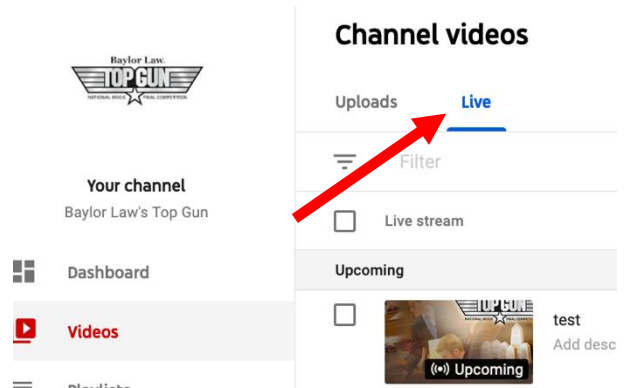iv. All changes are saved automatically on this page.

f. To schedule another livestream, click the Stream button at the top left:

g. Once you have created all the streams for all of the courtrooms, click the Manage button:

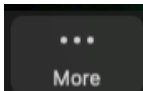h. You will see the full list of all of the streams you created, and you can edit them here.

3. Adding scheduled videos to a playlist
    a. Click Studio at the Top Left
    b. Click Videos on the Left menu
    c. Click **Live**
        i.   This will list all live upcoming and past live streaming events.
        ii. From here you can click the check box next to each video and
        iii. added it to a playlist.

4. Starting the Livestream:

    a. Once the Zoom meeting has started
    b. Click **More** at the bottom right of the Zoom meeting window.

    c. Click **Live on Custom Live Streaming Service**
    d. A web page will open:

    e. Enter the streaming information for this courtroom and day
    f. Click **Go Live!**

g.   After a couple of minutes, the YouTube live stream will begin.

5.   Ending the YouTube stream when you are finished for the day:
   a.   End the meeting in Zoom as you normally would
   b.   Login to YouTube,
   c.   click the **Go Live** button (as described above)
   d.   click the **Manage** button (as described above)
   e.   click on the livestream you want to stop.
   f.   Once you are in the livestream settings (2.e. above) there will be a **Stop Streaming** button.
   g.   Click this to end the YouTube stream. **Once the YouTube livestream is ended it CANNOT BE RESTARTED.**
6.   Note: You cannot change the YouTube stream destination for a Zoom meeting once it has been started. In other words, you can't stop streaming from Zoom, and point it to a new YouTube livestream from the same meeting. Be **SURE** to put in the correct information into the meeting the first time.