

Zoom - Livestreaming a Final Review

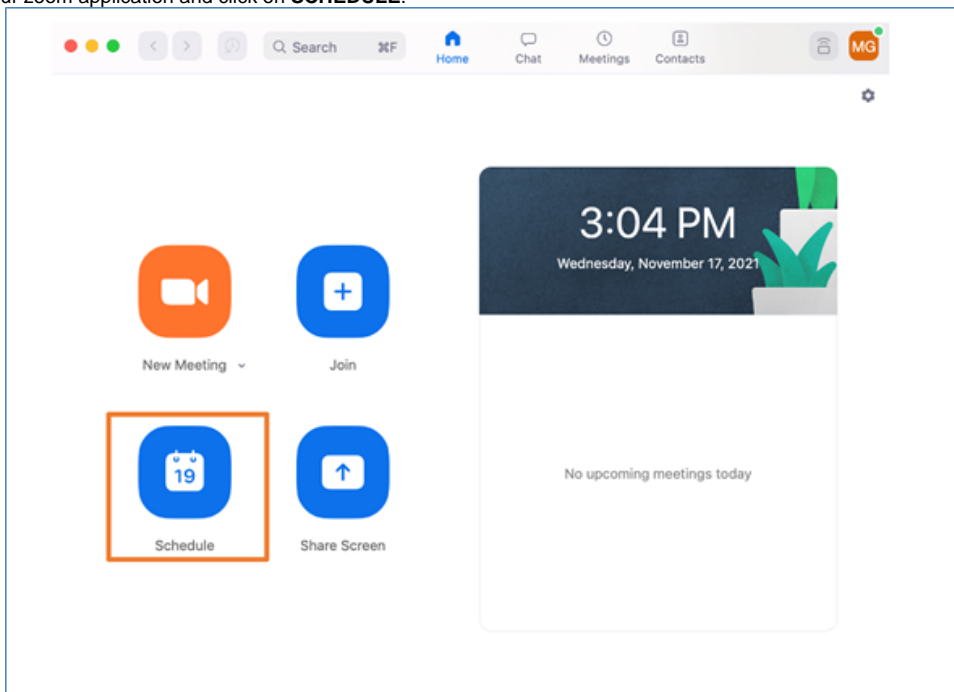
If you haven't reviewed the [Livestreaming a Meeting](#) page, please do so before continuing. Those steps are required to live stream meetings that you host. If those steps aren't completed before you schedule your meeting, the livestreaming function won't work.

If you will be using a [Meeting Owl](#) for your Final Review, please review that documentation as well.

Each step is numbered and includes a related image. If you can't see one of the images clearly, click on the image to enlarge it.

Scheduling a Zoom Meeting for Final Reviews

1. Open your zoom application and click on **SCHEDULE**.



a.

2. Update the **TOPIC** to include instructor name and the studio.

a.

3. Select **REQUIRE MEETING PASSWORD**. You do not have to record this anywhere. You will receive the full Zoom meeting information, including this password, at the end.

Password

☒ Require meeting password

a.

4. Toggling host and participants video here is how your Zoom session will begin. Individuals can turn on or off their video during the meeting. The recommendation would be to begin with a video on for both host and participants.

Video

Host ☒ On ☐ Off

Participants ☐ On ☒ Off

a.

5. Selecting a specific calendar client will allow Zoom to create a client-specific calendar appointment for you once the meeting is scheduled. Selecting **OTHER CALENDARS** will give you the option to copy the full meeting information (links and password included) to manually paste elsewhere once the meeting is scheduled.

Calendar

☐ iCal ☐ Google Calendar ☐ Outlook ☒ Other Calendars

- a.
6. Select **MUTE PARTICIPANTS ON ENTRY** and allow for users to join through **SIGN IN TO ZOOM (GUEST)**. Many guest critics will be non-UT Zoom users, and they cannot join the meeting unless the meeting host moves them in from the waiting room. This may be the case for some of your reviewers.

Advanced Options ^

- ☒ Enable Waiting Room
- ☐ Enable join before host
- ☒ Mute participants on entry
- ☒ Only authenticated users can join

☐

Sign in to Zoom (Guest) ▼

UT Austin

Sign in to Zoom (Guest)

- a.
7. Click **SCHEDULE** to finalize the meeting, and Zoom will provide the meeting information in the calendar option that you selected earlier. Below is what you will see if you selected **OTHER CALENDAR**.

Your meeting has been scheduled

MEETING INVITATION

Tomí Yamamoto is inviting you to a scheduled Zoom meeting.

Topic: Final Review: Gomes (ARC Adv Integrative Studio)
Time: May 7, 2020 10:00 AM Central Time (US and Canada)

Join Zoom Meeting
[https://utexas.zoom.us/j/96613635595?](https://utexas.zoom.us/j/96613635595?pwd=R0ZhREYrVVc1RW5SNFdTaGFYeHhkZz09)
[pwd=R0ZhREYrVVc1RW5SNFdTaGFYeHhkZz09](https://utexas.zoom.us/j/96613635595?pwd=R0ZhREYrVVc1RW5SNFdTaGFYeHhkZz09)

Meeting ID: 966 1363 5595
Password: 098239
One tap mobile
+13462487799,,96613635595# US (Houston)
+16699006833,,96613635595# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
Meeting ID: 966 1363 5595
Find your local number: <https://utexas.zoom.us/j/96613635595>

Join by SIP
96613635595@129.116.173.9

Join by H.323
129.116.173.9
Meeting ID: 966 1363 5595
Password: 098239

Open

Close

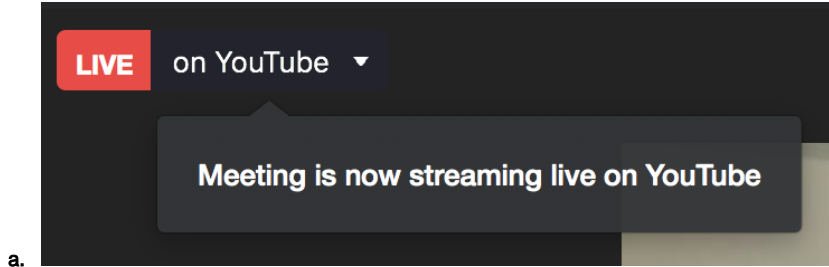
Copy Invitation

a. ↩

Livestreaming

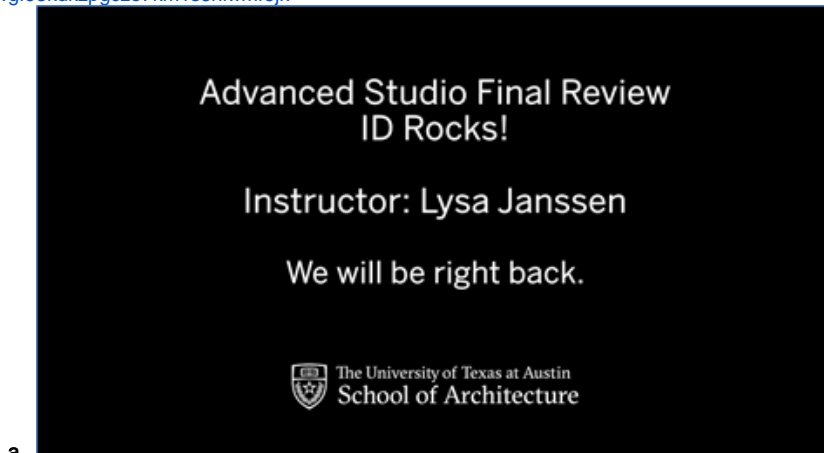
Starting the Livestream

1. Courtney Morshed or Cole Marchant will join your Zoom session before your review begins and will need to be temporarily designated as the **HOS**. They will set up the livestream for your review.
2. The Zoom session will display the following message in the top left corner upon successful livestream connection and you're ready to begin your review!

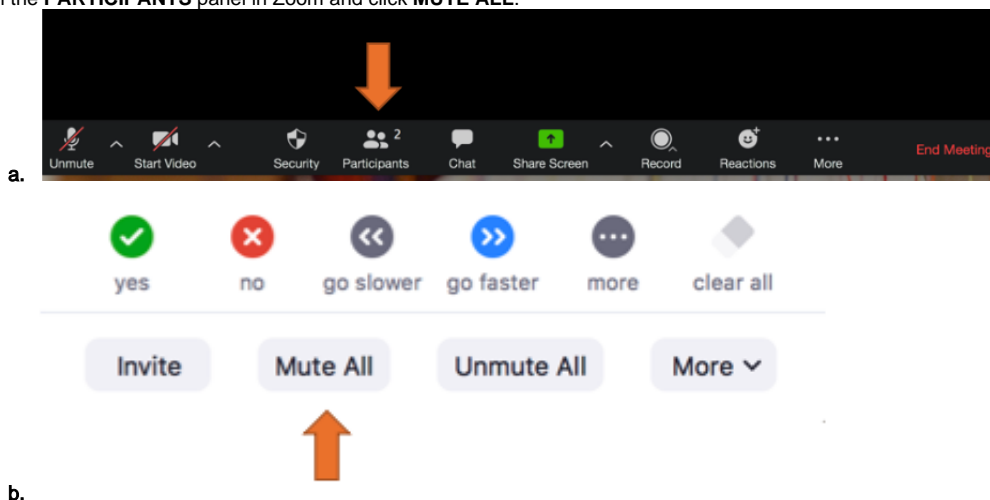


During Breaks

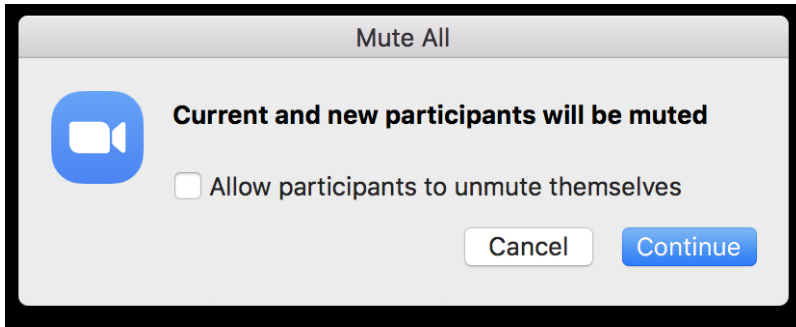
1. During breaks, do **NOT** stop the livestream and do **NOT** close the meeting. Instead, follow these steps to have a placeholder image until the review resumes again.
2. Open your placeholder image file (download your review's placeholder image from UT Box prior to final reviews): <https://utexas.box.com/s/ox0wgf95kdkzpgczo7km1s8nlwmf6jk>



3. Open the **PARTICIPANTS** panel in Zoom and click **MUTE ALL**.

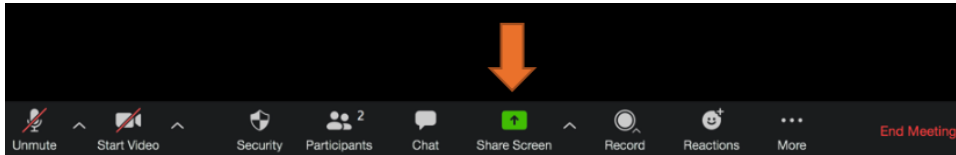


1. **DESELECT** the option to allow participants to unmute themselves and click continue. **MUTE YOURSELF** as well for the duration of the break.



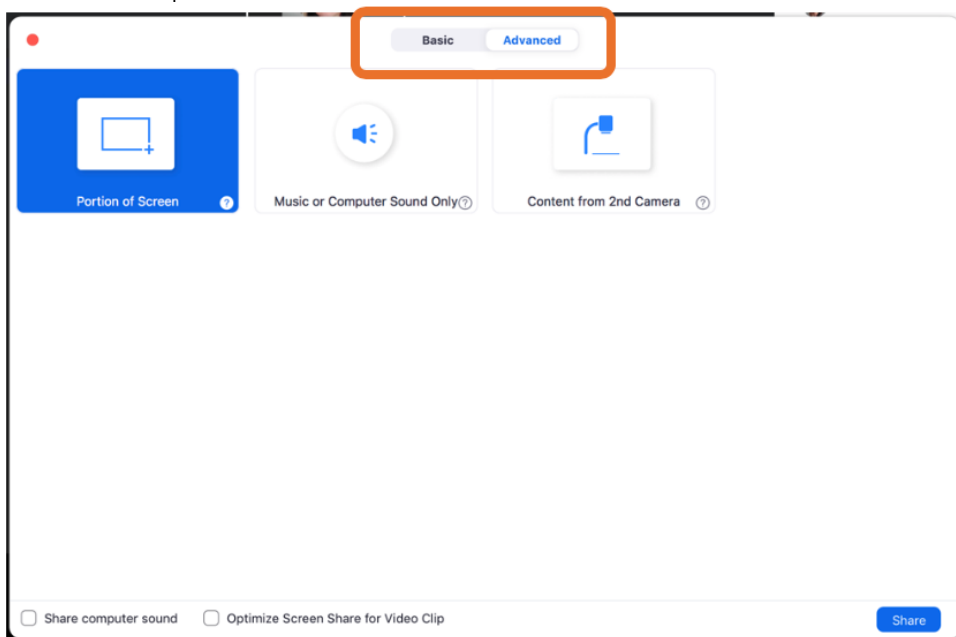
a.

2. Click **SHARE SCREEN**.



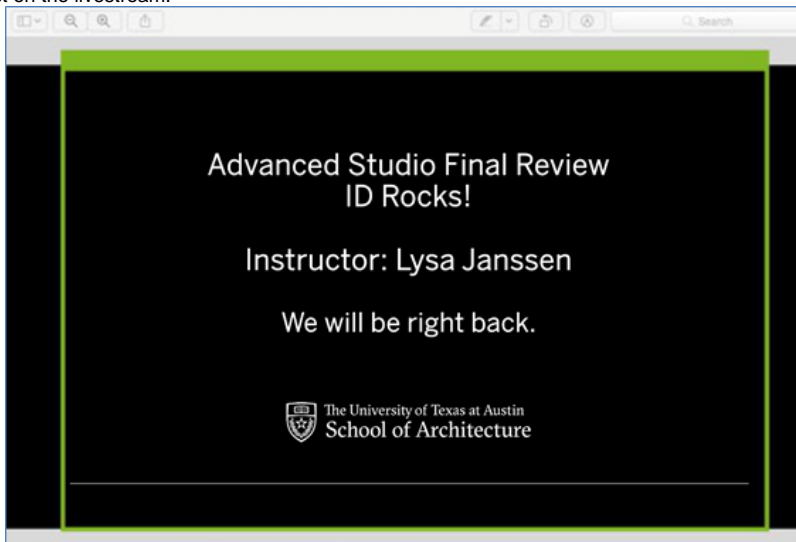
a.

3. Toggle to the **ADVANCED** options and select **PORTION OF SCREEN**. Click **SHARE**.

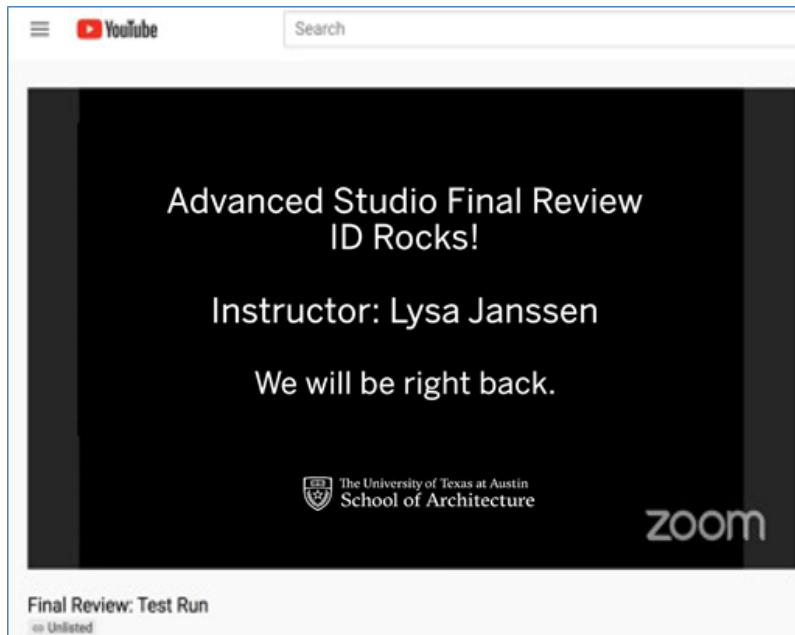


a.

4. A green frame will appear. Position this green frame on top of the placeholder image. Anything inside the green frame will be screenshared and broadcast on the livestream.

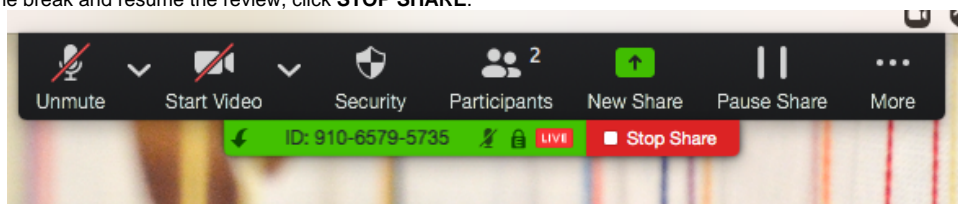


a.



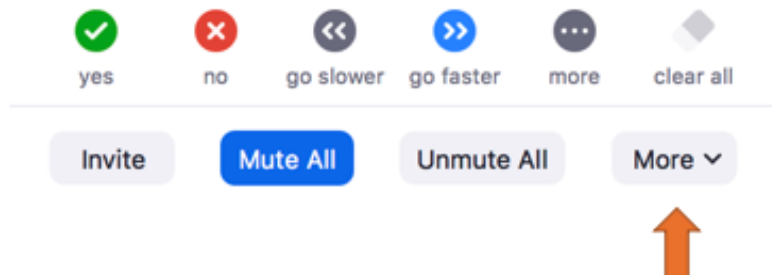
b.

5. To end the break and resume the review, click **STOP SHARE**.

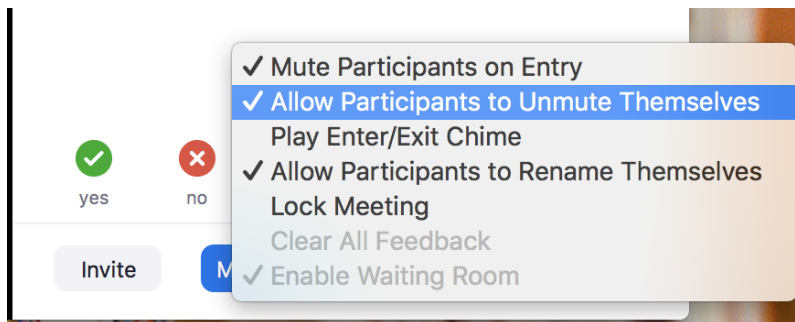


a.

6. To allow participants to unmute themselves, click **MORE** in the Participants window and **SELECT** Allow participants to unmute themselves. Do not forget to unmute yourself.



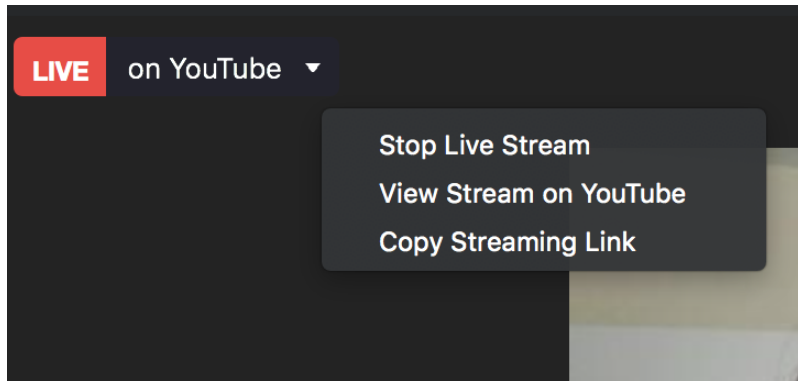
a.



b.

Ending the Livestream

1. Click on the **LIVE on YouTube** sign at the top left of the Zoom session and click **STOP LIVE STREAM** before leaving the meeting.



a.

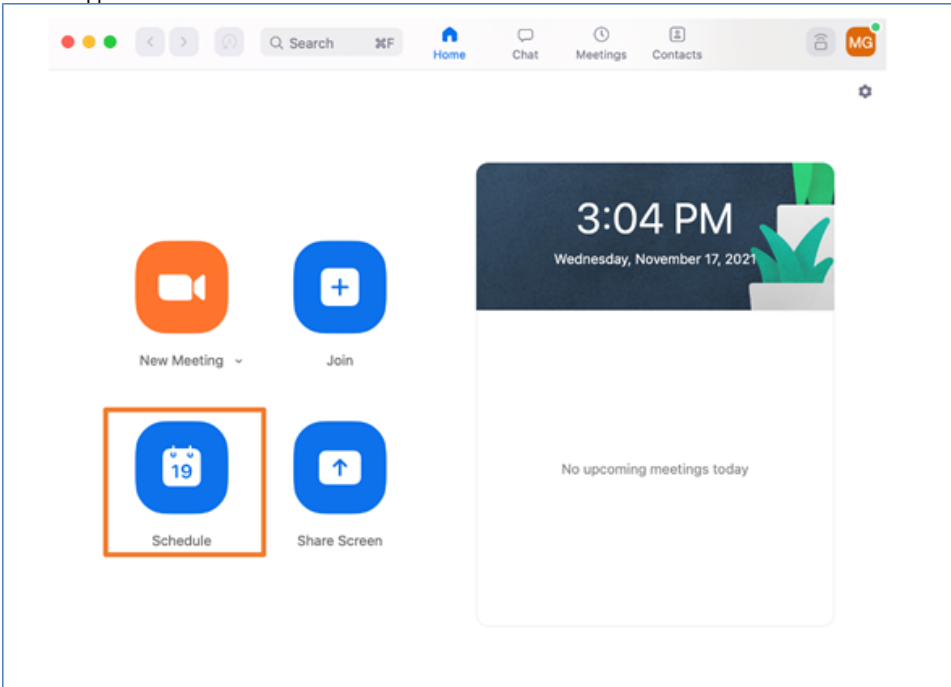
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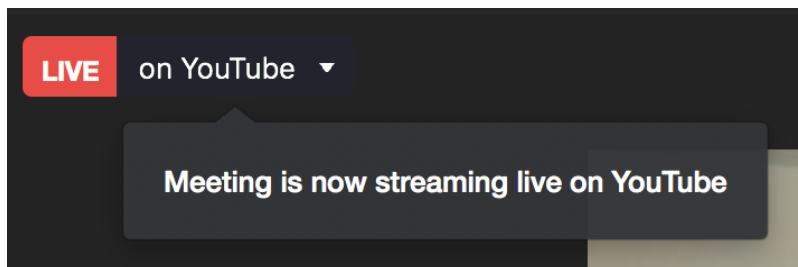
Copy Invitation

a.

Livestreaming

Starting the Livestream

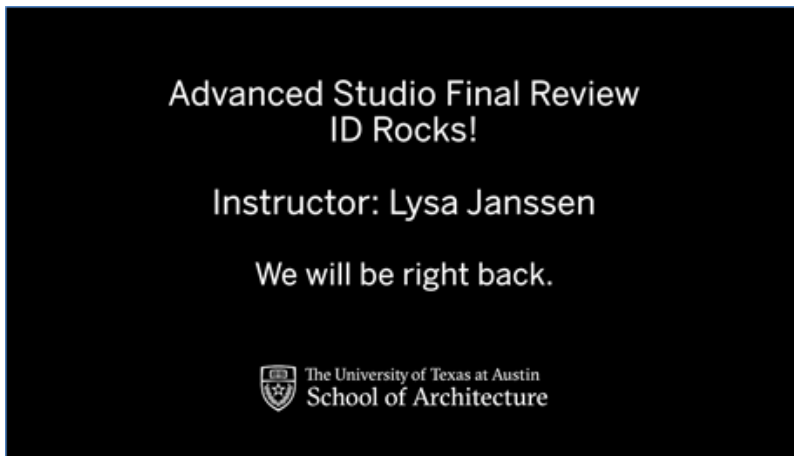
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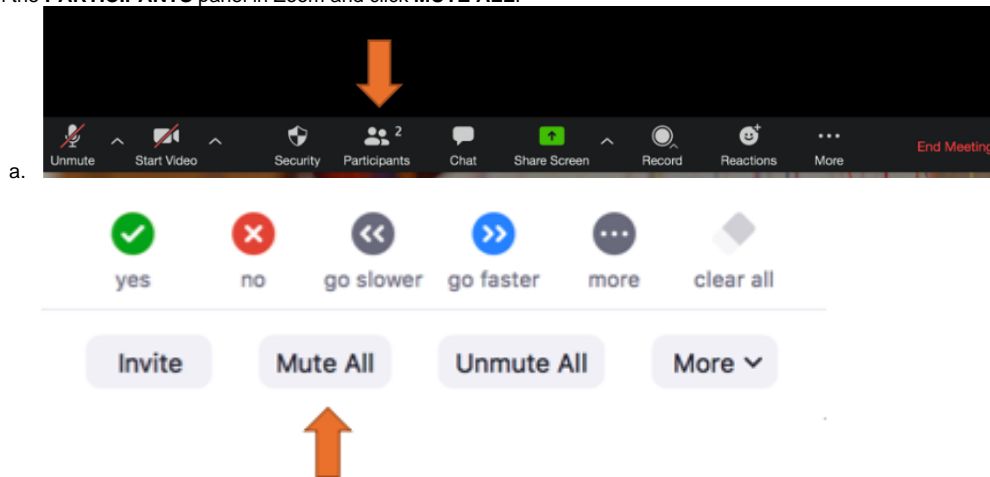
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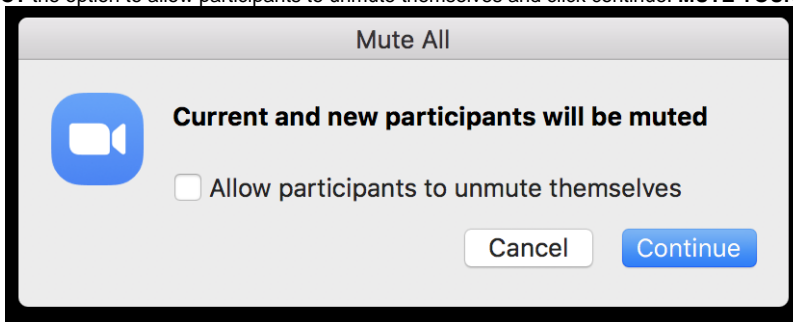
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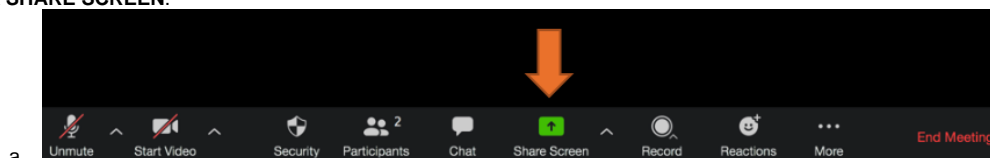
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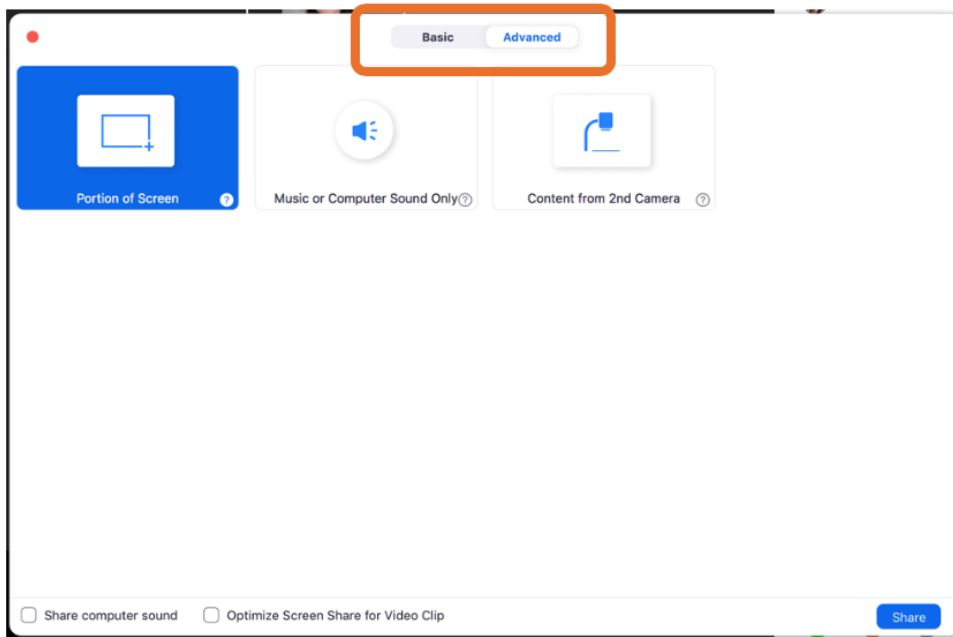
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- a.
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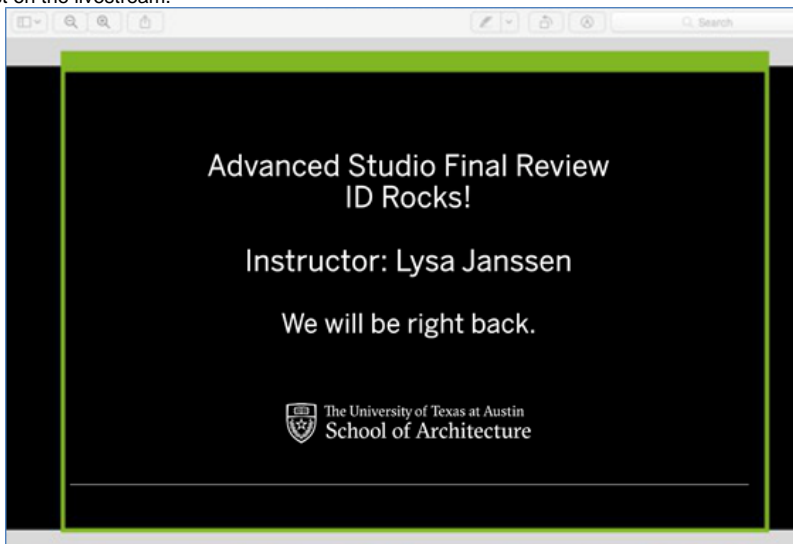


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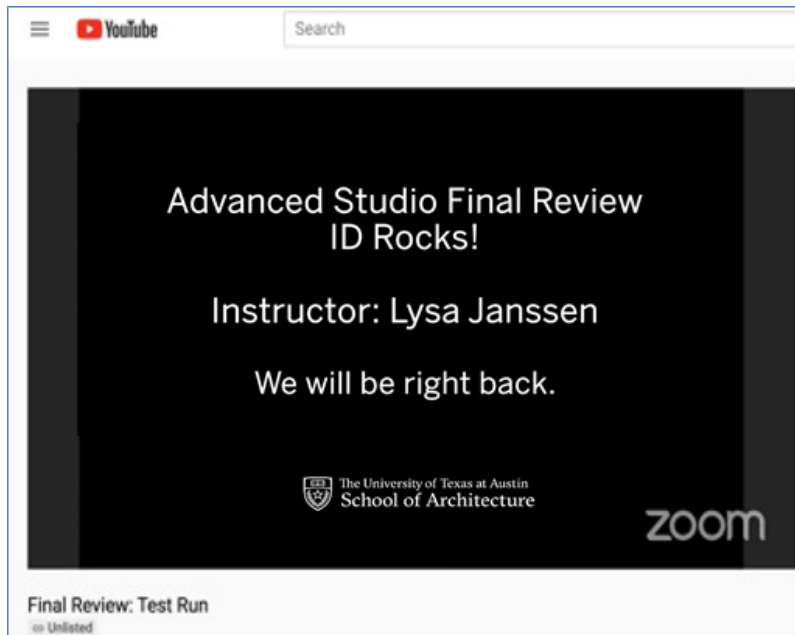


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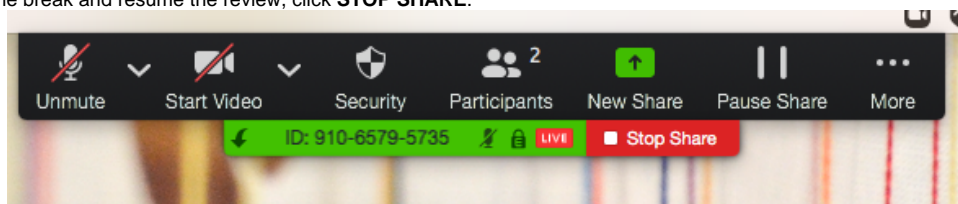


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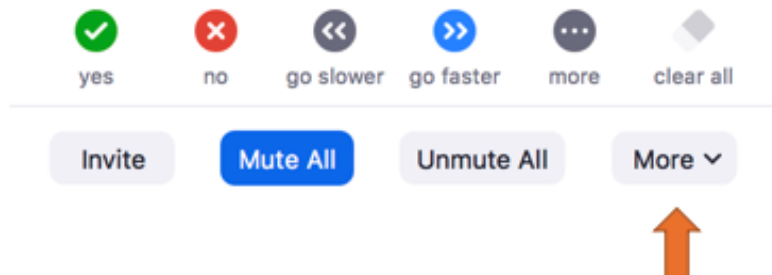
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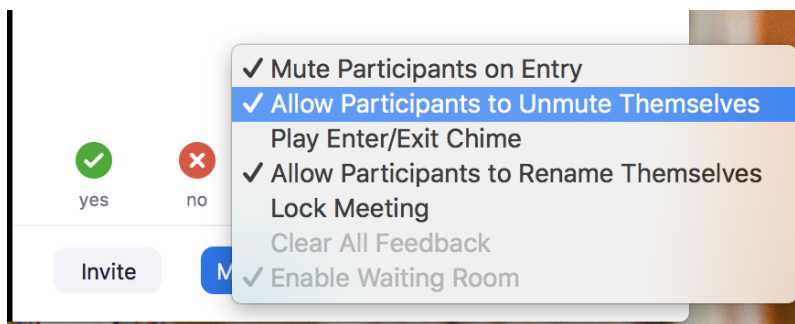


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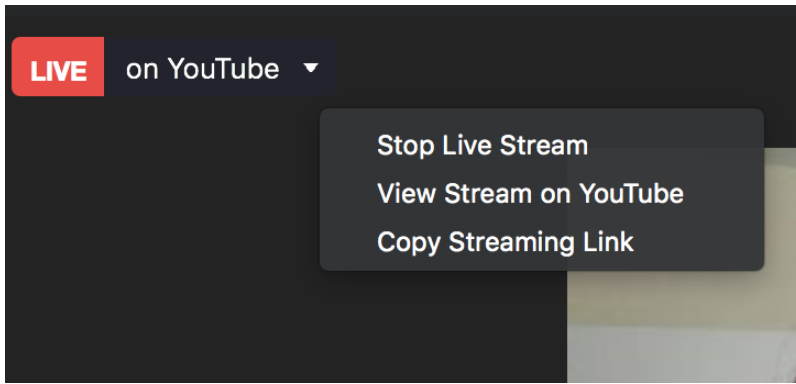
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