# Zoom to Facebook Live Instructions

Part One

Section One: Enabling Sharing of Video Feed via Zoom

The first step to begin live streaming Zoom sessions to Facebook requires the enabling of a few specific settings via Zoom itself. Once enabled, additional options will appear only for the session host.

Streaming from Zoom to Facebook is available through your Virginia Tech Zoom account. Streaming to Facebook is a premium feature that is not available if you are using a free Zoom account. Please log in to Virginia Tech's Zoom plan using your PID and password. To log in, go to: https://virginiatech.zoom.us/

Step 1: Launch the Zoom application and ensure that you are logged in via Single Sign-On.

Step 2: Navigate to your profile. Once clicked, a dropdown menu of options will appear.
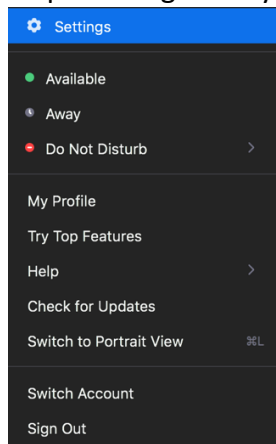
Step 3: Click on settings. This will take you to the main application settings. At the bottom of this screen, click on view more settings. This will launch the web settings for your account.
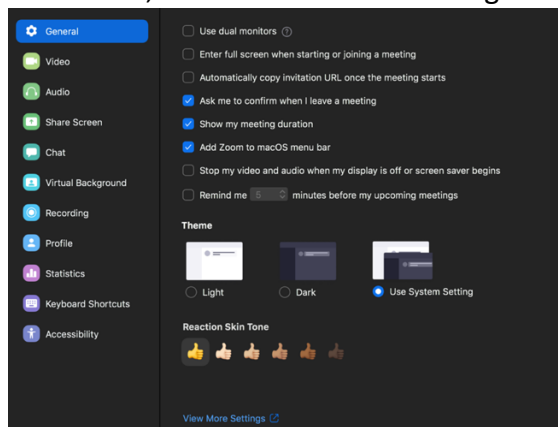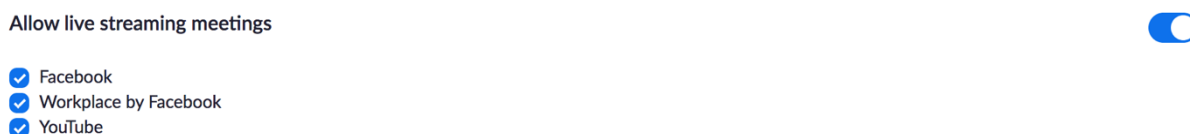
Step 4: Make sure that the settings tab is selected on the left side of the window.
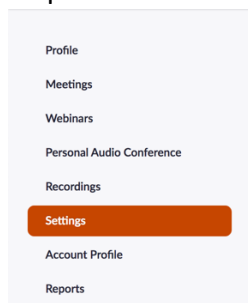
Step 5: Click on the "In Meeting (Advanced)" tab.
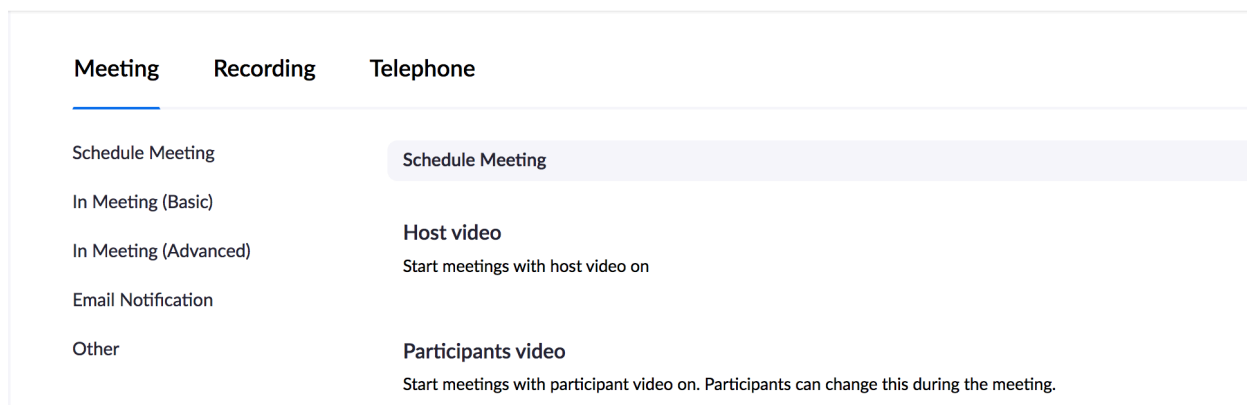
Step 6: Scroll down until you see the "Allow live streaming meeting" box. Enable this and check the three options (as pictured below). Once these are set, you may proceed to the next section.


Section Two: Getting started on a Zoom call

Step 1: Schedule a zoom session while following organizational best practices (such as a unique ID and unique session password). If you are planning to stream your Zoom meeting to Facebook we recommend that you schedule the meeting to ensure that **you are the meeting host.**
NOTE: *If you join a Zoom session and are made the host to do a livestream, the original organizer and host of that session **must** have the options enabled to allow live streaming. If not, live streaming **will not work.***

Step 2: If section one was completed correctly and you are a host of the Zoom session, there will be a row of options at the bottom of the Zoom session window. The right-most button will

say "more." Click it.
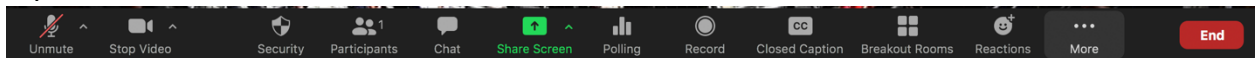
Step 3: When clicked, these three options will appear. Select "Live on Facebook" to be redirected to Facebook to set up the Live session.
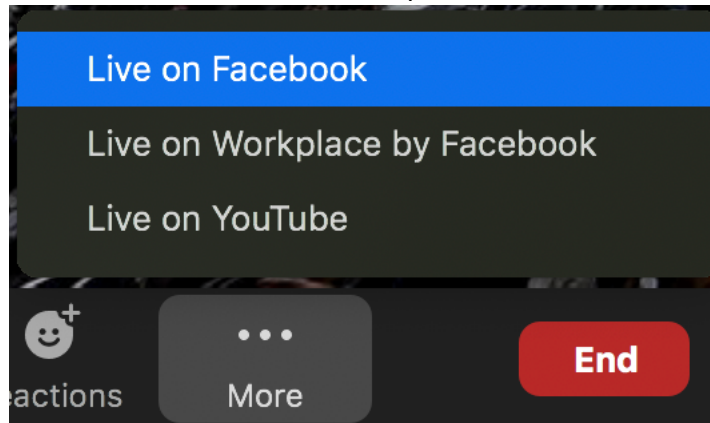

Section Three: Setting Up Facebook

Step 1: The first page you will be greeted by is pictured below, where you select the page on which you want the Live session to populated. This will most likely be either in a "Group" or a "Page You Manage," depending on your specific needs.
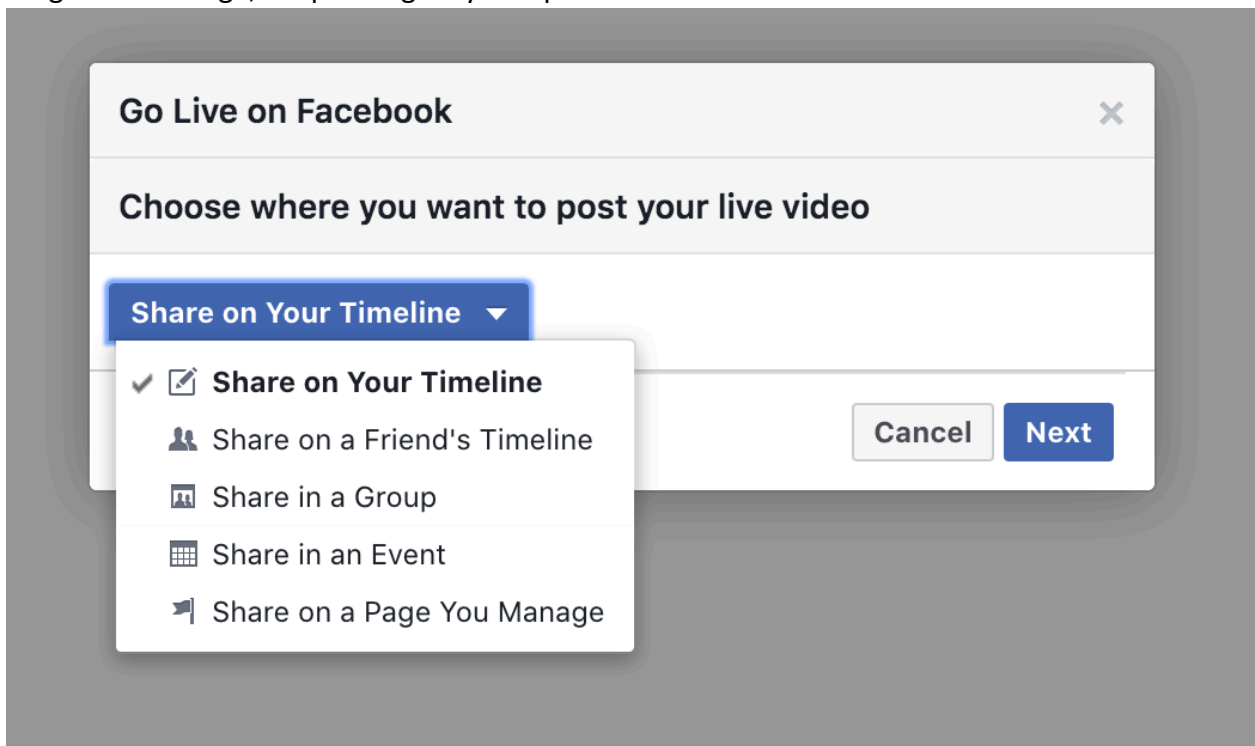
Step 2: After selecting where you want the Live call to be streamed, click next. You'll be greeted by a loading screen where Zoom is connecting to Facebook.
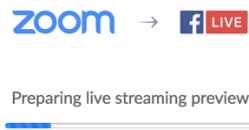
Step 3: Once the loading is complete, make sure you use the old Facebook live producer, not the new version. The new version may present some issues, such as the feed cutting out about three minutes into the broadcast.

Step 4: On the right side of the screen, you will have options to name the broadcast, provide a description, etc. It is recommended that you use the event name and associated description, if applicable.
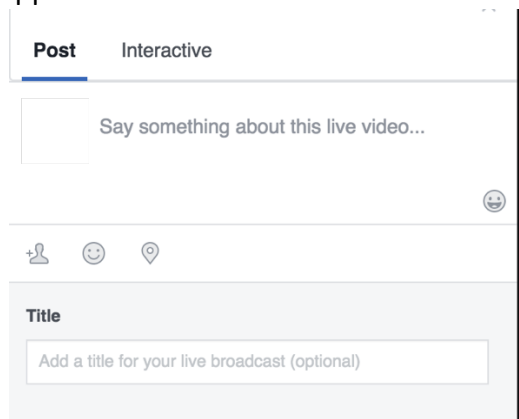
Step 5: When everything is set and you are ready to go live, click on the "Go Live" button on the bottom right-hand corner fo the screen. *Note: If you are not speaking, make sure to mute your mic.*
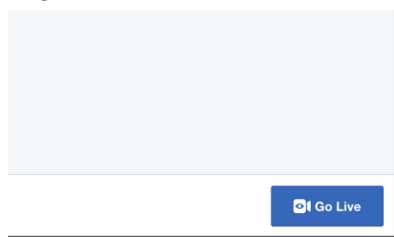
Step 6: While in the live stream, people will be able to comment on the video, which you can view by going to the video itself (location depends on if it is in a group, page, etc.). You can view the live stream itself there, but make sure to mute that video. Respond to comments if needed.

Note: There will be a 15+ second delay between your zoom meeting and the Facebook live stream. Iit is also advised that you have a plan in place for comments/questions to reach who is doing the Live broadcast as well to answer any pertinent questions.

Step 7: When the broadcast is complete, navigate back to the Zoom window, click on the "more" button, and select "Stop Broadcast."
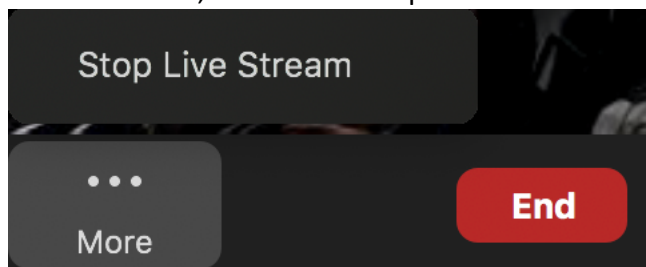
Step 8: The video will end and be saved on the page/group for viewing after the event has concluded.

Step 9: You can download the video from Facebook after the live event, but it is advised that you record the Zoom session locally (not in the cloud) before the Facebook Live Session starting.
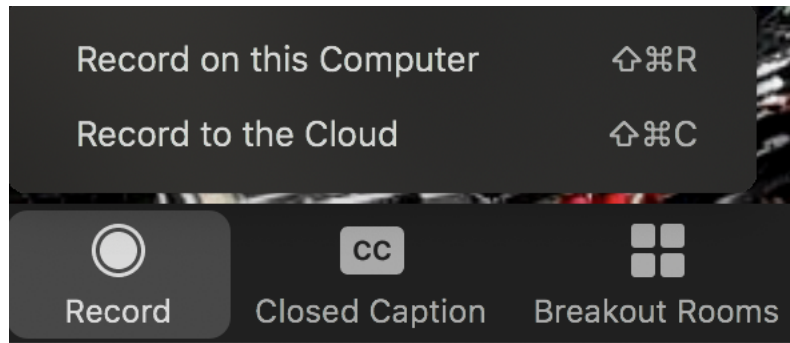
Section Three: Managing your event, processing video on Facebook, and closed captions

Section One:

Step 1: Planning for your event

If you are inviting a guest to join you for your live stream (e.g. you are having a speaker do a presentation), schedule your Zoom meeting and ask them to join you **at least 15 minutes in advance** of the time you plan to go live. You will need this time to make sure your guest knows how to share their screen, can test any videos or presentaitons they need, and so that you can explain the Facebook livestream process and discuss how you will handle any questions you receive as Facebook comments.

At the time you plan to go live, send your stream to Facebook per the instructions above. Once the stream is live on Facebook, wait a minute or so to give people a chance to find your live stream. You can come back later and cut this waiting time out of the finished video. During this waiting time, periodically explain that the meeting is about to begin.

Step 2: Managing your event

Once you start your live stream, you will need to keep two windows open on your computer:
- The zoom application window where you are conducting your meeting
- The Facebook live producer page where your meeting is being sent to Facebook (this stream will have a delay of 15+ seconds)

You may also wish to open your regular Facebook page to see the stream there so you can monitor comments.

Step 3: Processing video on Facebook

When your live stream ends, your video will automatically be saved to your Facebook page. To find your video, enter the URL of your facebook page followed by "/live" For example, if your

page url is "https://www.facebook.com/VirginiaCooperativeExtension/" go to "https://www.facebook.com/VirginiaCooperativeExtension/**live**" You can also find your video by scrolling through your regular Facebook page feed.

When you locate your video, click on it to open it. In the video player window, click the more icon that looks like 3 dots (upper right of the window), then select "edit video"

Figure 1: Video player window with "edit video" option highlighted

This will open the video editing window. Here you can trim off the "waiting" time at the beginning of the video and any extra time spent disconnecting the feed at the end.

You can also change the video description, title or tumbnail image.

To "trim" the video, scroll down and select "video trimming." In the settings window, enter the time you want your video to begin and end. For example, if you want to get rid of the first 45 seconds and the last 40 seconds of a 40-minute long video, you would enter "00:45:00" in the "From" box to have the video start 45 seconds in and you would enter "39:20:00" in the "To" box to have the video end 40 seconds earlier. Then click save. It will take Facebook a little while to trim your video-when it has finished, you will get a notification that says "your video has been successfully trimmed."
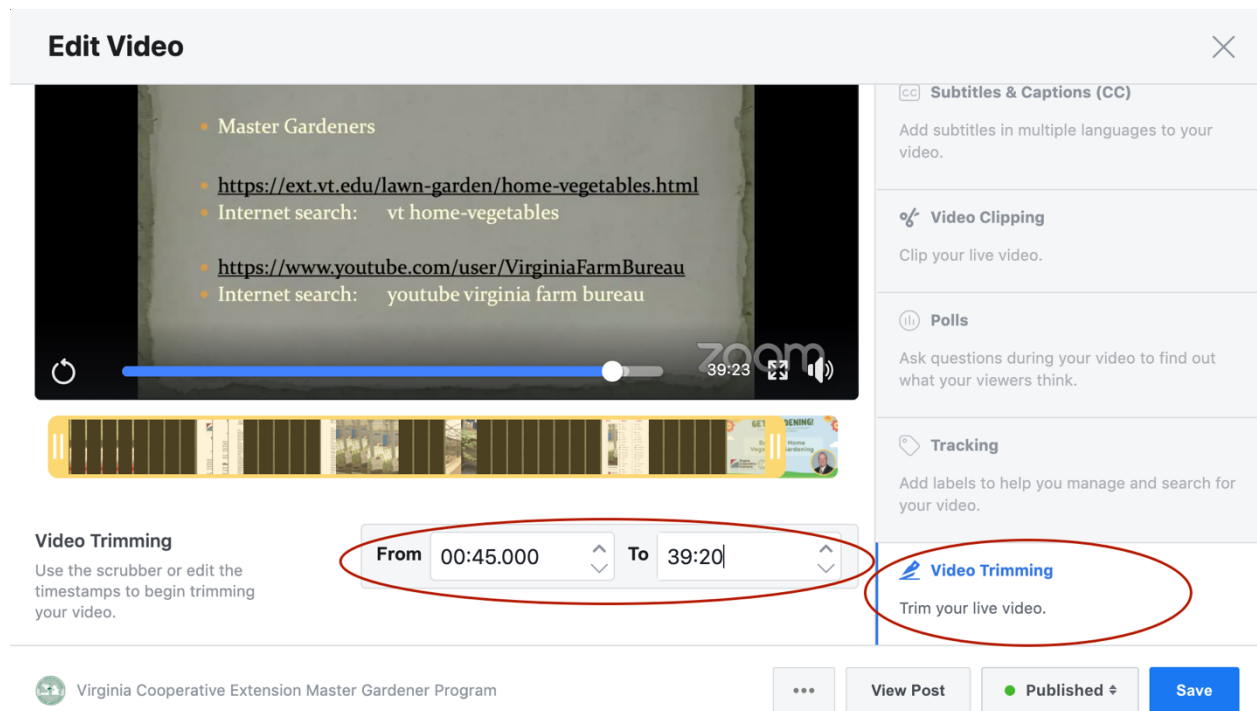
Figure 2: Video trimming window

Section Two: Adding Facebook's automatic closed captions

Like YouTube, Facebook automatically generates closed captions for your video. These captions are fairly accurate, but not 100% correct, so you will want to edit them.

To turn on Facebook's closed captions, select "subtitles & captions" in the video editor window.

You should see a line that says "English-autogenerated" – select the checkbox next to these captions to turn them on. To edit these captions, click the little pencil button. This will open an editing window where you can correct your captions. When you are finished, click "save draft."

Figure 3 Turn on English: Autogenerated captions

Figure 4 Closed captioning editing window

Part Two

How to Pre-Schedule Facebook Live/Zoom session:

Step 1: Follow the instructions above to enable live streaming via Zoom in your Zoom settings.

Step 2: Schedule the event in Facebook
  a. Go to your Facebook page, navigate to **"Publishing Tools"** in the top menu bar

  b. Navigate to **"Video Library"** in the left navigation bar

  c. Click **"Go Live"** which will open the new Live Producer tool *(Note: you cannot schedule more than a week in advance)*
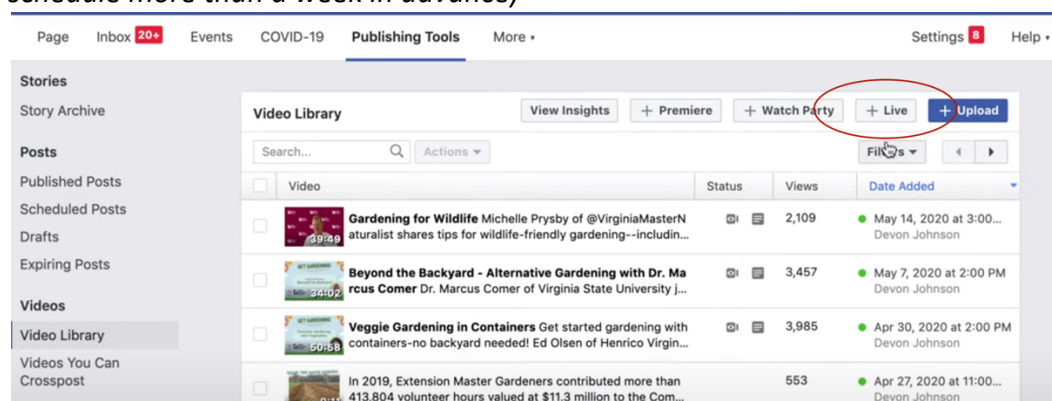

Figure 5 Facebook video library page with "+ Live"

  d. Enter the date of your event, title, description. Optional: Add a different image by clicking "Select a picture"

  e. Click "Schedule Live Video" to publish a post scheduling the live video to your Facebook page

Step 3: Before your event begins, configure your Zoom meeting to stream to your Facebook live event
  a. Schedule your event per the instructions above. Find the reminder post Facebook posted to your Facebook page and open the producer window by clicking **"Admin Only: Edit your details**." Leave this window open in a tab.

Figure 6 Facebook event post with "Admin Only: Edit Your Details"

b. Schedule a meeting in Zoom and plan to begin at least 15 minutes before you plan to go live.

c. In your Zoom meeting settings, scroll down to the bottom where you see tabs for "Poll" and "Live Streaming." Click "**Live Streaming**" then click "**Configure live streaming settings.**" This will open a live stream settings pop up box.
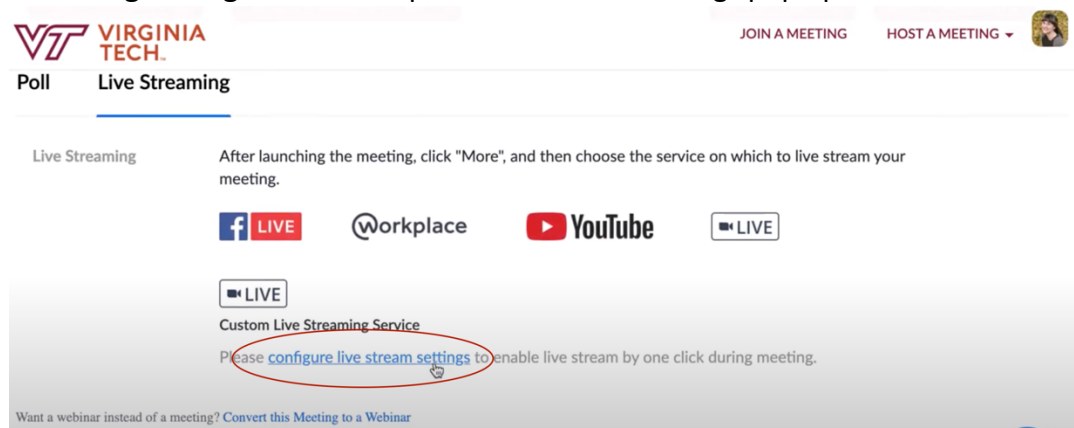

Figure 7 Zoom meeting settings "Configure live stream settings" option

d. Navigate back to your Facebook live producer window and scroll down to the "Live Stream Setup" box where you will see a "Server URL" and "Stream Key"

e. In the Zoom live stream settings pop up box, paste in the "Server URL" and "Stream Key" from Facebook. For "Live streaming page URL" enter the URL of your Facebook page with /live at the end (e.g. http://facebook.com/virginiacooperativeextension/live

Step 4: Launch your Zoom meeting and send to Facebook Live

   a. At least 15 minutes before you plan to go live, start your Zoom meeting and open your Facebook Live event producer window per the instructions above. Leave the producer window open in a browser tab. Also, make sure your presenter's screen sharing/presentation works.

   b. In your Zoom meeting click "**More**" then "**Live on Custom Streaming Service.**" A browser window will open showing your live streaming page URL.

   c. Open the tab where you had the Live producer window open. The preview should now show your Zoom meeting.

   d. Your video will automatically switch from being a preview shown in the Live producer window to a live streaming video at the time you've prescheduled your event to begin.