HowTo: Live Stream and Record a Lecture or Meeting

NOTE: If you have not set up your YouTube Channel yet, you will be prompted to do so.

1. Open up **Chrome** Browser. Either log into https://www.youtube.com/my_live_events directly *OR*

    log into your **LTU email**, then click on the **application icon** on the far right.
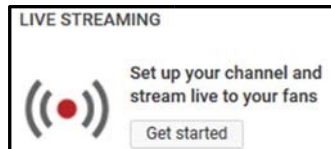   From the dropdown, click on the   **YouTube icon**.   If you do not
    readily see it, click on **More.**

    Click on the **arrow icon**.
    Click on **Get Started** button.

2. Under **Live Streaming** tab click   on **Events**.

3. Click on **New live event** button on the far right.

4. Under **Basic info** type in the "Name" of your session in the text box. Make sure "**Unlisted"** is selected.

5. Click on the **Advanced settings** tab.

6. Under the **Recording** section on the far right, check off **"Automatically make archive unlisted once the stream has ended."**

7. Click on the **Go live**   **now** button.

8. The **Ready to Go!** window will pop up. Click on **OK** button.

9. **Google Hangouts** screen opens. Make sure you see your video and that when you speak the green audio buttons are moving. If you would like students to join you while you are live broadcasting, you may copy the browser address link and paste/send it to your students.

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10. Click on the green **Start broadcast** button once it loads.
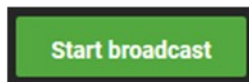
11. The **Broadcasting** window will pop up. Click on **OK** button.
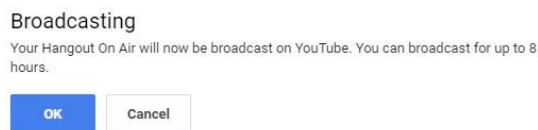
12. If you would like to share your screen content, hover to the left and then click on a **green arrow icon.** On the **Share your screen** window, click on the **Share** button. When done sharing, click on the **Stop** button.
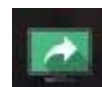
13. Once done with your recording, click on red **Stop broadcast** button.
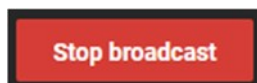
14. Click on the **Links icon**. Select/copy the **YouTube Page** of your recording and then paste it in Blackboard/Canvas or email.

15. If at any point you would like to change the name of your video, change the settings, or access the YouTube link again, you may go back to your YouTube page and click on **Video Manager**, click on **Edit** and then **Save Changes**.