

## Meetings vs Webinars vs Live Streaming vs Recordings

**Meetings** are the choice if you want audience interaction. **Webinars** allow Q & A, and Chat postings – but no audio or visual input by attendees. Only the designated presenters will be seen and heard, and no list of participants is available to attendees - they are only able to interact with the presenters, not each other. Both **Meetings** and **Webinars** can be Live Streamed. Access may be restricted by registration. **Live Streams** may often be viewed anonymously, as also **recordings**; though comments can usually be added below.

### Recording and Live Streaming

You can **Record** to either the Cloud or to a computer, if permitted by the host in the Advanced Settings. If you want to share the recording and are the host, you should record to the cloud – as most files are too big for you to email. Viewers may be allowed to record after requesting permission, but only to their device. When the meeting is over, Zoom processes the Cloud recordings (Video, Audio and Chat) and sends the Host links for his/ her personal access or to share the recording with someone else along with a password for their access.

**It is best to start a recording in Full Screen.** Be cautioned - It is easy to forget to start a recording or to forget to stop one – when the host is busy with other things. It can also be frustrating when an Emcee starts a program before the Host begins the recording and gives the Emcee a “go ahead.”.

**The cloud recording layout** follows the video layout of the participant or host that started the recording. The recording will be whatever is set in the recording setting. The default is **Speaker View** which shows only the one active feed or screen share. **To change the default** – go to your **Settings** → the **Recording tab** (center) and select under **Cloud Recording**: either **Speaker** or **Gallery View with shared screen**, or **to Record** the three views **separately** for a later edit → **Save**. In **Live Streaming**, **Gallery views** and **spotlights** are shown.

Audiences should be cautioned when there is **Recording** or **Live Streaming** – to turn off their video feed if they do not want to be seen. When it is recording **Speaker View** – an audience member's video could pop up if they are not muted and make a noise during a presentation – so it helps to have everyone mute to avoid those interruptions. Remember everyone's **Gallery View** needs restoration when the **Spotlights** are removed.

My video editing program had problems loading a large downloaded recording. You can use an open source transcoder program like [Handbrake.fr](http://Handbrake.fr) (it is free) to convert the recording into a file you can edit, if you have problems.

Setting up **Live Streams** is somewhat easy (Click on **More ...**) and select. It does take a bit of time, first in filling out some required information: Title, Description, Audience settings (Public, Private, Age, etc). *Facebook* or *Youtube* will also take some time preparing the feed for broadcast before giving you a **Go Live** button. The Live stream tends to lag behind the actual event. So start early!

When **Live Streaming** to *Facebook* or *Youtube*, people will be able to join it in process, but can view it, or a premiering recording, from its beginning only after the program or premier is finished. If you wish to put up an edited version, you can upload it later, after processing and editing. Uploads take time. Editing out bits at the beginning or end or in the middle can improve it, and with a program – titles and slides can be added as well.

### Enabling Facebook or Youtube live streaming for meetings

To enable live streamed meetings on Facebook:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click **Account Management** and then select **Account Settings**.
3. On the **Meeting** tab under the **In Meeting (Advanced)** section, locate the **Allow livestreaming of meetings** setting, verify that is enabled, check the **Facebook or Youtube** option, and click **Save** to save the changes. **Note:** If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator to make changes.
4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

**Uploading Recordings to Facebook or Youtube** usually is slow. You will be asked descriptive information and possible for a cover graphic. You will also be asked whether there is content for kids, and age restrictions. And you may have an option for when it will Premiere. *Youtube* allows you to group videos in folders. *Facebook* Live Feeds can be deleted and replaced – but since people's Live Feed are constantly updating and uploaded recordings can soon be forgotten or hard to find.