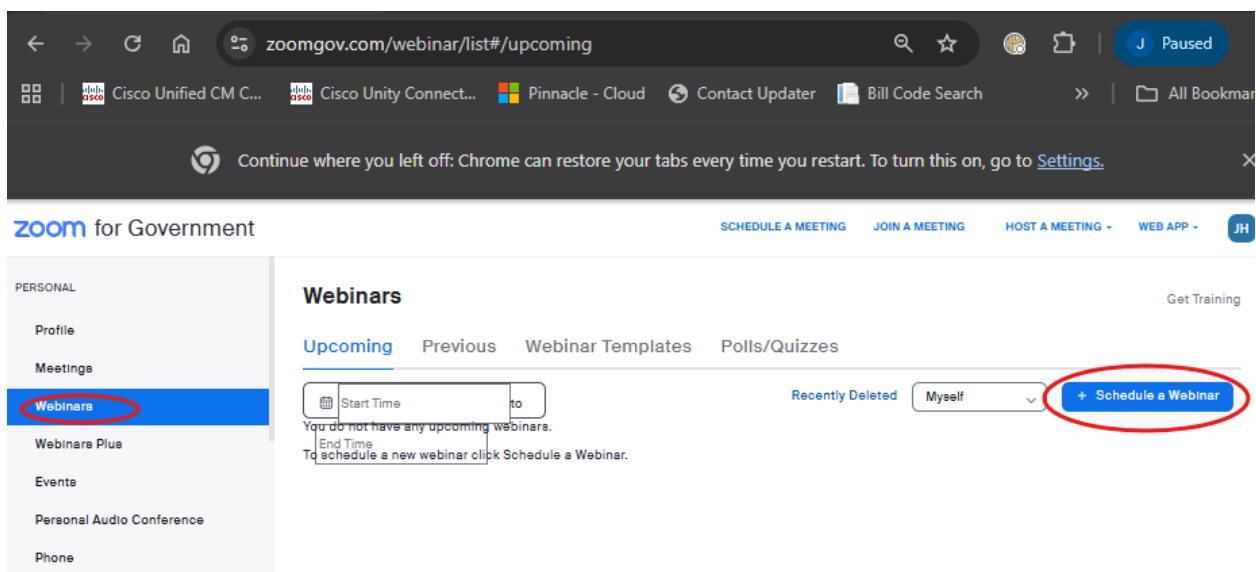


Scheduling a ZoomGov Webinar and Setting it up for Youtube Live

Note: If you don't have a ZoomGov account please reach out to your agency's voice coordinator and have them open a general request in Service Now requesting one.

Example of Request: Please send to IOT Telecom, Jane Doe needs a ZoomGov account. Email address is jdoe@iot.in.gov. Billing code for use is XXX (can be the 3 digit bill code or the full gl string).

Log into your **ZoomGov.com** account and go to Webinars > Schedule a Webinar



Update any settings you may need changed. (Topic , Description, date and time, registration, video (host and panelist) video will not be available for attendees (the public), Alt host (they would also need a zoomgov account but would be able to host the meeting if the person scheduling the meeting is out). Once you update these setting click schedule and then you can invite the panelist.

[Back to Webinars](#)

Schedule a Webinar

Schedule For

Myself

Topic

My Webinar

Add Description

Template

None

When

08/13/2026

10:00

AM

Duration

1

hr

0

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

☐ Recurring webinar

Registration

☐ Required

Authentication

☐ Require attendees to authenticate to join

Passcode

☒ Require webinar passcode

287913

Video

Host

☐ on

☒ off

Panelists

☐ on

☒ off

Audio

☐ Telephone

☐ Computer Audio

☒ Both

Dial from United States

☐ Allow attendees to use toll-free and fee-based toll call numbers

☐ Allow attendees to use Call Me

Options

☒ Q&A

☐ Enable Practice Session

☐ Enable HD video for screen shared video

☐ Webinar - HD video quality (1080P)

☐ Automatically record webinar

☐ Include email address in attendee report

☐ Approve or block entry for users from specific countries/regions

By default, attendees can chat with:

☐ Everyone

☐ Hosts and panelists

☒ No one

Alternative Hosts

Enter user name or email addresses

☒ Allow alternative hosts to add or edit polls

Interpretation

☐ Enable language interpretation

☐ Select sign language interpretation video channels below. You can assign interpreters at any time.

Schedule

Cancel

In the link below you can see what permissions a host , Alternate host, co-host, panelist, and attendee have so you can assign the other members helping you run the meeting the access that will best suit your needs.

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065551

Note: Alternate Hosts and Panelist can be assigned prior to starting the Webinar. A Co-host can only be assigned after the webinar starts.

Click on Invitations > Edit

zoom for Government

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING - WEB APP - JH

PERSONAL

- Profile
- Meetings
- Webinars**
- Webinars Plus
- Events
- Personal Audio Conference
- Phone
- Personal Contacts

My Webinars > Manage "My Webinar"

Start this Webinar

< Details **Invitations** Email Settings Waiting Room Branding Polls/Quizzes Survey Q&A >

Invite Panelists No panelists invited Import from CSV **Edit**

Invite Attendees Webinar Size: 1000 attendees Copy Invitation Send Invitation to Me

Link to join Webinar
<https://www.zoomgov.com/j/1658856877?pwd=LTtEGRak5GKaCubvoakFzonSKa9XSN.1>

Registration Settings No Registration Required Edit

Add your Panelists and Save Changes

Panelists

Invite Branding

Invite a person or a Zoom room as a webinar panelist

Name	Email/Zoom Rooms	
Chad Baker	chadbaker@iot.in.gov	Delete

[Add Another Panelist](#)

☒ Send invitation to all newly added panelists immediately

Cancel

Save Changes

Copy the Attendee link. This is the link that you will want to embed on your website to allow the public to join for verbal comment.

zoom for Government

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING - WEB APP - JH

PERSONAL

- Profile
- Meetings
- Webinars**
- Webinars Plus
- Events
- Personal Audio Conference
- Phone
- Personal Contacts
- Personal Devices

My Webinars > Manage "My Webinar"

Start this Webinar

< Details **Invitations** Email Settings Waiting Room Branding Polls/Quizzes Survey Q&A Captions >

Invite Panelists Chad Baker (chadbaker@iot.in.gov) Import from CSV Edit
Export list

Invite Attendees Webinar Size: 1000 attendees Copy Invitation Send Invitation to Me

Link to join Webinar
<https://www.zoomgov.com/j/1658856877?pwd=LTtEGRak5GKaCubvoakFzonSK9XSN.1>

Registration Settings No Registration Required Edit

Go to Live Streaming > Configure custom Streaming

My Webinars > Manage "My Webinar"

Details Invitations Email Settings Waiting Room Branding Polls/Quizzes Survey Q&A Captions **Live Streaming** Integrations

Live Streaming

Livestreaming allows you to stream Zoom Webinars on platforms such as Facebook, YouTube, and Twitch, or send to a custom streaming location. You have to have an account set up with the live streaming provider. [Learn More](#)

After starting the webinar, click "More" and choose the service on which to live stream your webinar.

[Configure custom streaming](#)

Overflow options

When the webinar has reached capacity (1,000)

- ✓ Remind users to watch the live stream ⓘ

Plug in your Stream URL, Stream Key , and Live Streaming page URL (sharable link) that you got from YouTube.

Note: **The Stream URL you will need an 's' after rtmp.**

Configure Custom Streaming Service

Stream URL *

rtmps://a.rtmp.youtube.com/live2

Stream key *

***** Show

Live streaming page URL *

https://youtube.com/live/BFD0deFESVc?feature=share

Resolution

Standard HD (720P)

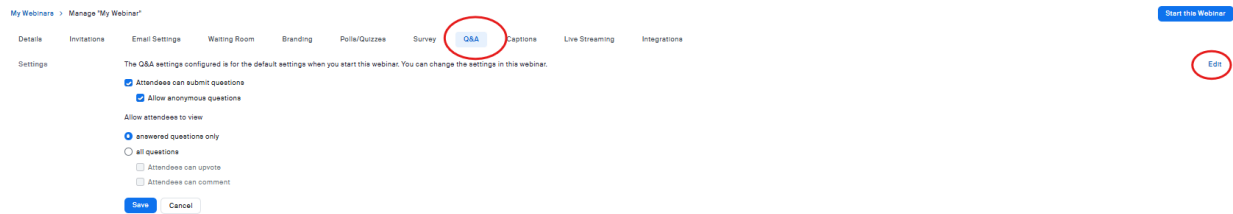
Anyone using this link can watch the live stream of the meeting

☐ Custom streaming service requires authentication to broadcast

☐ Configure live stream during the meeting

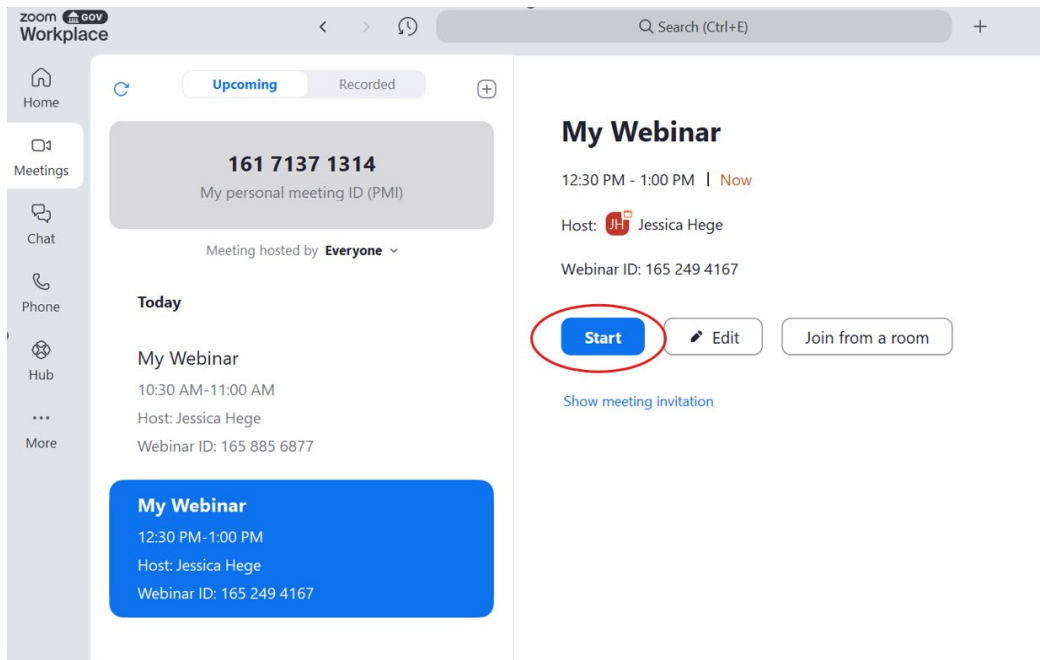
Done Cancel

If using Q&A you can edit the setting here.

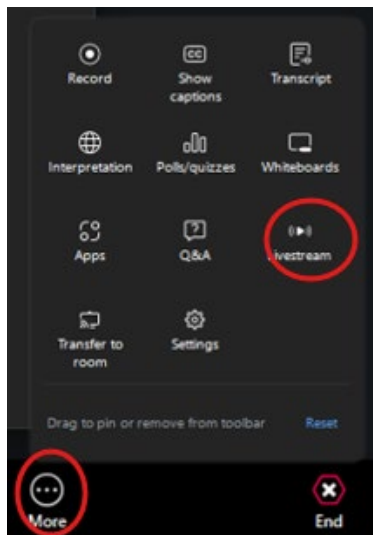


Running the ZoomGov Webinar

From the ZoomGov client click on start.



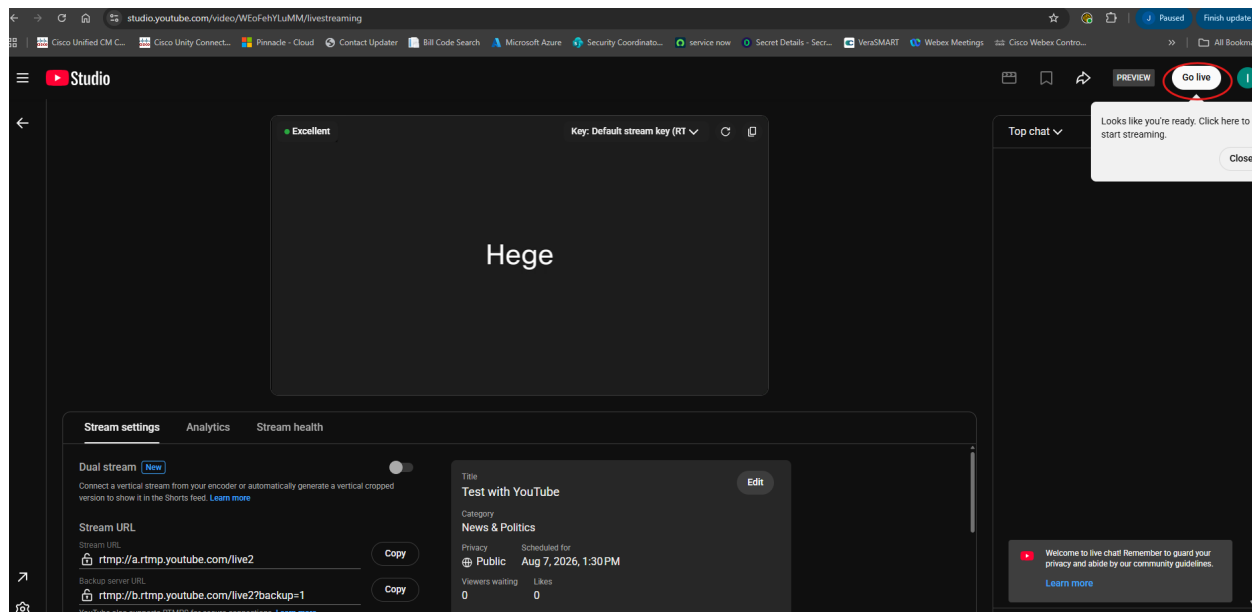
Once you start your ZoomGov Webinar click on More > Live stream



This will launch a web browser to your YouTube live. If you are not already signed into YouTube, you will be prompted to sign in now.

You will also need to go your YouTube Studio page

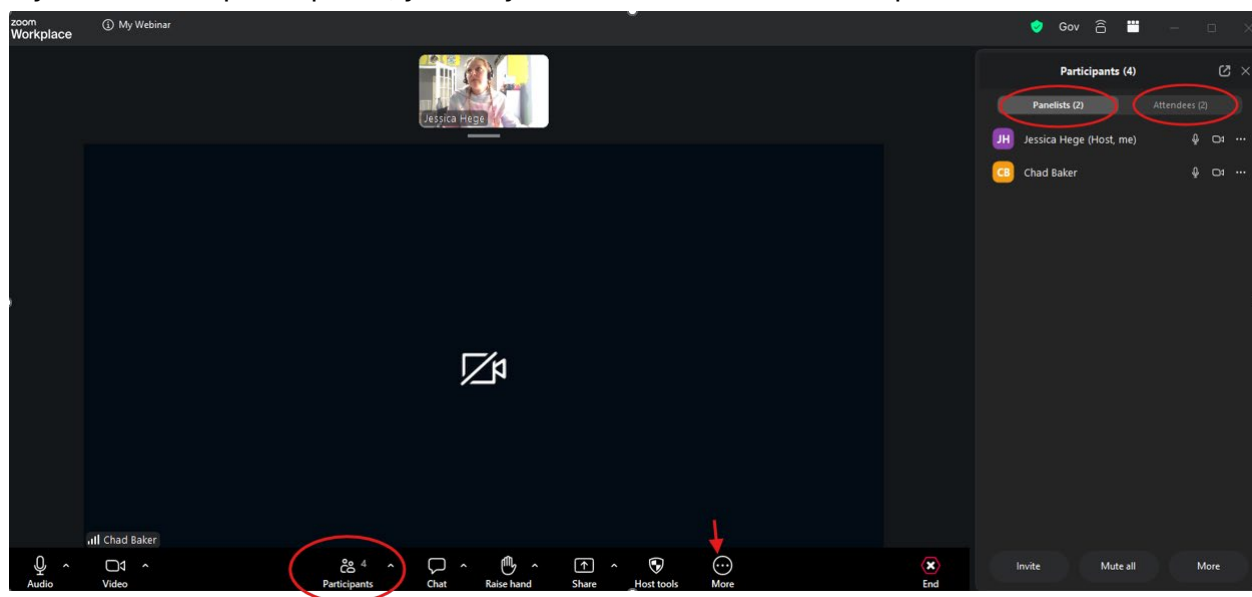
Click Go Live



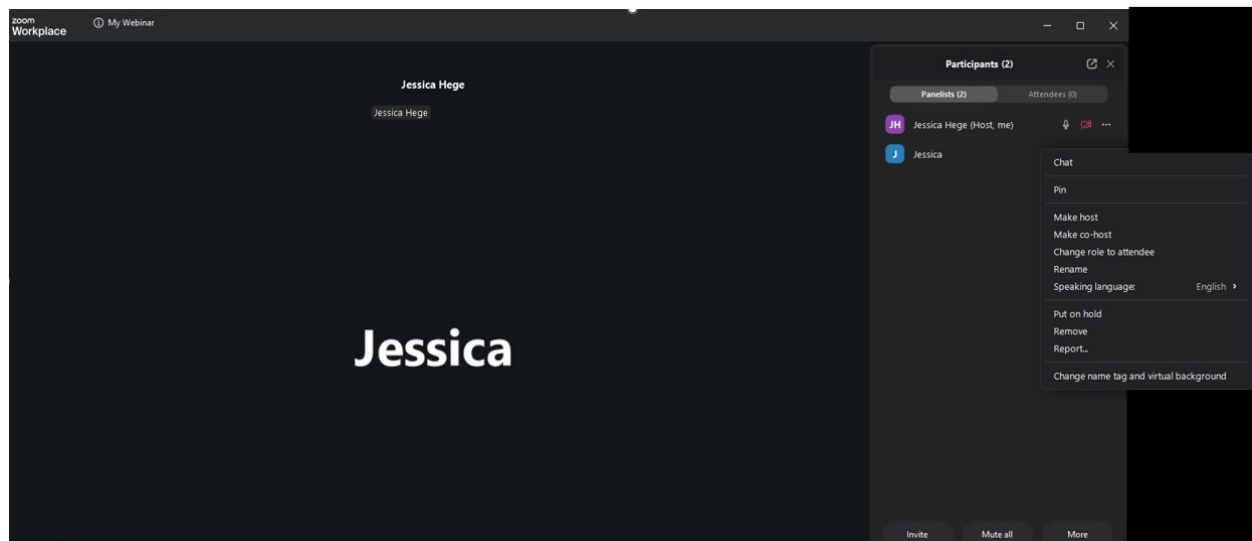
Back on ZoomGov:

Click on Participants to view your Panelists and Attendees.

If you don't see participants, you may need to click on the More option.

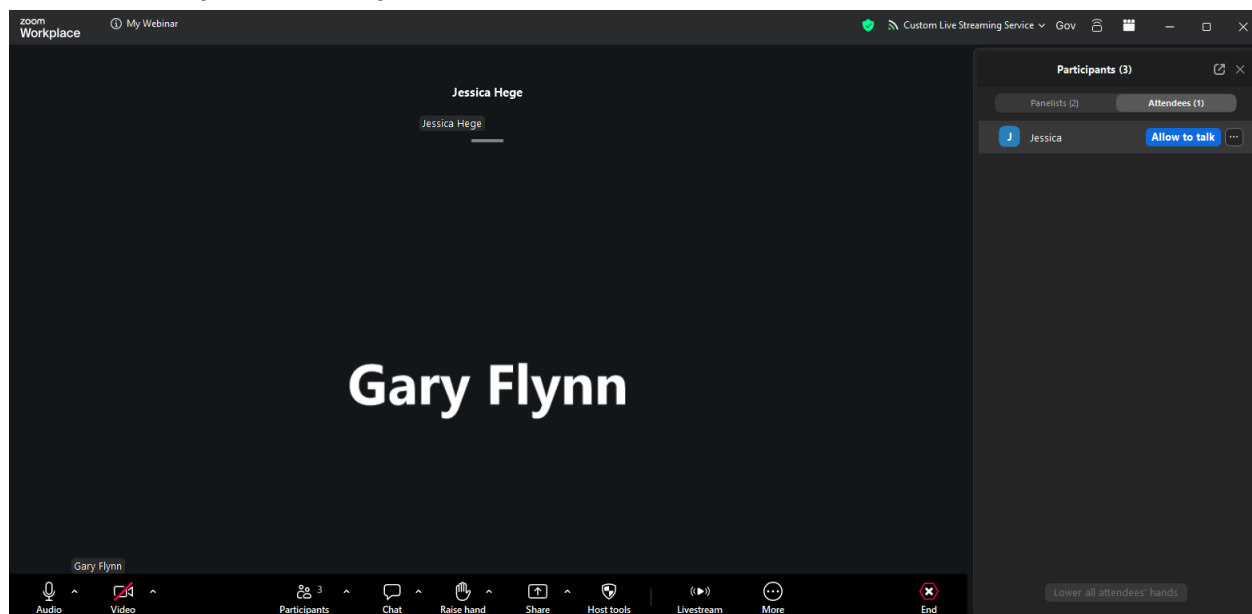


If you would like to make one or more of your panelists a co-host click on their name and select co-host.



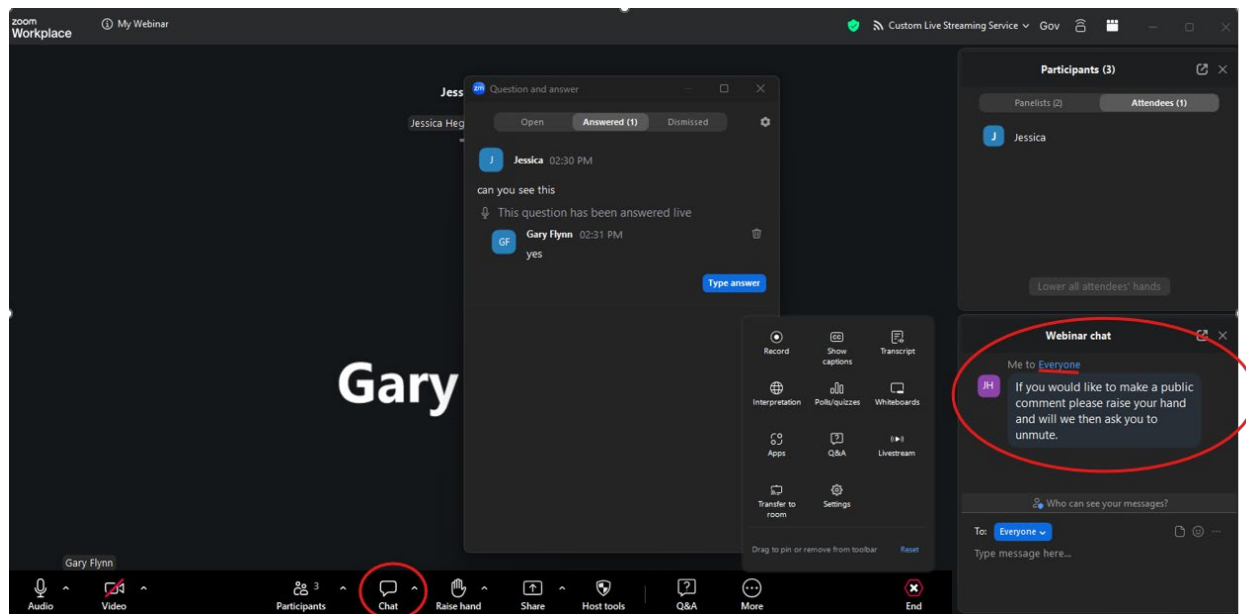
To allow an attendee (the public) to speak click on allow to talk.

That attendee will get a pop up on the device they are on asking them if they would like to unmute or stay muted. They will need to click on unmute.



We recommend that at the beginning of your Webinar and before you conclude the Webinar announcing something along the lines of »If you would like to make a verbal public comment please raise your hand and we will ask you to unmute«; Then you could also put that in the chat.

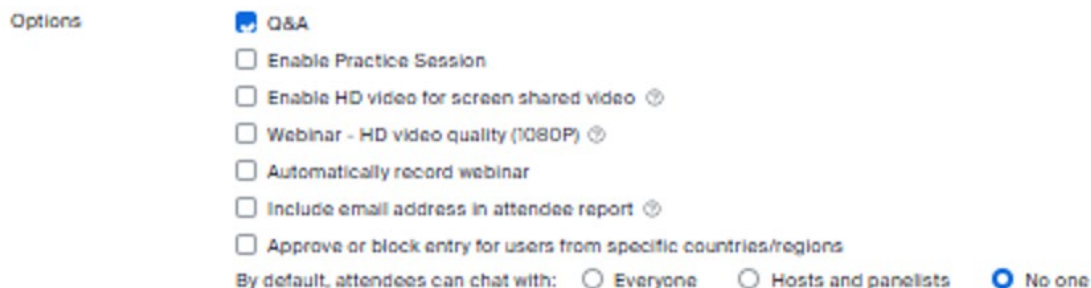
When you select the chat, it is going to ask if you want it to go to everyone or just the panelists and hosts. In this case select everyone.



Depending on how you initially set up your Webinar the attendee's may not be able to chat but the Host and panelist still can.

How I had the Webinar set up Chat was disabled, but a Q&A was enabled.

*Settings from initial set up.

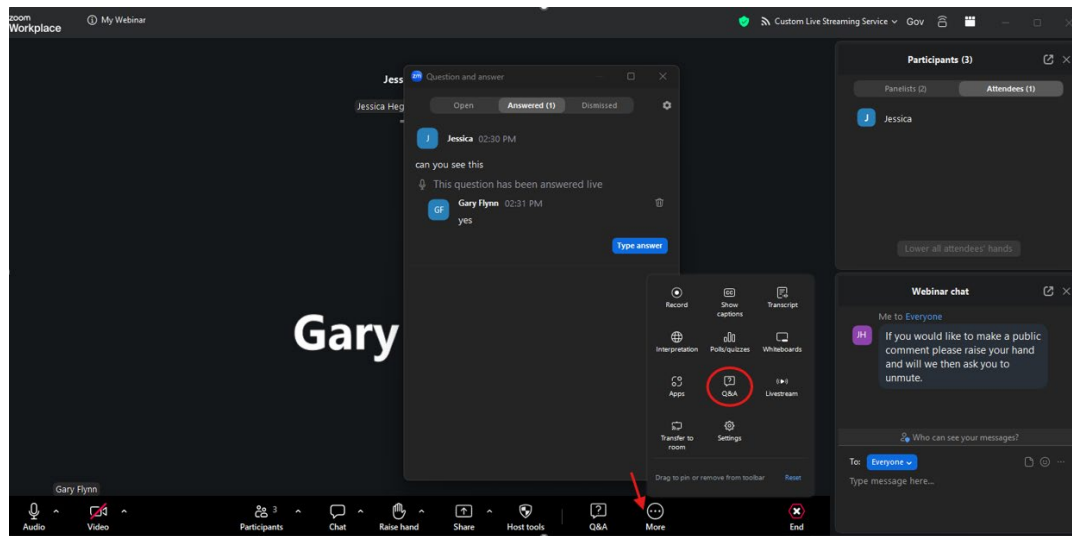


If you are using Q&A the attendees can submit questions and as the host / co-host or panelist, you can address them.

You may need to click on More > Q&A to see them

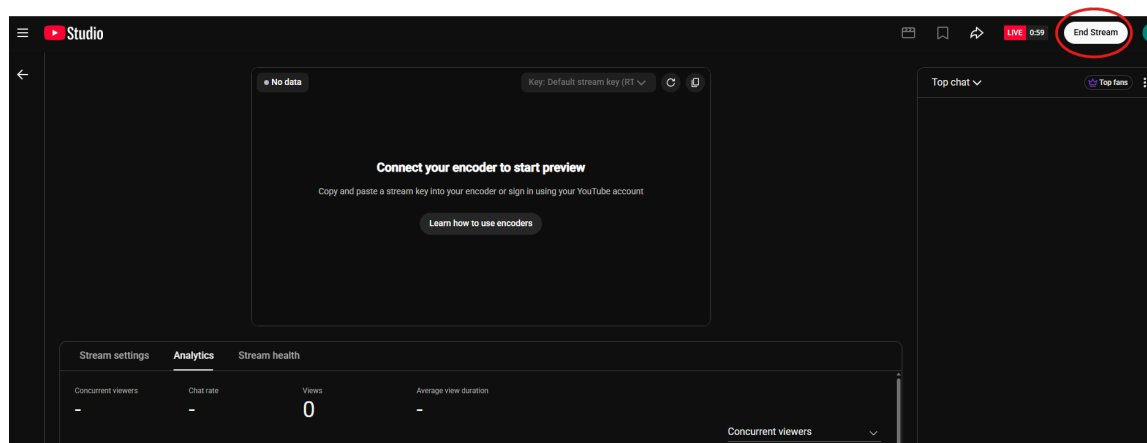
You'll see another pop-up window with any questions that have been asked. You can click on how to answer them.

In the pop up below Jessica was the attendee. Gary selected to answer live. Then he also typed an answer.



Once you are done with your Webinar go ahead and end the webinar.

Then go back to your YouTube Studio page and End Stream.



Additional Assistance:

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0062284#:~:text=When%20you%20are%20ready%20to,event%20and%20click%20Go%20Live.

A couple other things to note

You can record your ZoomGov Webinar (either in the cloud, which IOT does not recommend storing recordings there or to your computer then save them where your agency prefers to keep them). But this isn't necessary since you are streaming the Webinar to YouTube. You could always post the YouTube Video to your in.gov site or redirect them to your YouTube page.

If you turn on Closed captioning or Transcriptions it is only for yourself, but attendees also have the option to turn them in their settings.

