

Using Zoom and YouTube



Public Streaming of Michigan Court Proceedings via Zoom and Google/YouTube

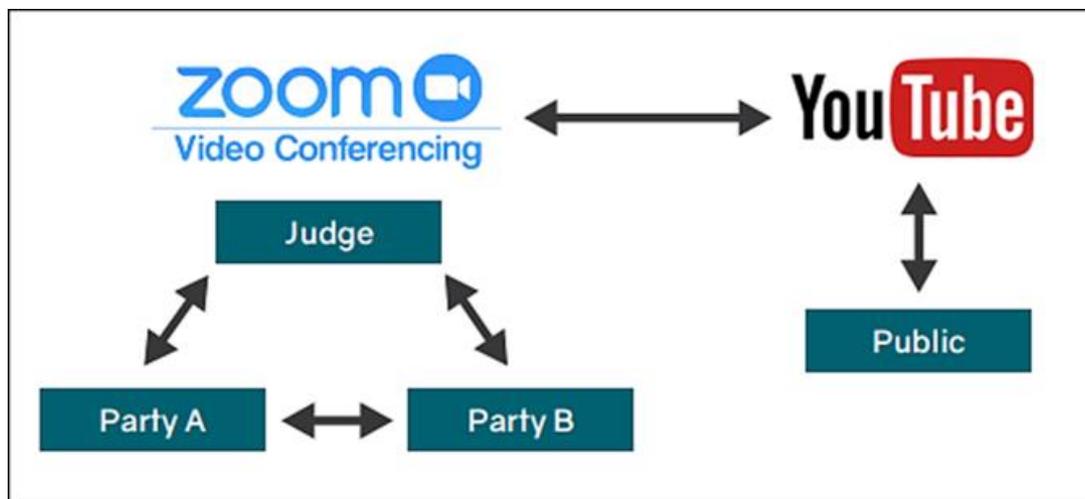


Virtual Courtrooms



Michigan courts need a way to provide public access to court proceedings taking place in Virtual Courtrooms. This can be accomplished by outputting a live stream from Zoom to a Google/YouTube streaming channel.

Zoom connects the hearing participants together so that they can interact, and YouTube allows the public to watch what is happening in the Zoom meeting. The graphic below illustrates these connections.

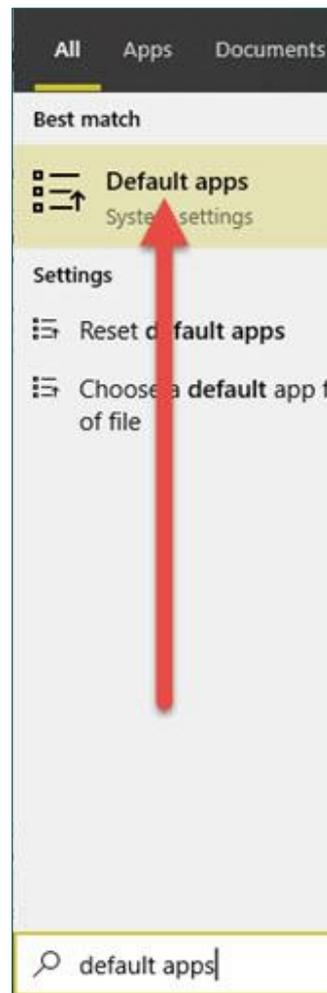


Set Google Chrome as Default Browser



Google Chrome must be set as your default browser on your computer.

- Click the **Start** button on the Windows taskbar, and then type **Default apps**.
- In the search results, select **Default apps**.
- Under Web browser, select the browser currently listed, and then select **Chrome**.



Enable Live Stream to Zoom



You will need to accomplish three general steps to enable the ability to live stream Zoom to YouTube:

1. Setup a Google/YouTube Account. Sign in with your new account.
2. Create a YouTube channel. One is required for each Zoom account your court will use for streaming.
3. Verify your YouTube Account (a 24 hour wait period is required).

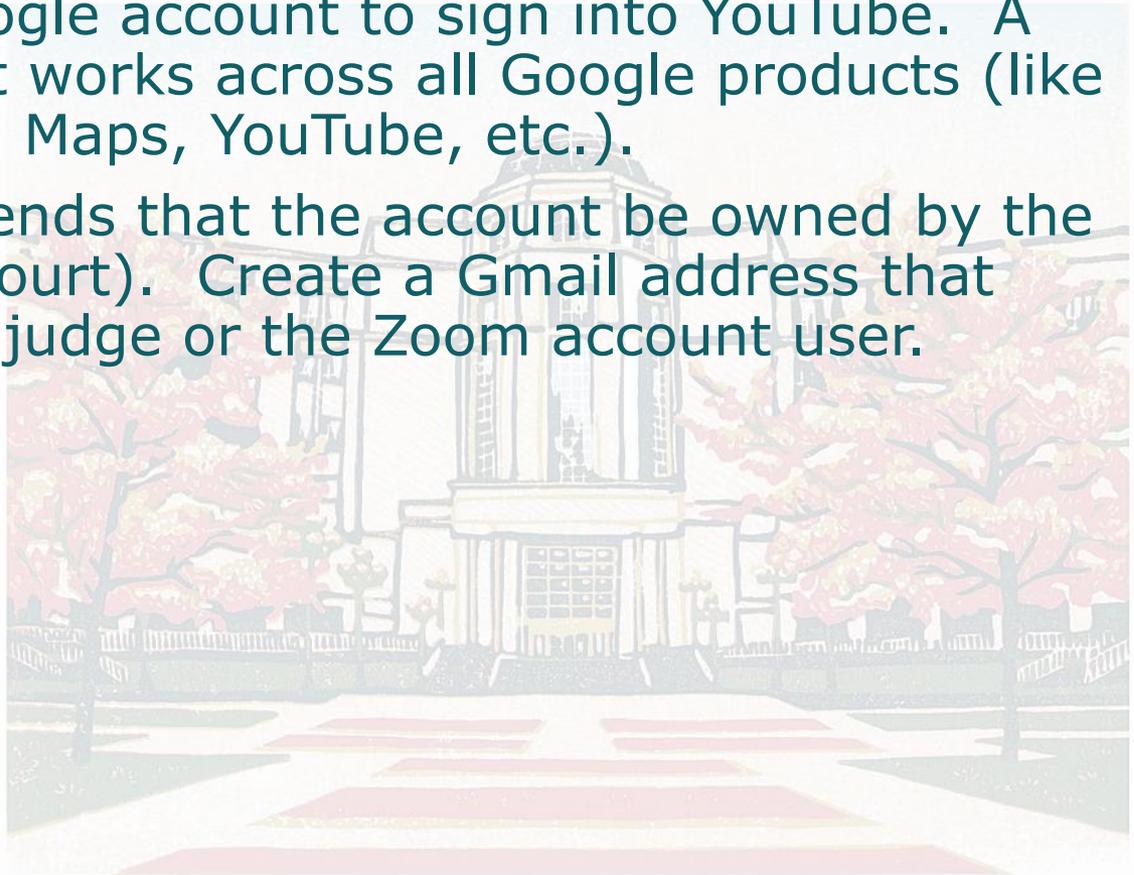
We'll Step you through each of these over the rest of this guide.



Google Account



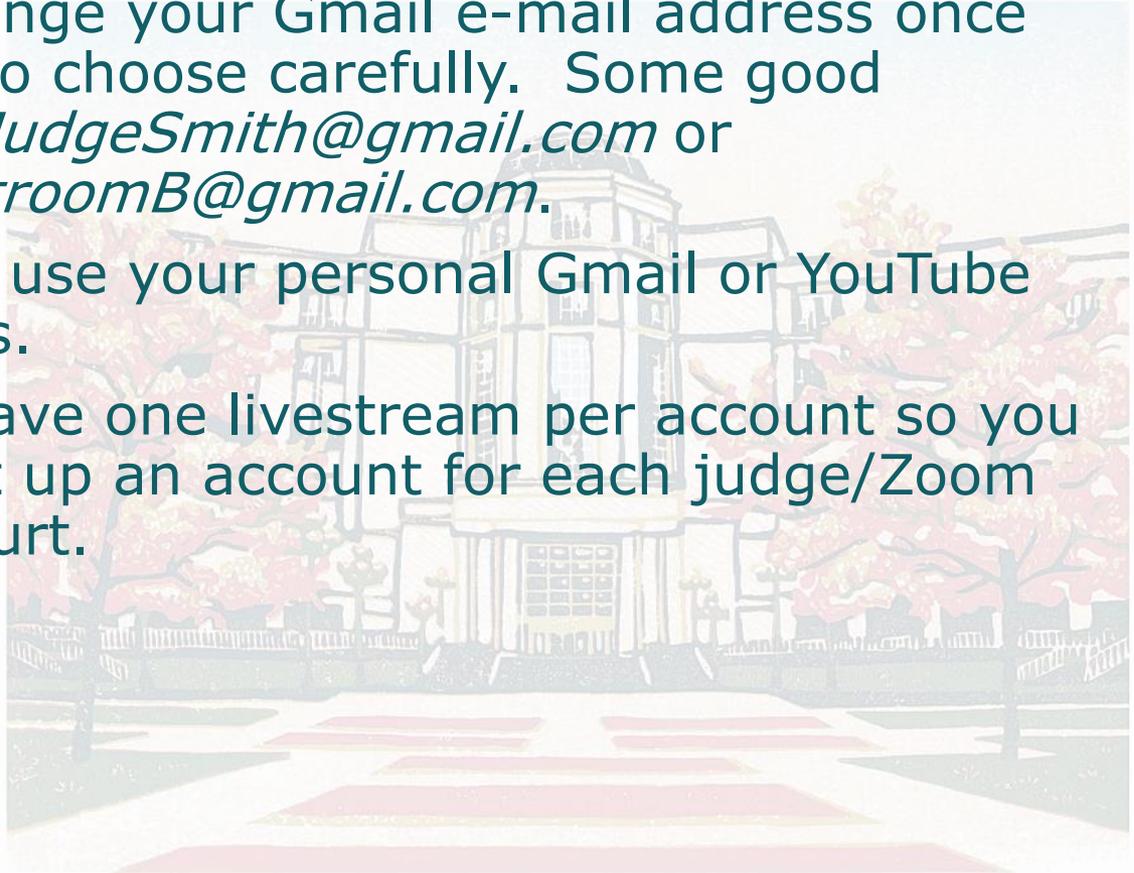
- You need a Google account to sign into YouTube. A Google account works across all Google products (like Gmail, Blogger, Maps, YouTube, etc.).
- SCAO recommends that the account be owned by the judge (or the court). Create a Gmail address that represents the judge or the Zoom account user.



Gmail Address Tips



- You cannot change your Gmail e-mail address once you create it, so choose carefully. Some good examples are *JudgeSmith@gmail.com* or *WayneDCCourtroomB@gmail.com*.
- You should not use your personal Gmail or YouTube account for this.
- You can only have one livestream per account so you will need to set up an account for each judge/Zoom account per court.

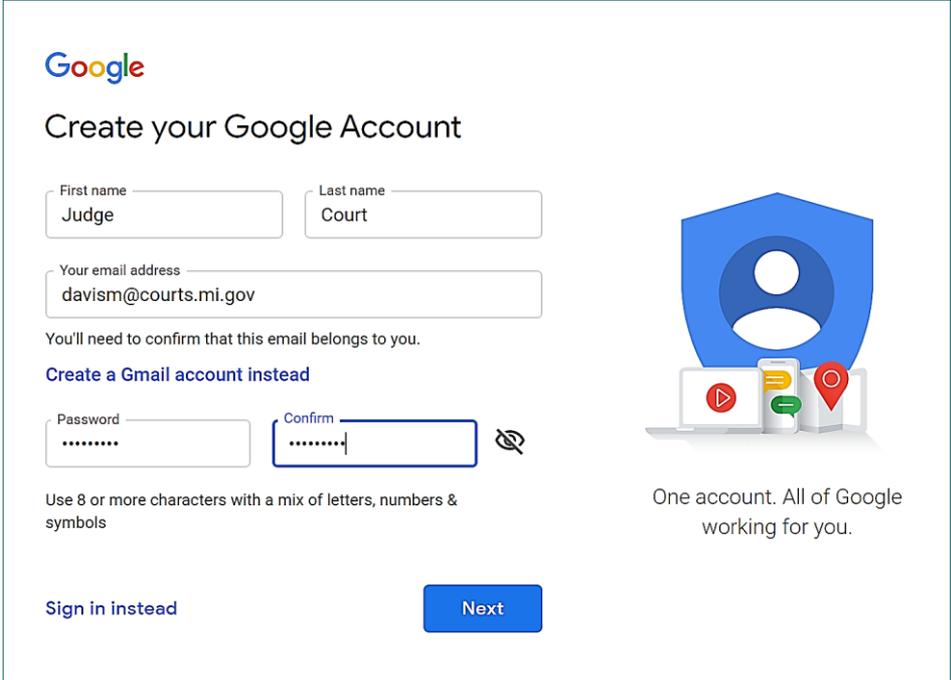


Creating a Google/YouTube Account



Go to the Google account creation page and follow the instructions. Click [here](#) for the link. If you already have a Google account, sign into your account.

Enter the required information, and click **Next**. You will be prompted for additional information as you set up your account.

A screenshot of the Google account creation page. The page has a white background with the Google logo at the top left. Below the logo is the heading "Create your Google Account". There are two input fields for "First name" (containing "Judge") and "Last name" (containing "Court"). Below these is a larger input field for "Your email address" containing "davism@courts.mi.gov". A message states "You'll need to confirm that this email belongs to you." Below that is a link "Create a Gmail account instead". There are two password input fields: "Password" and "Confirm", both containing masked characters. A small icon of a crossed-out eye is to the right of the "Confirm" field. Below the password fields is the text "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. On the right side of the page is a graphic of a blue shield with a white person icon, and below it are icons for YouTube, Gmail, and Maps. Below the graphic is the text "One account. All of Google working for you."

Google Account Creation



- Enter your cell phone number to receive security text verifications.

Google

Judge, welcome to Google

 davism@courts.mi.gov

 Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Month Day Year

Your birthday

Gender

[Why we ask for this information](#)

[Back](#) [Next](#)



Your personal info is private & safe





Google Account Creation

- Verify your phone number and then click **Send**.

Google

Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

 (517)xxx-xxxx

[Back](#) [Not now](#) [Send](#)



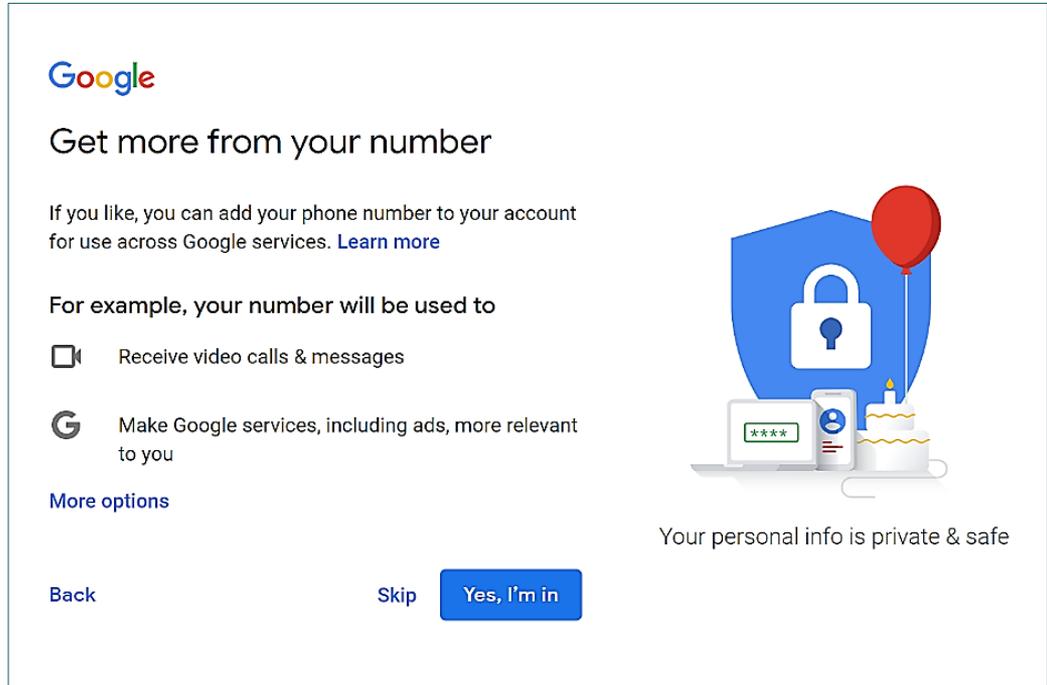
Your personal info is private & safe



Google Account Creation



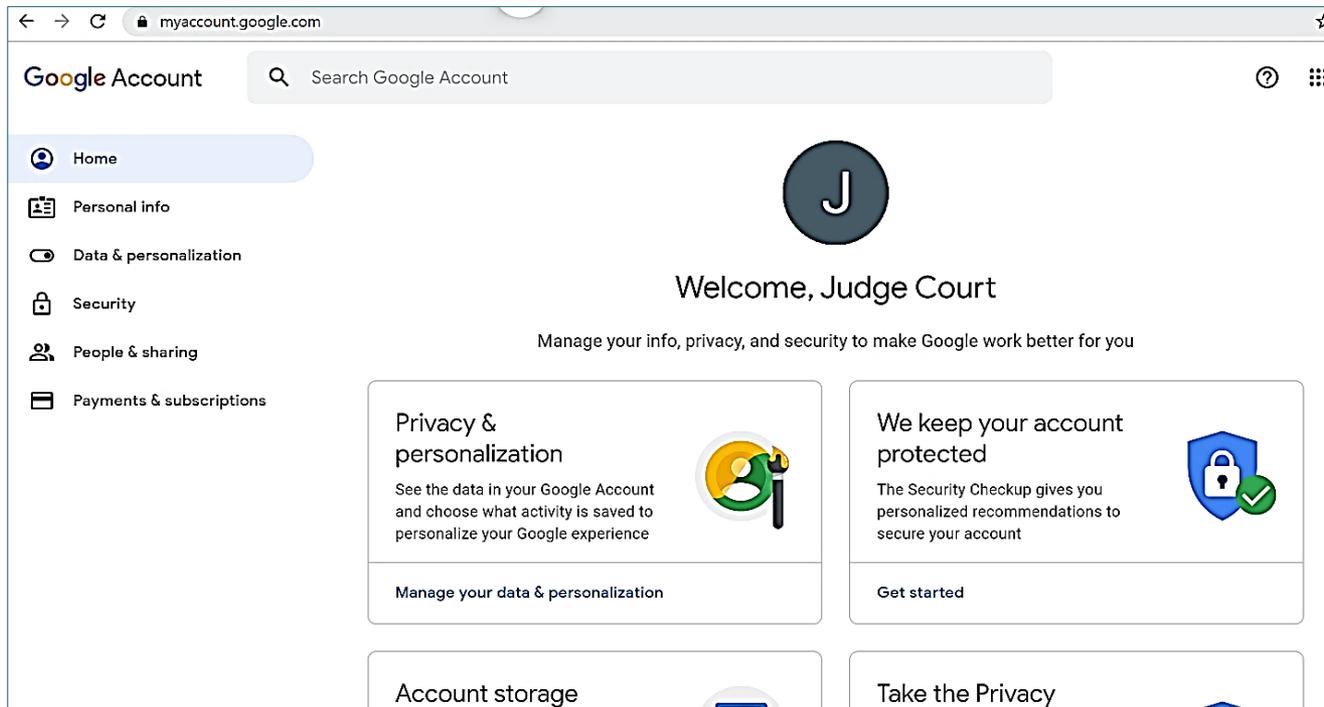
- Continue following the screens to complete the account creation.

A screenshot of a Google account creation screen. At the top left is the Google logo. Below it is the heading "Get more from your number". The text reads: "If you like, you can add your phone number to your account for use across Google services. [Learn more](#)". Below this is the heading "For example, your number will be used to" followed by two bullet points: "Receive video calls & messages" (with a video call icon) and "Make Google services, including ads, more relevant to you" (with a Google 'G' icon). There is a "More options" link. At the bottom left are "Back" and "Skip" links, and a blue button labeled "Yes, I'm in". On the right side, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. Below the illustration is the text "Your personal info is private & safe".

Google Account Creation



- Make sure that you are signed into your account.





Google Accounts and YouTube

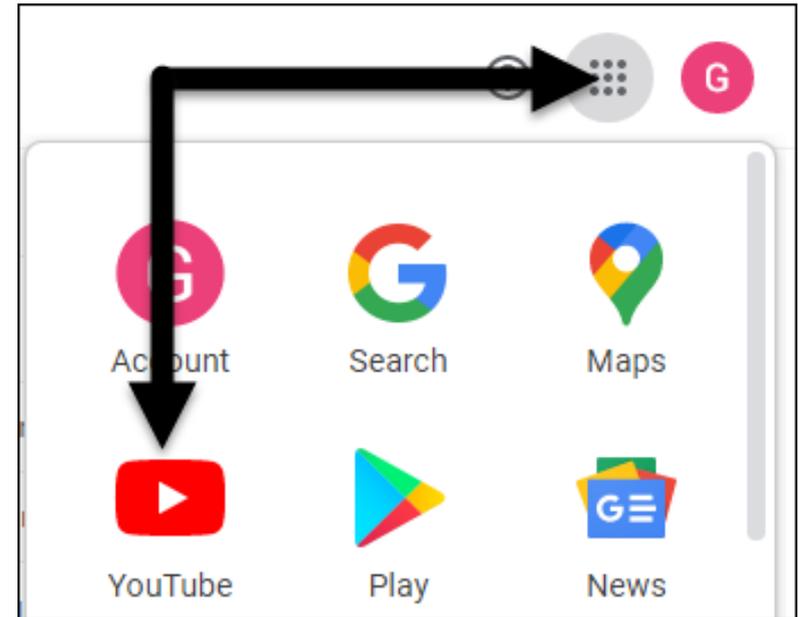
- You sign into YouTube with your Google account. To sign into YouTube, enter your Google account e-mail and password. After signing up for YouTube, signing into your Google account on another Google service automatically signs you into YouTube.
- Deleting your Google account will delete your YouTube data, including all videos, comments, and subscriptions. Before you can delete your Google account, you'll have to confirm that you understand you're permanently deleting your data on all Google services, including YouTube.



Go to YouTube



- Go to YouTube and if needed, sign into YouTube with your Google account.
- In the upper right corner of the screen, click the **Apps** button, and then click on **YouTube**.



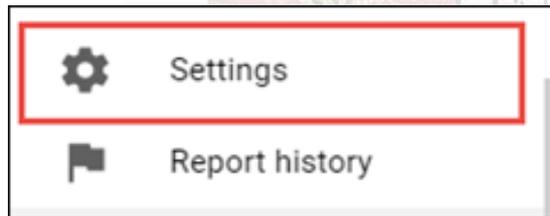


Create a YouTube Channel

- Unless you create a YouTube channel, you will not have a public presence on YouTube. In order to live stream from Zoom to YouTube, you will need to create and manage a channel.

To create a YouTube channel:

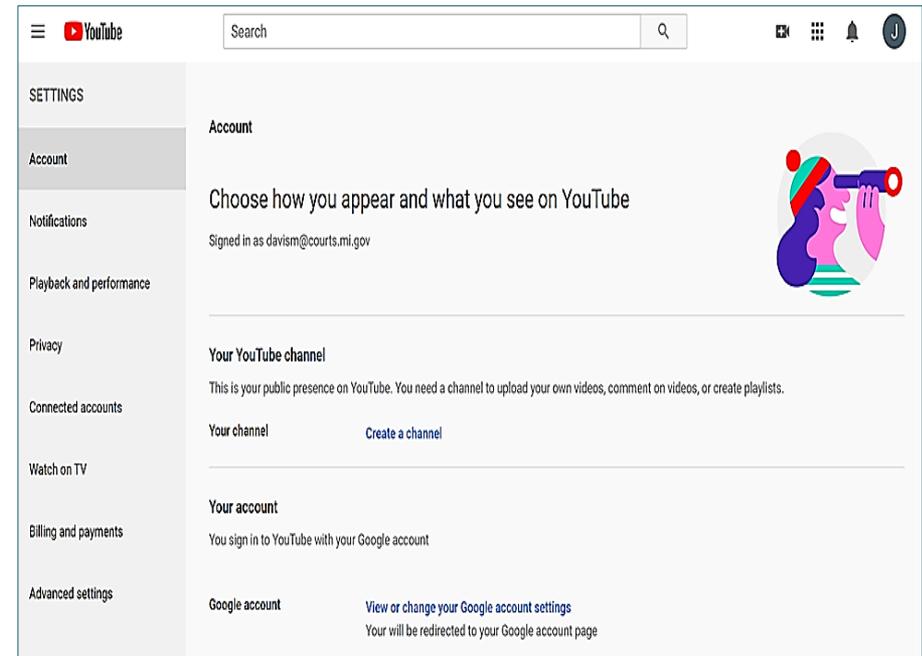
- Click on Settings (scroll down) on the left side of the YouTube page.



Create a YouTube Channel



- Click the link to **Create a channel**. Listed below are some video links to assist you in creating a channel:
- <https://creatoracademy.youtube.com/page/course/bootcamp-foundations?hl=en>
- <https://www.youtube.com/watch?v=6o7qODwjEz8>
- Enter the necessary information to create your channel. You may want to upload a profile picture, enter a channel description, or add links to your sites.



Create a YouTube Channel



- Enable Live streaming.

Channel violations

0 of 3 Copyright strikes
Your copyright violations are listed below.

0 of 3 Community Guidelines strikes
You have 0 Community Guidelines strikes.

| | | | | | |
|---|---|---|--|---|---|
| <p>Uploading</p> <p>You can upload! Learn more</p> <p>Enabled</p> | <p>Monetization</p> <p>Become a partner through monetization by displaying ads on your videos. Learn more</p> <p>Eligible <input type="button" value="Enable"/></p> | <p>Live streaming</p> <p>Account will be enabled within 24 hours</p> <p></p> <p>On Hold</p> | <p>Embed live streams</p> <p>Your account isn't enabled for live streaming. See Live Streaming feature status for more info.</p> <p>Ineligible</p> | <p>Longer videos</p> <p>You can now upload videos longer than 15 minutes! Learn more</p> <p>Enabled</p> | <p>Unlisted and private videos</p> <p>Let's you have unlisted and private videos. Learn more</p> <p>Enabled</p> |
|---|---|---|--|---|---|



Verify your YouTube Channel



- Verify your account in order to enable Live Streaming (this will take 24 hours per YouTube policy) : <http://youtube.com/verify>.
- You can also look under **Settings**, click on **Channel status and features**, then click **Verify**.
- Once the 24 hour waiting period has expired, you will be able to start streaming to the YouTube channel by following the Zoom instructions here: https://support.zoom.us/hc/en-us/articles/360028478292-Streaming-a-Meeting-or-Webinar-on-YouTube-Live#h_5b4dcbbe-8930-4a8f-8e29-d1bf054022cb



Verify your YouTube Channel



- After clicking the link on the previous slide, scroll to *Broadcast Zoom Meeting to YouTube Live*.
- There may be a few seconds delay as YouTube prepares the live stream.

A screenshot of the Zoom web interface for broadcasting a meeting to YouTube. The page title is "Broadcast Zoom Meeting to YouTube Live". At the top left is the Zoom logo. Below the title, there is a status bar showing "Connected" with a Google icon, "Photo Michigan Supreme Cou..." with a camera icon, and "Not me". Below this is a text input field for "Zoom meeting title on YouTube" containing the text "Michigan Supreme Court's Zoom Meeting". Underneath is a "Privacy" dropdown menu currently set to "Public". At the bottom is a prominent red button labeled "Go Live!".

Send Channel Info to SCAO



Once you've gotten your channel setup, please go to the following survey/web form and send us your channel information so that we can publish it on the One Court of Justice website:

<https://www.surveymonkey.com/r/RZ9K2V2>

*To locate the link to your YouTube Channel, follow the steps here:

<https://www.wikihow.com/Find-Your-YouTube-URL#Using-a-Computer>

