

A Free Guide

How to Create a Zoom Meeting Template for Live Streaming

**Presented by
Switchboard Live**

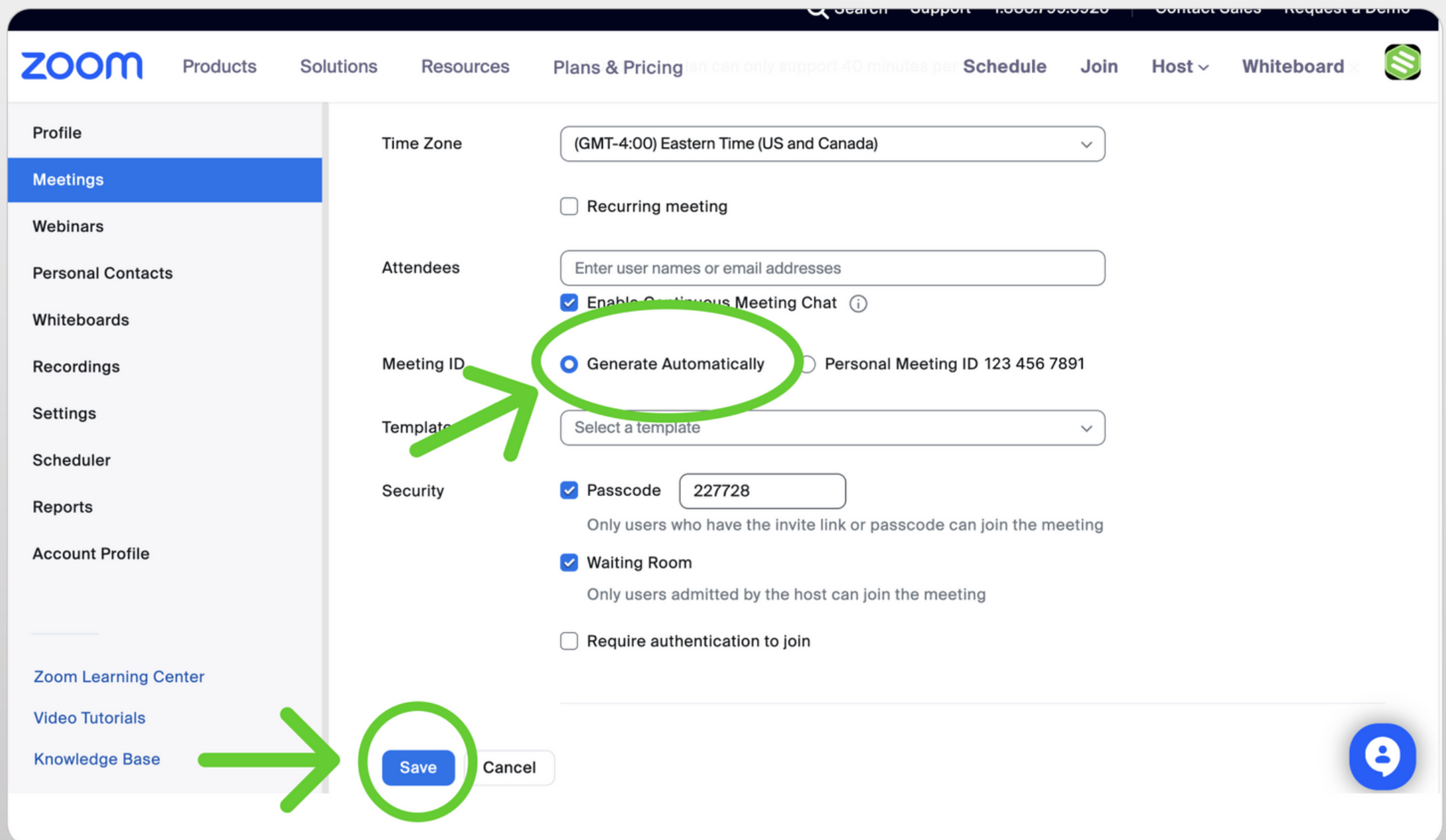
switchboard 

1 SCHEDULE A ZOOM MEETING

Meeting ID: Select Generate Automatically.

NOTE: Zoom doesn't allow Personal Meeting ID (PMI) ID for templates.

Click Save.



The screenshot shows the Zoom meeting scheduling interface. The left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Personal Contacts, Whiteboards, Recordings, Settings, Scheduler, Reports, and Account Profile. Below these are links for Zoom Learning Center, Video Tutorials, and Knowledge Base. The main content area is titled 'Schedule' and includes the following fields and options:

- Time Zone:** (GMT-4:00) Eastern Time (US and Canada)
- Recurring meeting
- Attendees:** Enter user names or email addresses
- Enable Continuous Meeting Chat
- Meeting ID:** Generate Automatically (circled in green) Personal Meeting ID 123 456 7891
- Template:** Select a template
- Security:**
 - Passcode: 227728
 - Only users who have the invite link or passcode can join the meeting
 - Waiting Room
 - Only users admitted by the host can join the meeting
 - Require authentication to join

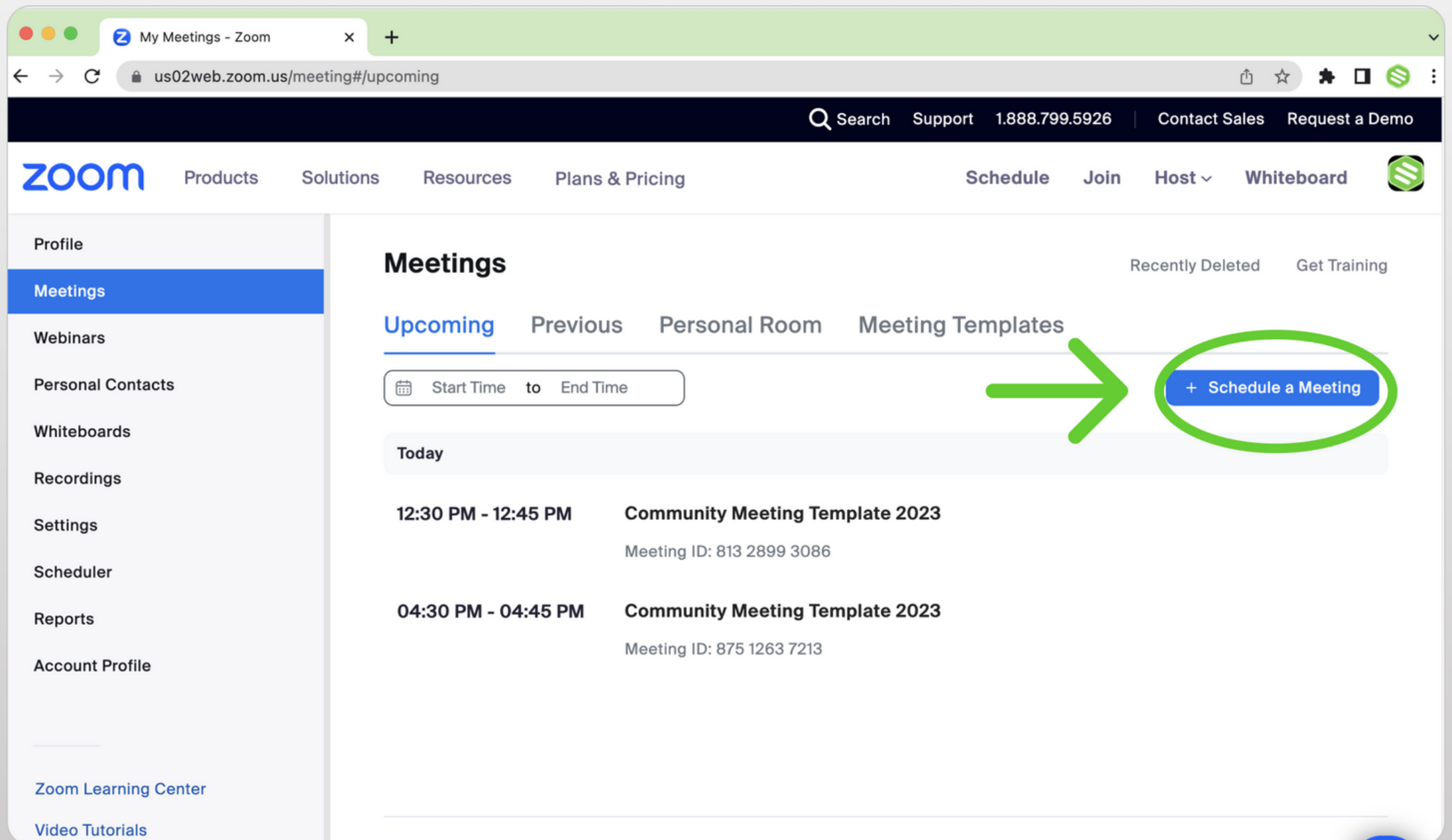
At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in green, and a green arrow points to it from the left. Another green arrow points to the 'Generate Automatically' radio button in the Meeting ID section.

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SCHEDULE A ZOOM MEETING

Sign in to Zoom on a web browser.

Click Meetings > Schedule a Meeting.



The screenshot shows the Zoom web interface. The browser address bar displays 'us02web.zoom.us/meeting#/upcoming'. The navigation menu includes 'Zoom', 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', and 'Whiteboard'. The left sidebar contains 'Profile', 'Meetings', 'Webinars', 'Personal Contacts', 'Whiteboards', 'Recordings', 'Settings', 'Scheduler', 'Reports', and 'Account Profile'. The main content area is titled 'Meetings' and includes tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A search filter is present with 'Start Time' and 'End Time' fields. A green arrow points to the '+ Schedule a Meeting' button, which is circled in green. Below the filter, a list of meetings is shown under the heading 'Today':

Time	Meeting Name	Meeting ID
12:30 PM - 12:45 PM	Community Meeting Template 2023	813 2899 3086
04:30 PM - 04:45 PM	Community Meeting Template 2023	875 1263 7213

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2 SELECT LIVE STREAMING

3 CONFIGURE CUSTOM STREAMING SERVICE

The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, links for Products, Solutions, Resources, Plans & Pricing, Schedule, Join, and Host. The left sidebar contains a menu with Profile, Meetings (highlighted), Webinars, Personal Contacts, Whiteboards, Recordings, Settings, Scheduler, Reports, and Account Profile. The main content area is titled "My Meetings > Manage 'Monthly Meeting Template'". Under the "Details" section, the "Live Streaming" button is highlighted with a green box and a green arrow pointing to a green circle with the number "2". Below this, a text instruction reads: "After starting the meeting, click 'More' and choose the service on which to live stream your meeting." A list of supported services is shown: Facebook, Workplace from Meta, YouTube, Twitch, and Custom Live Streaming Service. The "Configure Custom Streaming Service" button is highlighted with a green box and a green arrow pointing to a green circle with the number "3".

Zoom Learning Center

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4 CONNECT ZOOM WITH SWITCHBOARD

Grab the streaming information from Switchboard and paste it into Zoom.
Check the box "Configure live stream during the meeting"
Click Save.

The image shows two side-by-side screenshots. The left screenshot is from the Zoom mobile app, showing the 'Zoom' settings screen. A large green circle with the number '4' is in the top left corner. The 'RTMP URL' field contains 'rtmps://live.sb.zone:443/live/' and the 'Stream Key' field contains a masked key. Both fields have a green 'COPY' button next to them. The right screenshot is from the Switchboard 'Configure Custom Streaming Service' page. A blue box highlights the 'Stream URL' and 'Stream key' fields, which contain 'rtmps://live.sb.zone:443/live' and a masked key with a 'Show' button. Below this, the 'Live streaming page URL' field contains 'https://switchboard.live'. A green circle highlights the checkbox 'Configure live stream during the meeting', which is checked. A green arrow points to the 'Save' button at the bottom right.

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5 Click Details

Scroll Down

The screenshot shows the Zoom web interface. At the top, there is a dark blue header with 'Search', 'Support', and '1.88'. Below this is a white navigation bar with the Zoom logo and links for 'Products', 'Solutions', 'Resources', 'Plans & Pricing', and 'Schedule'. On the left, a sidebar menu is visible with options: Profile, Meetings (highlighted in blue), Webinars, Personal Contacts, Whiteboards, Recordings, Settings, Scheduler, Reports, and Account Profile. The main content area shows 'My Meetings > Manage "Monthly Meeting Template"'. A 'Details' button is highlighted with a green rounded rectangle, and a green circle with the number '5' and a green arrow points to it. Below this, a table lists meeting details:

Topic	Monthly Meeting Template
Time	Jul 7, 2023 01:00 PM Eastern Time (US and Canada)
Meeting ID	898 0809 7831
Security	✓ Passcode ***** Show
	✓ Waiting Room
Attendees	Enable Continuous Meeting Chat

A green arrow points down from the 'Security' section.

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6 Save as Template

Monthly Meeting Template

Jul 7, 2023 01:00 PM Eastern Time (US and Canada)




898 0809 7831

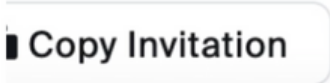

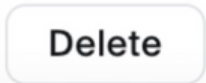




✓ Passcode ***** Show

✓ Waiting Room

Enable Continuous Meeting Chat

<https://us02web.zoom.us/j/89808097831?pwd=eINCdEtXeDhyRi9JM1hwK2VsTXI3dz09>

 Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

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7 Name Template

Save as Template

The screenshot shows the Zoom meeting settings interface. A modal dialog box titled "Save as a Meeting Template" is centered on the screen. The dialog contains the text: "This template will copy all settings from the original meeting except for Alternative Hosts and Time." Below this, there is a text input field labeled "Template Name" containing the text "Monthly Meeting Template". To the right of the input field is a green arrow pointing towards the "Save as Template" button. The background settings page is dimmed and shows sections for Security (Passcode, Waiting Room), Attendees (Enable Continuous Meeting Chat), Invite Link, and Add to (Google Calendar, Outlook Calendar, Yahoo Calendar). At the bottom of the settings page, there are buttons for "Start", "Copy Invitation", "Edit", "Delete", and "Save as Template".

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