**Managing the Zoom Webinar**

Before Video Oral Argument
- Open zoom.us in Explorer on laptop
- Sign in or go to My Account
- Click Webinars on left side
- Click on Webinar scheduled for that day
- Click "Begin Webinar"
- Go to Participants and click "Manage Participants" to open side panel
- Judges will be admitted automatically as panel members
- Make sure you are in Gallery Screen (not Speaker mode)
- **Important- List of Attendees will not appear until I click on "Broadcast"**
- Remind judges that once I hide myself and begin livestreaming on YouTube, people will be able to hear them.
- Tell judges you are now beginning the livestream and will then broadcast and admit the attorneys
- Click on "Stop Video" (seal appears in my box)
- Mute my mic
- Click …More
- Click Live on YouTube
- Will need to log in the first time (using YouTube gmail account)
- Should see the Zoom webinar title ("August 18 Oral Arguments", for example)
- Choose Public
- Click Go Live (will take a moment to connect)
- Close YouTube window (it will still be livestreaming)
- Return to Zoom window
- Click on "Broadcast" and attendees will appear

Oral Argument
- Admit attorneys from the Attendee list (click "More" beside their name and "Promote to Panelist")
- Attorneys will appear in their own boxes on the screen
- BEGIN RECORDING (we do this because we are still making a recording of the arguments and posting them on YouTube after. If you are not planning to record, then you do not need to do this)

After Oral Argument
- After PJ's spiel, click "End Meeting" and "End Meeting for All." This will close video screen, stop recording, and end livestream (not sure why, but it takes a while for the "livestream" on YouTube to end, even though it is no longer livestreaming. If you click on the "Live" link on YouTube, there is nothing there or it will play the video of the just-completed livestream.)

These steps are only because we make and save a recording.

- Recording will download and save automatically to my desktop as 2020-05-09…, for example. Click ok.
- Rename video (Zoom.m/d/yy)
- Copy file of recording and paste in "S:Oral Arguments/Video" file.

After the livestream ends, the video of the livestream will be available on your YouTube channel.  If you do not want anybody to be able to watch it, you need to log back into YouTube and choose what to do with the video.  You could make it private, which means that only someone who logs in with that account can see it.  You could make it unlisted, which I think will let anybody with the direct link to the video can watch it (if you wanted to share the video with a law clerk, for example).  You could also delete the video.