

Virtual Platform StreamYard Guide

INSTRUCTIONS

You've been invited to join a StreamYard broadcast as a guest speaker or moderator. Follow this guide and you'll be setting yourself up to win.

PPT Presentation Tips

- The presenter's PowerPoint Presentation will be run from the speaker's own computer; speaker can either share their screen or share a file:
 - Use the share file option if presentation:
 - is a PPT less than 50 mb
 - is a PDF presentation
 - has NO animation, transition, video or audio elements
 - Use the share screen option if presentation:
 - is a large PPT, over 50 mb
 - is a PPT with animations, transitions, video or audio
 - if a screen pointer is required to highlight specific sections in the presentation
- A second screen is recommended for speakers using the share screen option
- A second screen is recommended for speakers who use speaker notes to guide presentation
- PPT presentation can be converted to a PDF file to eliminate text distortion (note: a PDF CANNOT support animation or transition elements)

Before the Broadcast

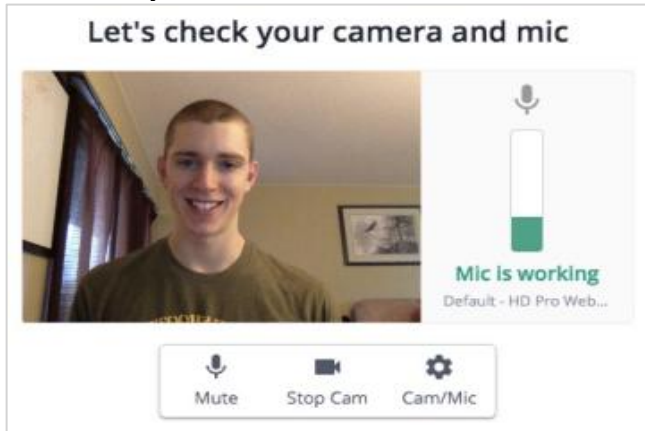
Make sure you have the following:

- A laptop or desktop with a webcam and mic.
- A recent version of Chrome or Firefox (Chrome is recommended)
- A strong internet connection. Similar to Zoom or Skype, you must have a strong internet connection for it to work well. If possible, connect to your router with an ethernet cable instead of using Wi-Fi.
- We recommend wearing earbuds or headphones to prevent audio echoes.

Joining the Broadcast

When the time comes, follow these steps to enter the broadcast studio:

1. The host should provide you with a link before the presentation/broadcast; click the link and you'll be taken to their broadcast studio.
2. Allow StreamYard to access your camera and mic.
3. Make sure you have the correct camera and mic selected.



4. Enter a display name, **use your first and last name** (and Dr. if applicable), then enter the studio.

The host (producer) will be informed that you've arrived. You will first enter the virtual Greenroom where the producer will test your audio and video, you will then be moved to the virtual Studio where your presentation will be broadcast from.

Devices and Equipment

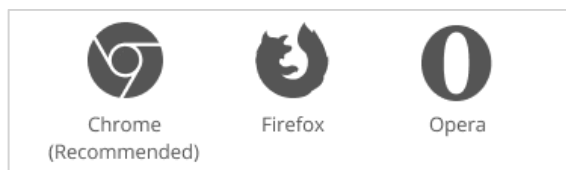
You may wish to consider using a high-quality mic and webcam. A pair of headphones is also a good idea – this will reduce the potential for echo if you are bringing on guests.

The following microphone and webcam are suggested:

- [Yeti Microphone](#)
- [C920 Webcam](#)

Browsers

Chrome, Firefox and Opera all work with StreamYard. Unfortunately, other browsers, like Safari, do not optimally support the technology. **We recommend Chrome for the best experience.**



Internet

Streaming requires a lot of data, but your current ISP or 4G provider should work fine. We recommend that you hardwire (ethernet) to your router. Wi-Fi will work, but not as well.

Troubleshooting mic issues

1. Are you using the correct mic? Click the settings button to check.
2. Are you using a headset or mic with a mute button? Make sure it's not muted.
3. Is another program using your mic? (i.e. Zoom, Skype) Quit those then refresh the page.
4. Did you mute your mic in your computer settings?
5. Restart your browser. If that doesn't work, restart your device. This fixes most issues.

Screen Sharing

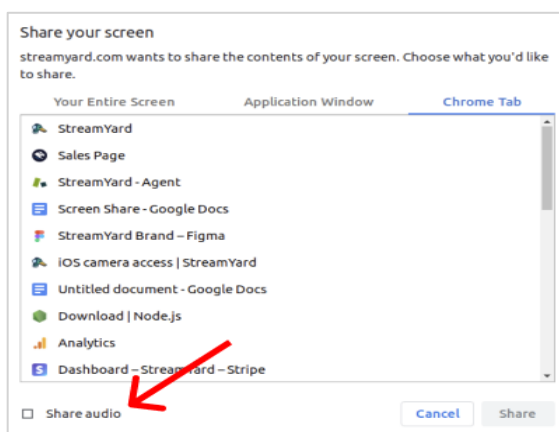
- Screen sharing is a good way to present a slideshow or show a video; you can share images, videos, PDFs, and more.
- **Be sure to refer to notes under PPT Presentation Tips regarding screen share option.**
- Screen sharing works best when you have two monitors – two monitors make it easy to click from slide to slide while you're still controlling the live stream on the other monitor.

How to Screen Share

1. In the broadcast studio, there's a toolbar at the bottom of the screen. Click the "Share Screen" button. Your guests have this option as well.



2. The screen sharing tips will pop up on screen. Click the blue "Share Screen" button.
3. Another popup will appear with three options:
 - *Your Entire Screen*: Shares your entire desktop screen
 - *Application Window*: Lets you choose one application at a time; great for sharing a PowerPoint or keynote.
 - *Chrome Tab*: Lets you share ANY file from your computer in a Chrome Tab. Open a new tab, drag the file into Chrome from your computer desktop or folder. Your cursor displays a little '+' sign if the action is successful. This is the best way to share audio

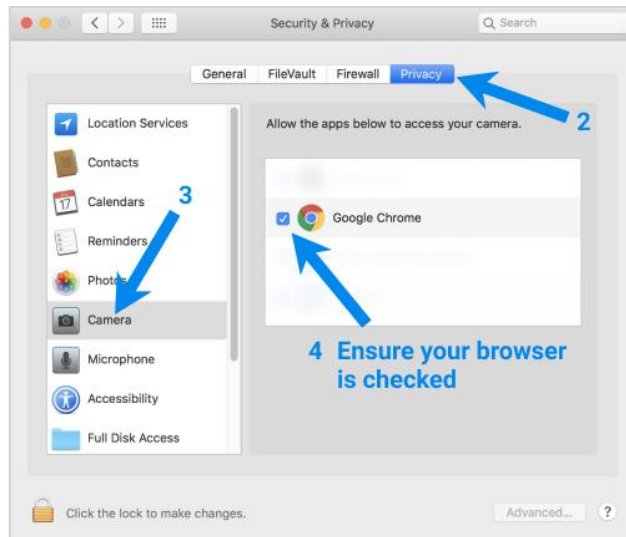


4. NOTE: To share audio from your screen you MUST click the "Share Audio" button.
5. Then click Share, and your screen will be added to your show. Use the layout buttons under the screen to change how the screen appears alongside you and your guests. Click the tile that lights up blue to REMOVE the screen share.

Mac Camera Access

On Mac computers, your browser may lose access to your camera and mic.

1. On your Mac, click the Apple logo in the top left > *System Preferences* > *Security & Privacy*.
2. Click *Privacy*
3. Click *Camera*
4. Check the box next to your browser



5. Click *Microphone*
6. Check the box next to your browser

Mac Catalina Screen Capture

On Mac Catalina, your browser may lose access to your screen.

1. On your Mac, click the Apple logo in the top left > *System Preferences* > *Security & Privacy*.
2. Click *Privacy*
3. Click *Screen Recording*
4. Check the box next to your browser