## How to broadcast a Hangout On Air

What we'll cover:

- p.3 Benefits of broadcasting your Hangout On Air
- p.4 Tips for making the most of your broadcast
- p.5-10 Starting your Hangout On Air from the correct page
- p.11-14 Sharing your broadcasts and adding to Events
- p.15-17 Starting and ending your broadcast

### Go live from your laptop

Live broadcasts are only a few clicks away. Stream your Hangout On Air publicly on Google+, your YouTube channel, and your website.

### Save instantly to YouTube

You don't need special software to record your conversation. Every Hangout On Air is automatically saved to your YouTube account.

#### Share with the world

Once your Hangout On Air is over, it's easy to keep the conversation going. The recording will be available on Google+ and on your YouTube channel.



#### Internet

For the highest-quality video and clear audio, use a high-bandwidth, wired connection. Learn more.



### Lighting

Hangouts On Air work best in a well-lit environment. If you can't flood the room with light, make sure you set up a light source behind the webcam facing you.

#### Audio

For the best audio, broadcast in a quiet, controlled environment where there's nothing blocking your mic. Enable Studio Mode for live music performances.





### Starting your Hangout On Air from the correct page

If you *have* merged your Google+ page and YouTube channel, and your page has a YouTube tab like the one below, log in to Google+ as any manager of the page. If you *have not* merged with your channel, log in using your YouTube credentials.



Click your image in the top right corner to see all the pages you manage.



Click the page where you want to host your Hangout On Air.



A new tab will open and you will now be managing that page, as indicated by the icon in the top right.



In the left corner, click **Home** to access the drop-down menu.

#### Select Hangouts On Air.

On the right side of your screen, click **Start a Hangout On Air.** 







Name your Hangout On Air. This name will appear on the Google+ post and be used as the video name on YouTube.

Name Hangout On Air	Name Hangout On Air Add names, circles, or email addresses
	+ Add names, circles, or email addresses
+ Add names, circles, or email addresses	our YouTube account is connected to your Google+ page or profile

Invite participants either by typing the name of their profile or page, or by choosing a Circle. Then click **Start a Hangout On Air.** 

Setup your Hangout On Air						
Test Hangout On Air						
L						
cº Your circles	our Google+ page or profile					
S Public	oogle+ (by Example Page) and on					
C Following (0)						
Customers (0)						
& VIPs (6)						

Some participants may not receive notifications due to custom settings. To invite those participants to your Hangout On Air, copy the URL from the address bar of the Hangout On Air window. Once the participant has logged into Google+ as the profile or page joining the Hangout On Air, they can paste the link into their address bar to join.

*Note: Anyone with this link can join the video chat. You can share this link as an invitation to trusted participants, but shouldn't share it publicly.* 

00	Google+ Hangouts			
https://plus.google.com	n/hangouts/_/eefc2c8d9235efe275741c357a131689bbbfdace?authuser=0&eid=10069938154932154592	5&hl=en		
=	• Off Alr Test Hangout On Air	0 viewers	Embed	PREPARING BROADCAST 46%
* Invite people				
E Chat				
Screenshare				
Capture				

### Sharing your broadcast and adding to Events

### Finding the links to share and embed your Hangout On Air

Click **Embed** at the top of the Hangout On Air window to get the links to share and embed.

00	Google+ Hangouts				
https://plus.google.com/hangouts/_/eefc2c8d9235efe275741c357a131689bbbfdace?authuser=0&eid=100699381549321545925&hl=en					
=	• Off Air Test Hangout On Air	0 viewers Embed PREPARING BROADCAST 46%			
+ Invite people					
Chat	URL: http://	/youtu.be/dhoTO4tuu2. HTML: er="0" allowfullscreen> Embed			
Screenshare	/				
Capture	This is the YouTube URL. <b>SHARE</b> this on all your social pages for your fans	This is the embed code. Use this to embed the			
	to watch. Also use this link in the Event page (instructions are in next step).	video on any website.			

v

Navigate to your event. Click the drop-down arrow on the **Details** card.

Dataila	
Created by Example Page · Public event	
🔟 Wed, Jan 1, 2014, 11:00 AM - 11:30 AM 🔫	

Details of the event go here. Who will be chatting? What will they be talking about? Where can I submit questions and what hashtag should I use?

#### Click Edit event.

Guests can comment

✓ Guests can add photos

Manage guest list

Duplicate event

Delete this event

Edit event

Guests can invite other people

 $\checkmark$ 

Click the **Event options** drop-down menu.

Profile photo: 500 x 500 px jPEG, PNG or GIT	Event banner: 1200 x 300 px   Include who will be talking about what, when a change theme one in, and how to participate.					
	Upcoming Event Event options *					
	🕒 Jan 1, 2014 11:00 AM 👻 - 11:30 AM 👻 Jan 1, 2014 🛛 🐄					
	Eastern Time - New York					
	Location (optional)					
	Details of the event go here. Who will be chatting? What will they be talking about? Where can I submit questions and what hashtag should I use?					
Save C	ancel					

#### Click Advanced, then Show more options.

# Paste the YouTube URL from slide 12 in the **YouTube URL field**, then click **Save**.

	Eve	nt options 👻			
la	⊧ Ba	asic			
ľ	← Advanced				
		Hangouts Event is online-only			
Ić		Make this an event on air			
81	~	Show more options			
R					

Profile photo: 500 x 500 px prc, PNG or GIT	Event banner: 1200 x 300 px				
	Upcoming Event	Event options 👻			
	▲ Jan 1, 2014 11:00	AM ~ -	11:30 AM 👻 🔍	Jan 1, 2014 🛛 🗙 🖿	
	astern Time - New York				
	Location (optional)				
	Details of the event go talking about? Where c I use?	nere. Who wil an I submit q	l be chatting? Wh uestions and wha	nat will they be at hashtag should	
	Website URL (optional)				
	Ticket seller URL (optional)				
	http://www.youtube.com/	vatch?v=si9Li4	ehv74		
	Transit and parking informa	tion (optional)			
Save	ncel				

### Starting and ending your broadcast

## Starting your broadcast

 Once all the participants are ready, the links and embed codes have been posted, and the broadcast has been prepared, click START BROADCAST.

2. Wait for the broadcast to post before beginning (ten second countdown).

3. You are live when you see **Broadcast video is live!**.



- 1. End the Hangout On Air by clicking END BROADCAST.
- 2. The broadcast will take a moment to end, so you'll want to pause before speaking privately with the participants again. You are no longer live when you see "Off Air" and Broadcast has been successfully terminated.

• On Air	0 viewers	Embed	END BROADCAST			
Broadcast video is live!						
• Off Air						
74 Broadcast has been successfully terminated.						

### You're all set.