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# Relay Conference Captioning: YouTube® Live

## For Participants:

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### How do I access the RCC captions in YouTube Live?

Organizer/host sends a meeting invitation with the following details: **(1)**

- YouTube Live meeting link
- Date/time of meeting and
- Password (if applicable)

Click the **YouTube Live** link to join the meeting. **(2)**

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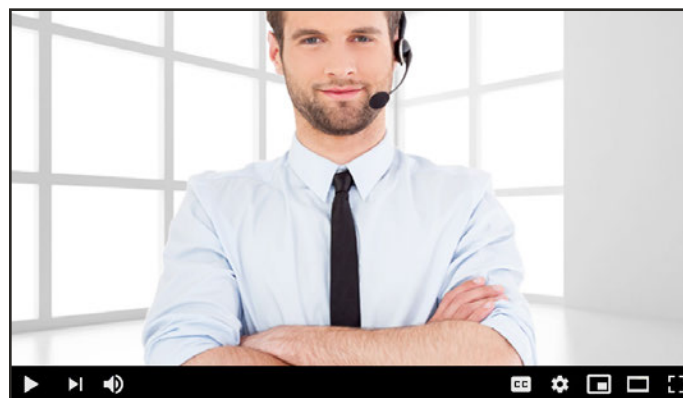
### Step 1:

Click the **CC** icon at the bottom of the YouTube screen. **(3)**

Please join me in a YouTube Live Meeting.

**1** ▶ Meeting Name: Trade Show Conference Call  
Summary: Overview upcoming event strategy  
Invited By: Barbara Smith  
When: Wednesday 5 February, 02:00 PM - 03:00 PM  
Time Zone: (GMT-05:00) Eastern Time (US and Canada)

**2** ▶ To join the meeting:  
<https://meet5554321.youtube.com/tradeshow>



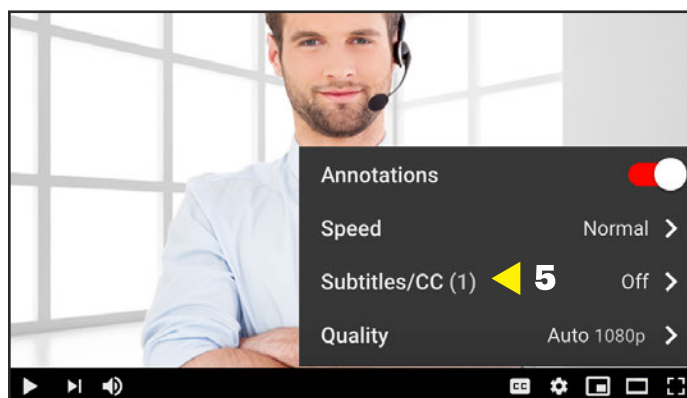
**3**

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### Step 2:

Click the **gear** icon next to the **CC** icon. **(4)**

Click **Subtitles/CC**. **(5)**

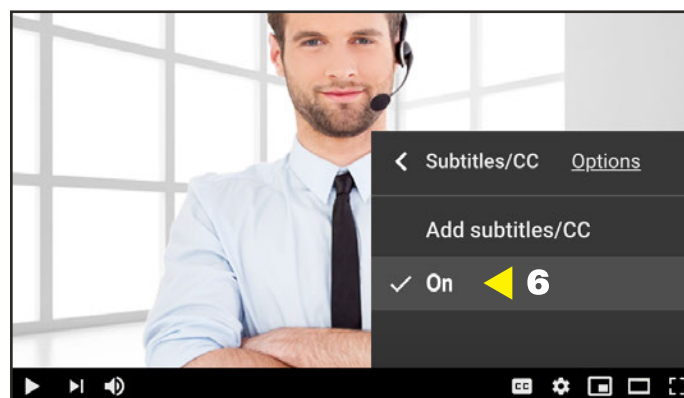


**4**

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### Step 3:

Click **Add subtitles/CC** to turn on captions. **(6)**



# For Organizers/Hosts:

## How do I embed captions in YouTube Live?

The organizer/host can embed RCC captions for a YouTube Live meeting via YouTube Live Stream. You will need to provide two separate links from your **YouTube Live Stream** when you submit your RCC request.

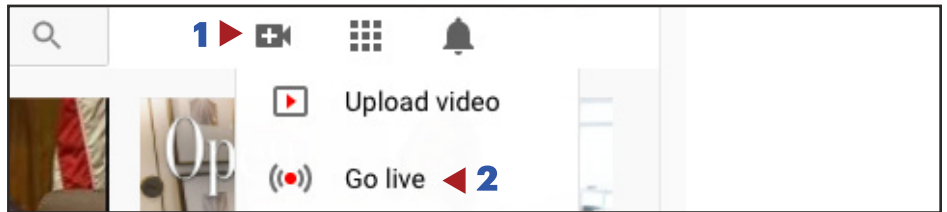
1. **Caption Ingestion URL:** YouTube generates this link when you select the captioning option in settings. This link will also contain “closed caption” as part of the URL.
2. **Link to View the Event:** The second link you will need to provide is the link to view the event on YouTube Live. This allows the captioner to verify that captions are appearing on YouTube Live properly. This link will look like a standard YouTube link.

The YouTube Live dial-in conference bridge number is also required in your RCC request, to enable the RCC captioner to listen to the event.

**NOTE:** RCC request must be submitted two (2) business days in advance of meeting to guarantee captioning.

Log into your YouTube account, click **Video** icon **(1)** at the top of the screen.

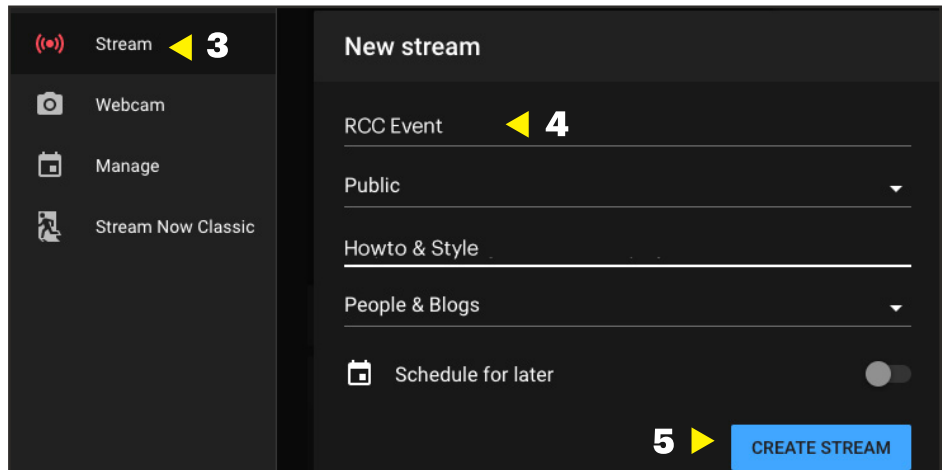
Select **Go Live**. **(2)**



Select the **Stream** tab. **(3)**

Enter the name and description of your event. **(4)**

Click **Create Stream**. **(5)**



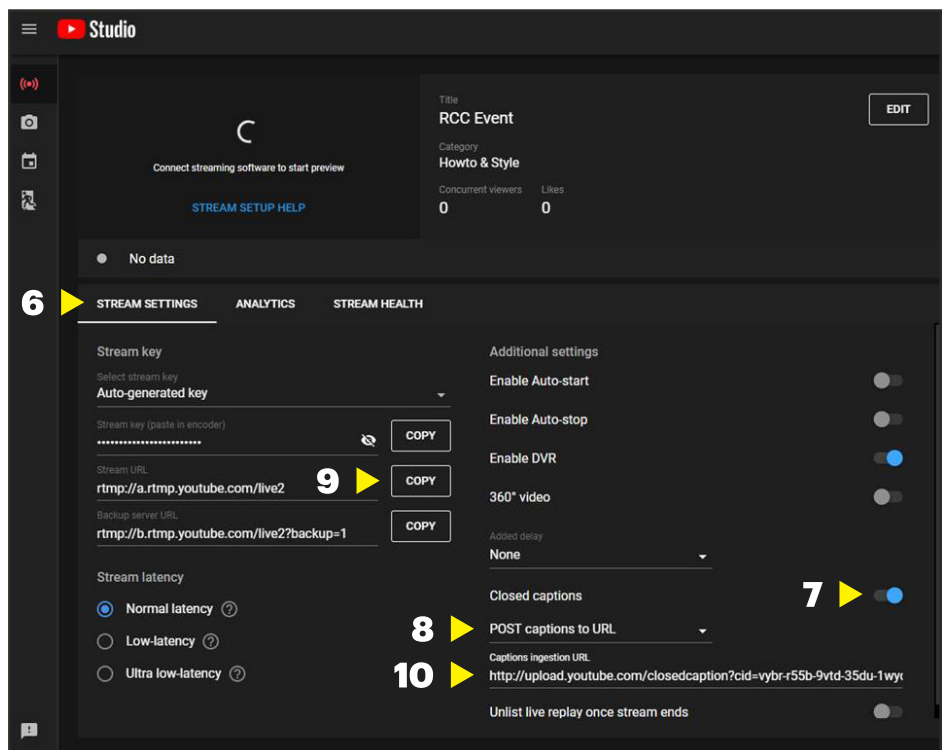
Select the **Stream Settings** tab. **(6)**

Turn on **Closed Captions** feature. **(7)**

Set to **POST captions to URL**. **(8)**

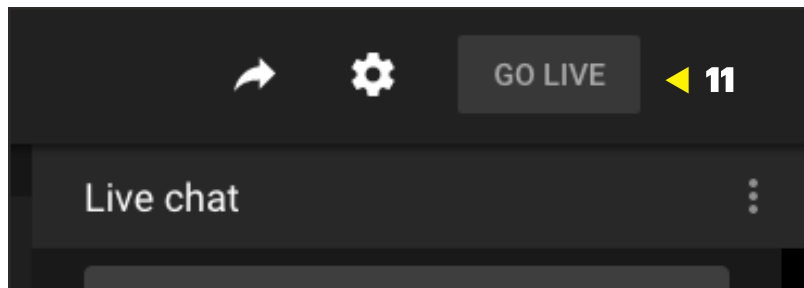
Via a separate browser window, reserve RCC and copy and paste the **Caption Ingestion URL (9)** and **YouTube Live Stream URL (10)** along with the YouTube Live dial-in audio conference bridge number in the Event Notes field.

The dial-in audio conference bridge number is required.



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Select **Go Live (11)** in the upper right corner of the screen. Captions will begin streaming for **YouTube Live**.



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## RCC Support:

### Scheduling and Technical Department

Office: (833) 250-2784

E-mail: [RCC@sprint.com](mailto:RCC@sprint.com)

Fax: (877) 877-3291

Technical support is limited to the functions of Relay Conference Captioning and is not designed to assist participants with issues related to their computer, Internet connection, conference calling provider, etc.