HDMI Cable Connection. Direct connect your laptop to your TV using a HDMI cable. All you need is a HDMI cable and a laptop with a HDMI output. Review the following page for more detailed instructions on how to use a HDMI cable.

1. Smart TV via web. Find the web browser on your smart TV. Type in VirtualASKgala.org in your browser using your remote control. Press enter on your remote. Make sure you are in full screen mode and the volume is on. If you are not sure how to access the internet browser on your smart TV, then Google search your smart TV brand to better understand where to locate an internet browser app on your smart TV.

2. AirPlay wireless option for Apple users. AirPlay is available on certain smart TV’s and all Apple devices. You can wirelessly transmit the feed over WiFi. You can also Google search the best way to connect your Apple device to AirPlay.

**Questions, comments, or concerns? Please contact Sarah Kelly, Development Assistant, at 804.658.5910 or skelly@askccf.org.**
ASK ABOVE & BEYOND 20/20 GALA

LIVE STREAM INSTRUCTIONS: LAPTOP WITH HDMI CORD TO TV

1. Locate an available HDMI port on your TV. Most modern TVs have at least one full-size (Type A) HDMI port, which is 13.9 mm x 4.45 mm in size. These ports are usually labeled “HDMI.” If there is more than one port, each will be labeled with a number (e.g., HDMI 1, HDMI 2). Some TVs also have HDMI ports on the front or side panel.

2. Connect one end of the cable to your laptop (Note: Apple users with laptops newer than 2015 will need an HDMI adapter). Turn on the device you want to connect to the TV, and then gently insert the matching end of the cable into its HDMI port. You should only be able to insert the HDMI plug into the port in one direction.

3. Connect the other end of the cable to the TV. Turn on the TV if you haven’t already done so, and then connect the cable securely. If your TV has multiple HDMI ports, take note of the HDMI port number you’re using.

4. Switch to the HDMI source on your TV. Use the SOURCE or INPUT button on your TV or remote to select the HDMI port. You’ll usually have to press it a few times until you reach the right port number. Once you reach the correct source, you should see the device’s image on the screen.

5. Configure your computer’s audio to route through the TV (optional). If you’ve connected a computer to the TV and want to make sure the audio comes through the TV’s speakers, follow these steps:
   - Mac – Navigate to Apple menu > System Preferences > Sound > Output and select your TV or HDMI output.
   - Windows – Right-click the volume icon in the system tray (next to the clock), select Sound Settings, and select your computer’s default audio device, often called Speakers (High Definition Audio), from the “Choose your output device” menu.

6. You will then go to VirtualASKgala.org on your laptop the night of the event to view the live stream program. There will be an icon to maximize the video portion of the screen and we recommend doing so. The countdown will begin at 6:00 PM EST and will allow you to test your connection and audio before the program begins promptly at 6:30 PM EST.

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