Zoom Webinar

SCHEDULE A WEBINAR

1. On the top right and fill in the details of the webinar or use a previous one as a template.
   - Put the title in the Topic field
   - Add a very short Description:
   - NOTE: This space is useful to explain the technical run-through that is recommended for panelists before you start. This text is in the email sent when people register.

Le webinaire commence à 12h
(Webinar starts at 12:00 noon)
(Répétition technique de 11 h 30 à 12h)

2. Select the Webinar options you want. These are the most popular and are best practice according to Zoom:

![Webinar Options Diagram]

NOTE ON REGISTRATION OPTION:
Requiring Registration is a choice. It allows you to know how many people are planning to attend, but might not be necessary for some events as it is more cumbersome for attendees. They have to keep the email they get from Zoom to Join the Webinar and some people lose track of it and have to register again…
HOW TO INVITE PEOPLE TO A ZOOM WEBINAR

1. Once you click SAVE scroll down to see the Registration Link and other options, use the Registration Link in your invitation to participants (people who can just watch and ask questions via the Q&A).

![Registration Link Image]

2. You can invite panelists automatically to the Webinar by clicking Edit. Panelists are people who can turn on their camera and microphone to speak to the audience and share their screen.

![Panelists Image]
When you **Save**, Zoom will email all Panelists an invitation to the Webinar with a link to Join as a panelist.

If a Panelist loses the email with the link, you can go in BEFORE the webinar starts and resend the link. If they realize too late (after you have started the webinar in practice mode), you need to ask them to enter the webinar as a participant/attendee. You will then need to look for their name in the list of Attendees and **Promote to panelist**.

**HOW TO HOST YOUR ZOOM WEBINAR**

1. To start the webinar go into Zoom [https://zoom.us/](https://zoom.us/)
2. Sign in to your account
3. Start your webinar by clicking on **Start**. If you selected **Enable Practice Session** when you scheduled your Webinar you will ‘Start Practice Session’ and be in Practice Session mode. This means, only you (the host) and the panelists can be in the webinar. This is a good idea. It gives you the time to review and potentially change the settings for several of the functions of your webinar.
Basic functions of the webinar

ATTENDEES RAISING THEIR HAND

Recommendation: Disallow the ability of attendees to raise their hand and view the number of participants. Click on the Participants link at the bottom and use the checkmark to disallow attendees from raising their hand. Choose if they can View the Participant Count or not.

Best practice: Ask attendees to put their questions in the Q&A.

HOW ATTENDEES SEE THE WEBINAR

Go to the View at the top right. Under My View select Speaker. Under Attendee View, select Follow Host’s View for best experience.

HOW ATTENDEES SEE THE Q&A

Go into Gear icon on top right of Q&A and Allow anonymous questions, and Allow attendees to view Answered questions only.

HOW ATTENDEES SEE THE CHAT

We recommend disabling the chat for most Webinars. Best to use the Q&A function instead. You want to hold people’s attention and not allow the chat to distract them. When in practice mode, go into the Chat and click on the three dots at the bottom right. Make sure Participant can Chat with No One is selected. This way the panelists can use the chat to communication amongst themselves.