

# Hosting a Zoom Webinar

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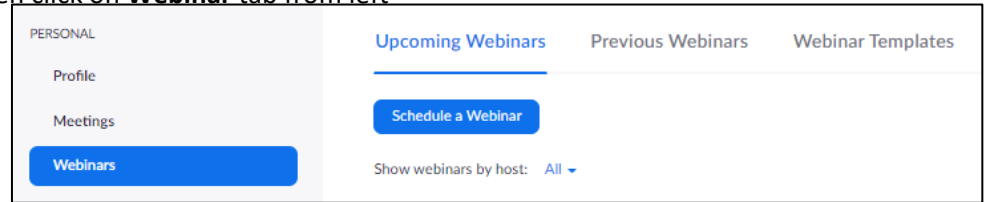
## Scheduling

[Sign-in](#) to your Zoom account and then click on **Webinar** tab from left

side Click on **Schedule a Webinar**

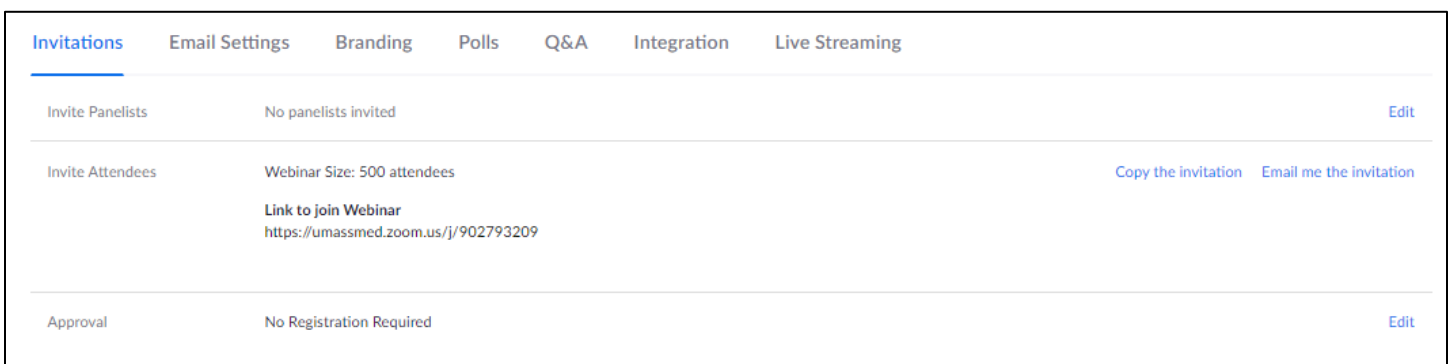
Webinar Options Recommended:

- Enable Q&A
- Enable Practice Session



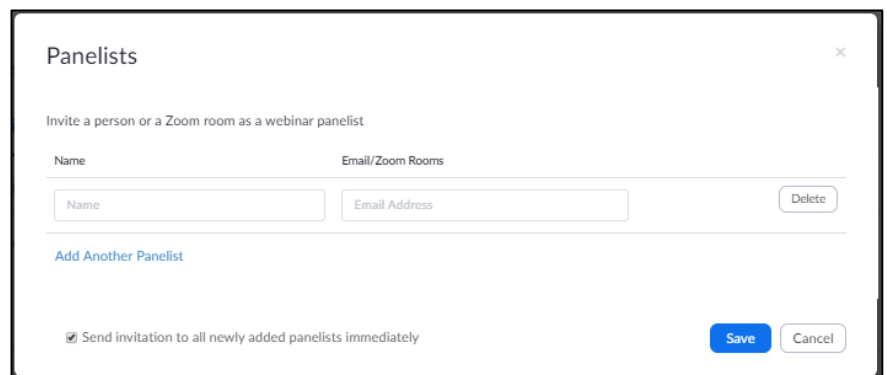
## Inviting Panelists/Attendees

Once the Webinar has been saved, you will be brought to a scheduling confirmation page. At the bottom, you will find the Invitations tab:



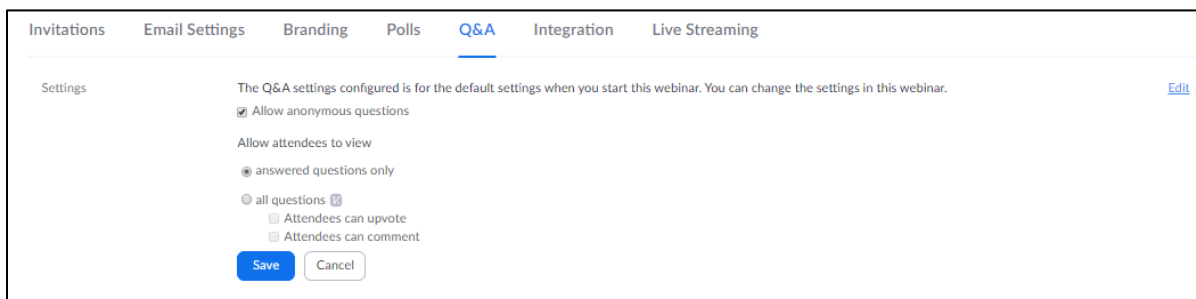
You will have two different invitation options:

- Panelist- click on **Edit**, from there you will be able to enter their name and email address. They will be sent an email invitation with a unique panelist link to join into the webinar.
- Attendee- click on **Copy the invitation**. From there you can paste it into an open Outlook Calendar invitation.

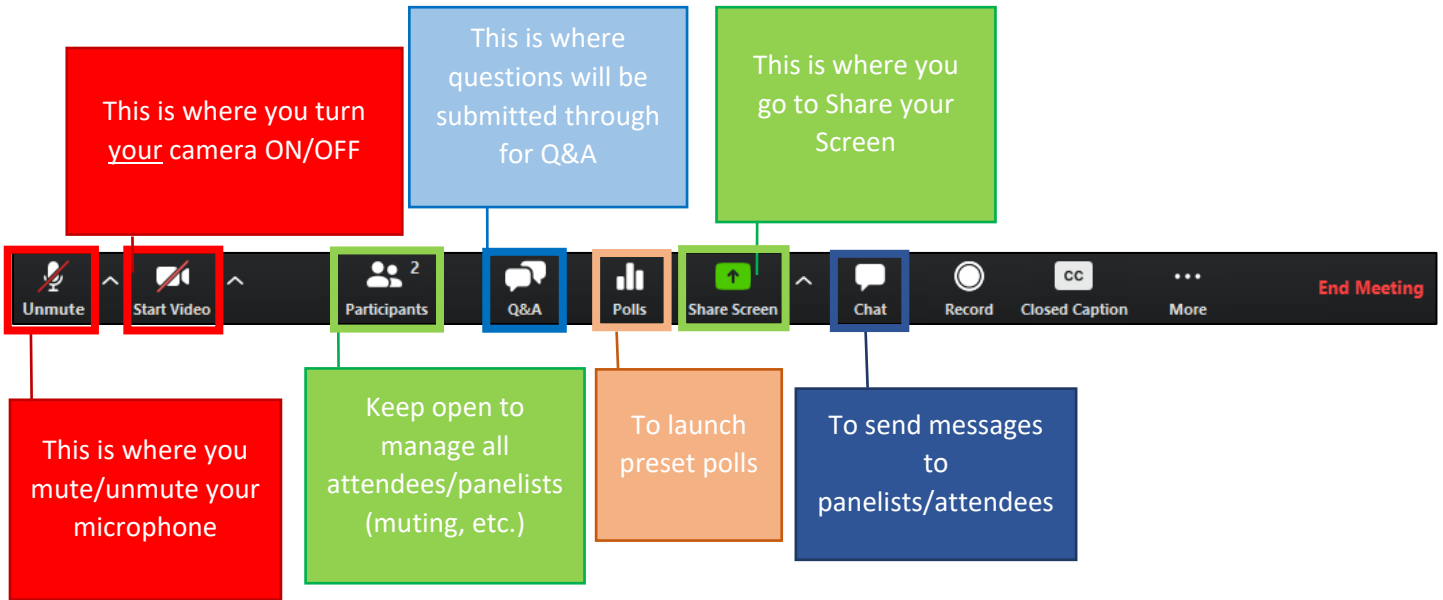


## Additional Options to Setup Beforehand

- Polls – if you would like to use polling within the meeting you will need to create the questions and answers beforehand. To the right of the Invitations tab, you will see **Polls**. Click on **Add**.
- Q&A – you can adjust the settings from here but also within the meeting as well.



# Webinar Controls

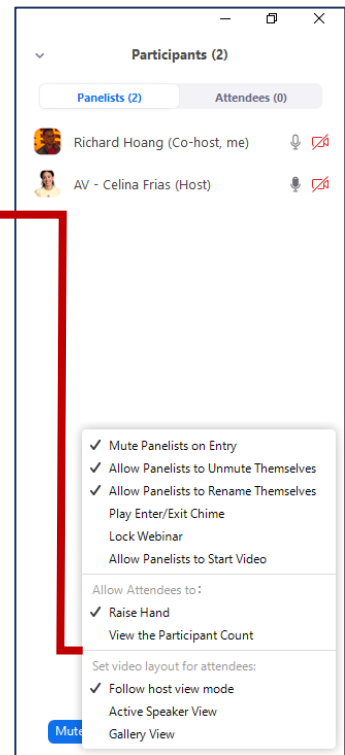
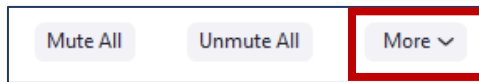


## Commonly Used Controls

### Participants

From the Participants tab, as a Host, you will be able to manage every participant in your Webinar. From this tab you can:

- Mute/Unmute Panelists
  - Mute/Unmute all the panelists at the bottom of the window
- From **More** button you can customize the Webinar experience for both the Panelists and Attendees.

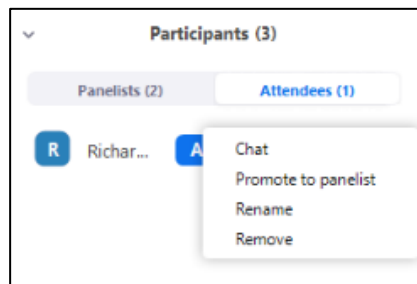


It is recommended to enable:

- Mute Panelists on Entry**
- Allow Panelists to Unmute Themselves**
- Allow Panelists to Rename Themselves**
- Allow Panelists to Start Video**

Attendee Options: hover mouse over participant and click **more**

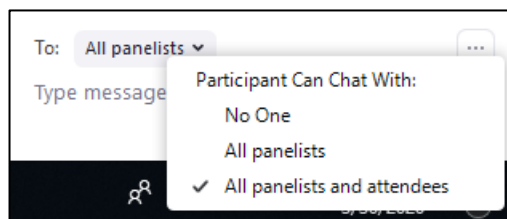
- Chat
- Promote to Panelist
- Allow to Talk



### Chat

You can have the chat feature open for:

- All panelists and attendees
- All panelists
- No One

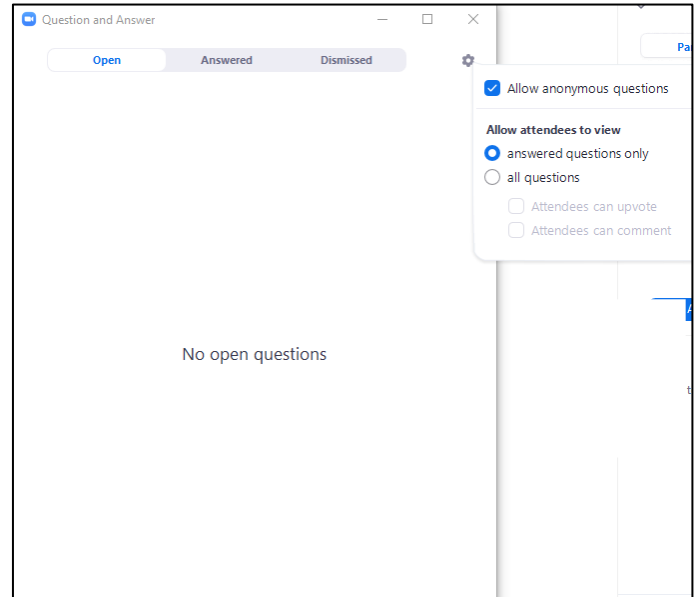


## Q&A

The Question & Answer (Q&A) feature for webinars allows attendees to ask questions during the webinar and for the panelists, co-hosts and host to answer their questions.

With the public Q&A feature, attendees can answer each other's questions and if enabled, they may also upvote each other's questions.

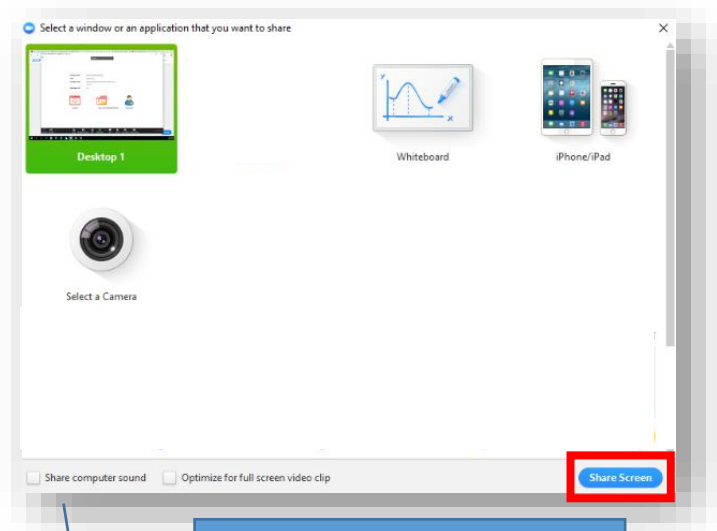
It is strongly recommended to have a designated moderator (co-host) to monitor the Q&A throughout the Webinar, presenters should not be expected to present and filter questions as they come.



## Sharing your Presentation:

To share your screen, select the **Share Screen** button from the Webinar Control Bar.

A popup window will prompt you to select what you want to share. Choose the option you would like and click **Share Screen**



### NOTE:

If sharing Desktop, anything being shown on the screen you are seeing is also being seen by all participants.

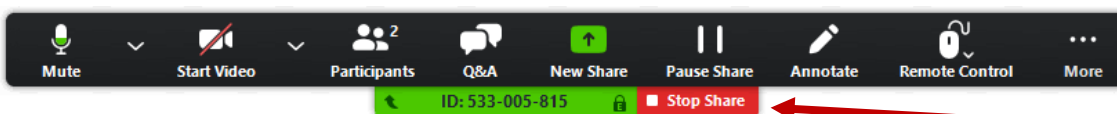
To ensure privacy we recommend having all content to be shared already opened uploaded and minimized on computer ahead of time for easy transitions.

### IMPORTANT

Must enable this if there is any sound/videos being played in presentation.

**Share Computer Sound**

Once content is being shared, you will see this control bar at the top of the webinar window:



Where to **STOP SHARING** once finished

## Roles in a Webinar

The **host** of the webinar is the user who the webinar is scheduled under. They have full permissions to manage the webinar, panelists, and attendees. There can only be one host of a webinar. The host can do things like stop and start the webinar, mute panelists, stop panelists' video, remove attendees from the webinar, and more.

**Co-hosts** share many of the controls that hosts have, allowing the co-host to manage the administrative side of the webinar, such as managing attendees or starting/stopping the recording. The host must [assign a co-host](#). Co-hosts cannot start a webinar.

**Panelists** can view and send video, screen share, annotate, etc. You must be assigned panelist permissions by the webinar host. The host can also disable some features for panelists, including starting video, sharing your screen, and recording.

**Attendees** are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat.

## Participation in a Webinar

	Host	Co-host	Panelist	Attendee
Join during <a href="#">practice session</a>	✓	(see <a href="#">note</a> )	✓	
Mute/unmute themselves	✓	✓	✓	
Start/stop their own video	✓	✓	✓*	
View attendee list	✓	✓	✓	
Share screen	✓	✓	✓	
Chat	✓	✓	✓	✓*
Ask questions in Q&A				✓
View All Q&A and respond	✓	✓	✓	
Create or edit polls	✓			
<a href="#">Raise hand</a>			✓	✓

## Managing Participation

	Host	Co-host	Panelist	Attendee
Mute or unmute attendees	✓	✓		
Stop panelist's video	✓	✓		
Ask a panelist to start video	✓	✓		
Spotlight a Video	✓	✓		
Promote attendee to panelist	✓	✓		
Demote from panelist to attendee	✓	✓		
Change attendees' view	✓	✓		
Change who attendees can chat with	✓	✓		
Remove attendees	✓	✓		
Allow attendees to talk	✓	✓		
Assign Co-host Permission	✓			
Put panelist on hold	✓			
<a href="#">Invite others</a> to join webinar	✓	✓	✓	

### Additional Zoom Support Resources

<https://support.zoom.us/hc/en-us/articles/200917029-Getting-Started-With-Webinar>

<https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>

<https://support.zoom.us/hc/en-us/articles/115004834466-Managing-Participants-in-Webinar>