

## **Zoom webinars (up to 100 participants in current plan)**

### **Participants:**

- Participants only need computer speakers or a phone. Participants cannot use webcams or microphones during Zoom webinars.
- Participants can send questions in the Q&A tool, Chatroom, and can use the Raise Hand feature.

### **Host:**

- Needs a Webcam with mic and computer.
- Recommended to use a headset for microphone audio for better quality and ambient sound reduction.
- The host is the person that schedules the Webinar and has full controls. The host can assign a co-host during the Webinar and can pre-invite members as panelists to assist with the webinar.

### **Co-Hosts:**

- The Co-host feature allows the host to share hosting privileges with another user in a webinar. This can be useful to allow another user to manage the administrative side of the webinar, such as muting participants or starting/stopping the recording. The host must assign a co-host during the webinar. It cannot be assigned ahead of time.

### **Panelists:**

- Panelists can view and send video, screen share, annotate, etc. They can also answer questions in the Q&A chat. You can have 100 panelists (including the host) in a webinar. Please note that panelists will receive a direct email invitation separate from the attendees of the Webinar.

**More info on roles in a Webinar:** <https://support.zoom.us/hc/en-us/articles/360000252726-Roles-in-a-Webinar>

### **Check and Set your meetings settings and options:**

- Login to zoom at <https://zoom.us/profile> and then click “Meeting Settings” to check your settings that you want enabled/disabled.

### **Scheduling a Webinar:**

- From the web portal (<https://zoom.us>) login and then click Webinars
- Once in Webinars, click “Schedule a Webinar”
- Set your topic, description, time/date, duration, time zone
- You can require Registration for the Webinar.
- Select your default settings for video/audio
- Can select alternative hosts as well, if needed, on this page as well.
- Click “Schedule” when you are ready.
- At the next page you can edit/customize Invitations at the bottom.
- You can also enable/disable Registration required.

### **In Webinar controls:**

- Use the **“Participants”** button to see your participants list and manage them.
- Use the **“Q&A”** button to view and edit Q&A. Use caution in regards to confidentiality if you choose to answer the questions via text response or if you mark the question as “answered”. Marking as answered will show all participants the Q&A and name.
- Use **“Screenshare”** button to share your computer screen, specific windows, or specific applications.
- Use the “Chat” button to use the **Chatroom** tool, if you enable it for your webinar. \*You can also adjust Chat permissions or disable it altogether for a Webinar.

More info on Webinar chat permissions: <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>

**On Demand Webinars:** <https://support.zoom.us/hc/en-us/articles/360000489183-On-demand-Webinars>

### **Streaming webinars:**

**\*You can also stream the webinar to Youtube Live or Facebook Live. Can only stream to one, not both at the same time. However, you CAN stream to Youtube Live AND record the webinar as well.**

**For more information on streaming a webinar to Youtube Live:** <https://support.zoom.us/hc/en-us/articles/115000350446-Streaming-a-Webinar-on-YouTube-Live>

### **More resources and guides:**

<https://zoom.us/livetraining> (Live Zoom training sessions (free and very helpful))

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