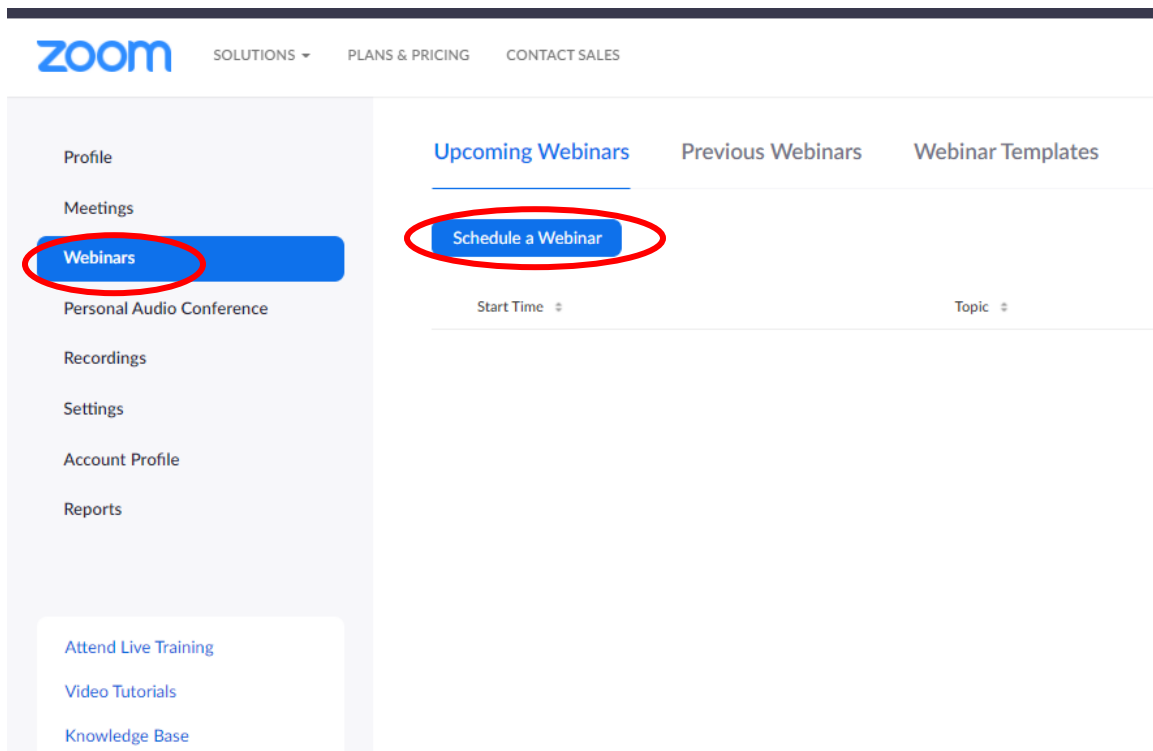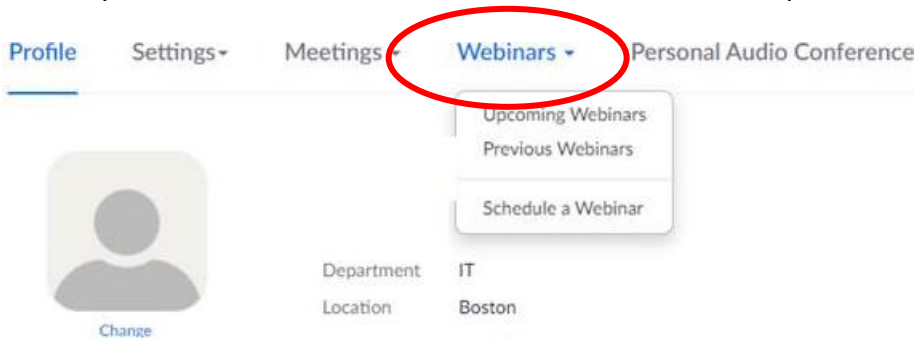# How to Schedule, and Start a Zoom Webinar

1. Click on Webinars under "ZOOM" and click on "Schedule a Webinar".

You may see this screen with other browsers like Internet Explorer or Safari.

3. Scroll down further to enter password. Choose any video or audio options for the webinar. You can also enable Q&A, Practice Sessions, and Require Authentication for certain instances. You can also record and approve/block the location of viewers of the locations you want. Click on "Schedule" below to create a webinar and have it placed into "My Webinars".

Webinar Passcode	☑ Require webinar passcode	F@8N&i

Video	Host	○ On ● Off
	Panelists	○ On ● Off

Audio ○ Telephone   ○ Computer Audio   ● Telephone and Computer Audio   ○ 3rd Party Audio

Dial from United States of America   Edit

☐ Allow attendees to use toll-free and fee-based toll call numbers

☐ Allow attendees to use Call Me

⚠ Attendees will still be able to connect to computer audio to listen to this webinar.

Webinar Options

☑ Q&A

☐ Enable Practice Session

☐ Require authentication to join

☐ Automatically record webinar

☐ Approve or block entry to users from specific regions/countries

Alternative Hosts   Example: mary@company.com, peter@school.edu

Schedule   Cancel

4. Once you have the webinar scheduled, you can now start, edit, or save the webinar as a template for future webinars.

My Webinars > Manage "My Webinar"

Topic	My Webinar
Time	Jan 8, 2021 12:00 PM Eastern Time (US and Canada)
	Add to **31** Google Calendar **O** Outlook Calendar (.ics) **Y** Yahoo Calendar
Webinar ID	
Webinar Passcode	******** Show
Video	Host Off
	Panelists Off
Audio	Telephone and Computer Audio
	Dial from United States of America
Webinar Options	✔ Q&A
	✕ Enable Practice Session
	✕ Require authentication to join
	✕ Automatically record webinar
	✕ Approve or block entry to users from specific regions/countries

[Start] [Edit] [Save as Template]

5. After you make the necessary changes in that info, scroll to the bottom to add in Panelists, Invite Attendees, and set any type of registration settings. You can **copy the invite link** or **send it directly to email** so you can forward the invite. If you have the Zoom outlook plug in you can add this webinar to your outlook calendar and modify time, date, attendees from outlook. Click on "**Outlook Calendar**" to add it manually with no plug in. You will need your outlook open.

My Webinars > Manage "My Webinar"

Start this Webinar

Topic	My Webinar
Time	Jan 8, 2021 02:00 PM Eastern Time (US and Canada)
	Add to [31] Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Webinar ID	959 8815 8940
Webinar Passcode	******** Show
Video	Host Off
	Panelists Off
Audio	Telephone and Computer Audio
	Dial from United States of America

Invitations   Email Settings   Branding   Polls/Survey   Q&A   More

Invite Panelists	No panelists invited	Import from CSV Edi
Invite Attendees	Webinar Size: 500 attendees	Copy Invitation Send Invitation to Me
Registration Settings	No Registration Required	Edi

6. You can modify the registration requirements in the email sent for the Webinar. Look at the menu below to see the different requirements for registration. You can also create your own questions to be sent out in the email to viewers. Always click "**Save All**" after you are complete.

7. Click "**Save All**" after your click on the registration settings to set up "**automatic**" versus "**manually**". Have viewers receive auto generate email or be screened before an email is sent.

Registration

Registration   Questions   Custom Questions

Registration

☐ Required

Approval

○ Automatically Approve

Registrants will automatically receive information on how to join the webinar.

○ Manually Approve

The organizer must approve registrants before they receive information on how to join the webinar.

Save All   Cancel

8. Click on Branding to modify the title, create a banner and logo for viewers to see in the webinar. You must upload a GIF, JPG/JPEG file only from your desktop for the banner and logo.

9. Click on **"Polls/Surveys"** and you will be brought to this page. Enter in a title for a poll, set to anonymous if you want and even add in your own questions.

Add a Poll ✕

Enter a title for this poll.

☐ Anonymous? ⑦

1.

Type your question here.

⦿ Single Choice ◯ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

10. Click on **Q&A** to set up the configurations for this feature. This will allow you to manage the viewer questions by making them anonymous, or view questions by a certain requirement only.

11. Click on **more** to see the final option for scheduling a webinar. This option allows you to integrate third party app into the webinar for live streaming, prospecting or create a message when webinar is at capacity.

12. When you are done you can either start the webinar from the Zoom website, or you can go to outlook and click on "My Webinar" if you have added it to your calendar using the Zoom outlook plugin.
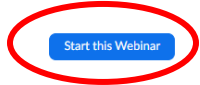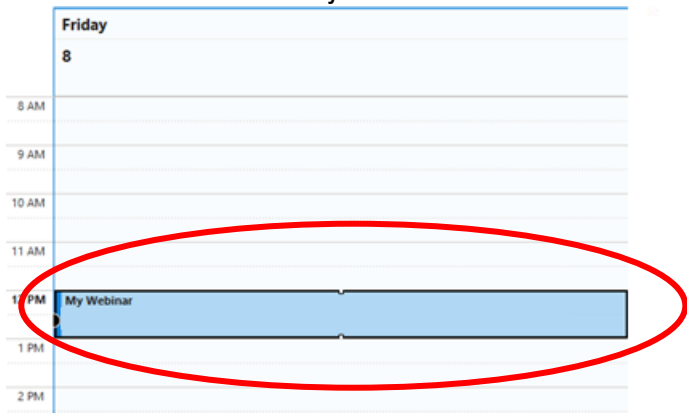

13. Click on the blue URL to join the webinar from Outlook.

14. If you are in your account in the Zoom App, then click "**Start**" under your main profile page.
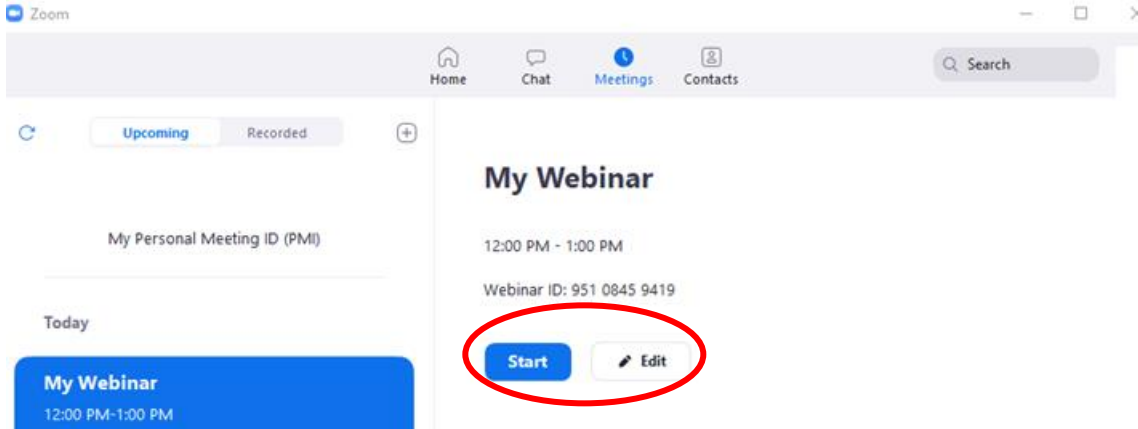
15. When you join the "Webinar" your name will appear at the top. You can see the Q & A, Polls and Other Options on the bottom.

C T S B o s t o n
Bandwidth & Beyond
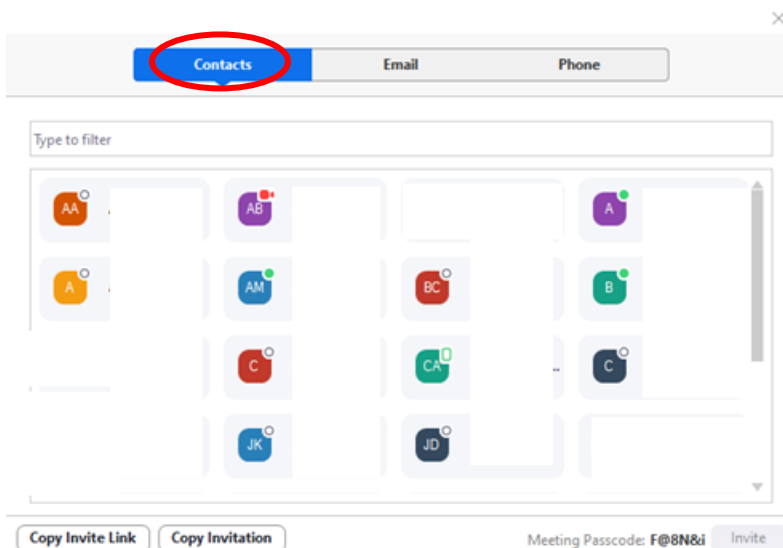**12** | P a g e
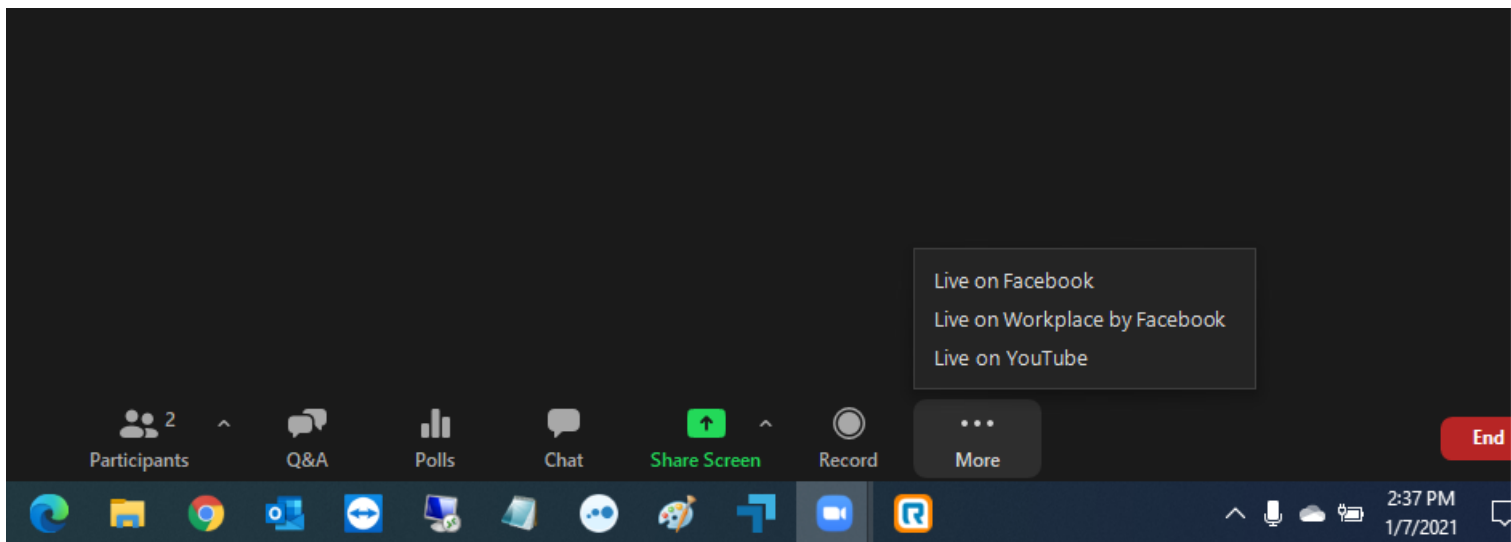
16.   To invite more people during the Webinar, click on "**Participants**" and then click "**Invite.**"
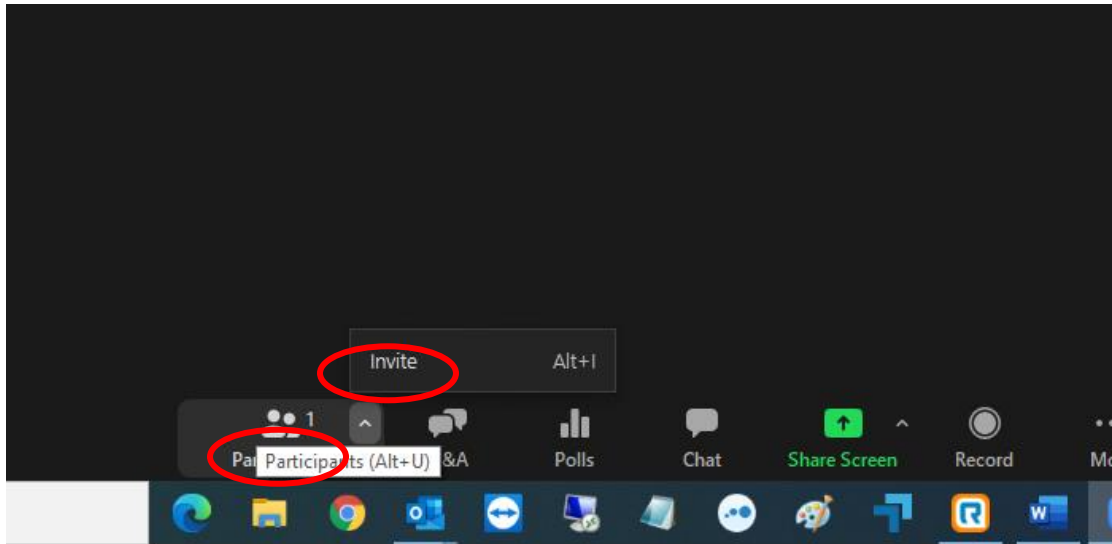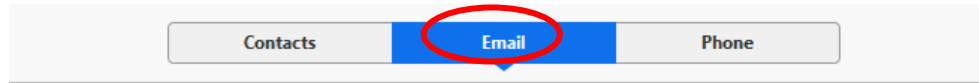

17. While in the webinar you have three options for sending invitations to choose from. Contacts, Email and Phone.

Contacts: Click on any of your Zoom contacts to send out an Invite.

Email: Send an invite via a third-party email method:

| Contacts | Email | Phone |

Choose your email service to send invitation

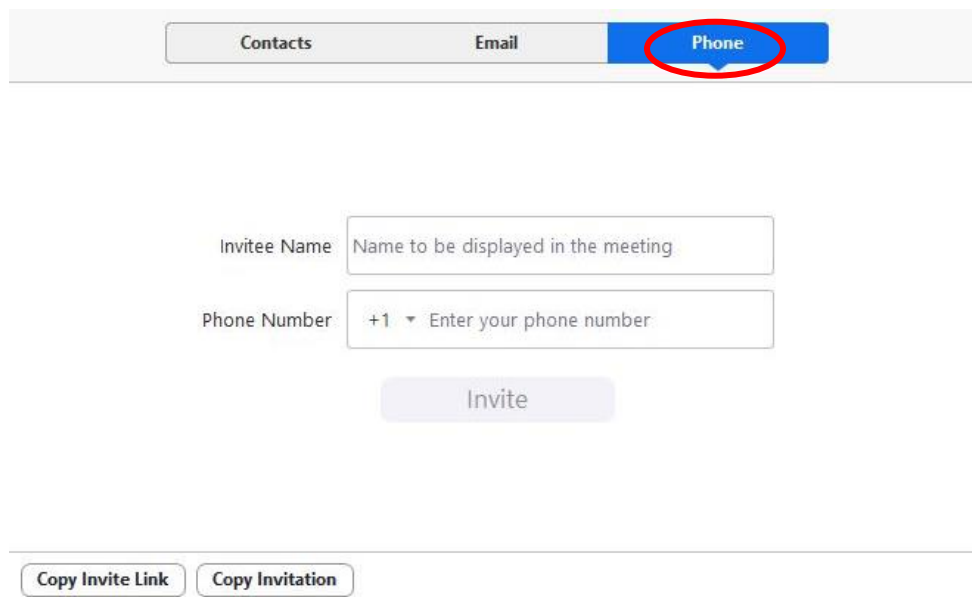Default Email   Gmail   Yahoo Mail

Copy Invite Link   Copy Invitation   Meeting Passcode: **F@8N&i**

Phone: Lets you pick a name and phone number and make a phone call as the invitation. The viewers call will appear connecting them to the audio over the phone.

| Contacts | Email | Phone |

Invitee Name   Name to be displayed in the meeting

Phone Number   +1 ▾ Enter your phone number

Invite

Copy Invite Link   Copy Invitation

18. To stream the event live you can click on "**More**" and you can set up a Facebook or You tube stream for your Webinar.   Before you can use this option, you must first contact Facebook or YouTube and set up an account for livestreaming. This can take 24 hours due to Internet Content restrictions. Please plan if you plan to live stream to one of these two platforms.