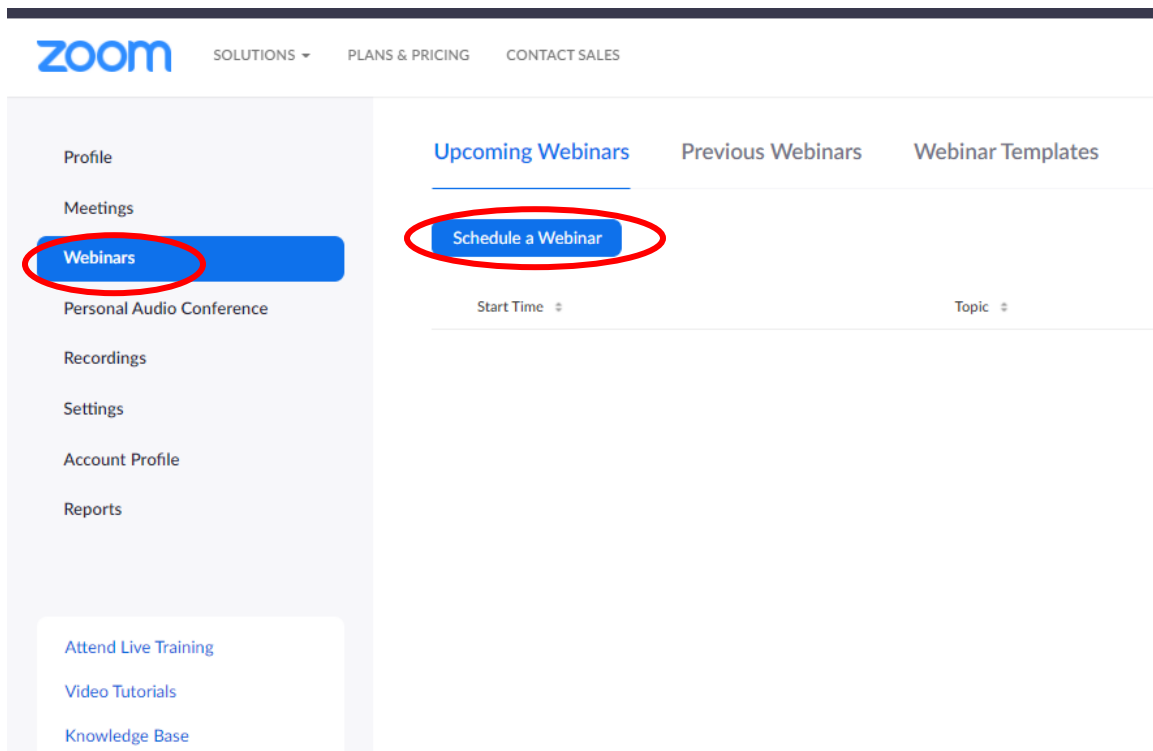
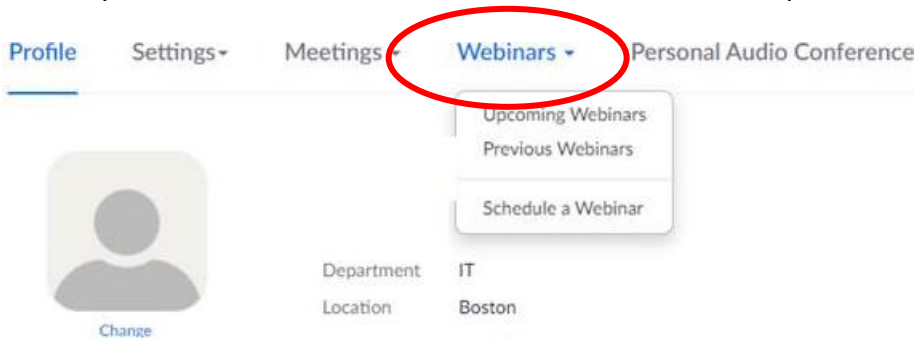


How to Schedule, and Start a Zoom Webinar

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.



2. When you click on “Schedule a Webinar” the main page will appear. It shows the User, the Topic, and the Description of your Webinar. It has a Calendar below can let you change time, date, etc.

Home Settings Meetings **Webinars** Personal Audio Conference

User (Work Email)

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring webinar

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

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

- 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: [Google Calendar](#) [Outlook Calendar \(Ics\)](#) [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](#)

- 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	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 Edit
Invite Attendees	Webinar Size: 500 attendees	Copy Invitation Send Invitation to Me
Registration Settings	No Registration Required	Edit

- 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.

Registration ×

Registration Questions Custom Questions

Add Registration Fields

First Name and Email Address required.

<input type="checkbox"/>	Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/>	Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Address	<input type="checkbox"/>
<input type="checkbox"/>	City	<input type="checkbox"/>
<input type="checkbox"/>	Country/Region	<input type="checkbox"/>
<input type="checkbox"/>	Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/>	State/Province	<input type="checkbox"/>
<input type="checkbox"/>	Phone	<input type="checkbox"/>
<input type="checkbox"/>	Industry	<input type="checkbox"/>
<input type="checkbox"/>	Organization	<input type="checkbox"/>
<input type="checkbox"/>	Job Title	<input type="checkbox"/>
<input type="checkbox"/>	Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/>	Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/>	Number of Employees	<input type="checkbox"/>
<input type="checkbox"/>	Questions & Comments	<input type="checkbox"/>

Registration ×

Registration Questions Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

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.

[Start](#) [Edit](#) [Save as Template](#) Want a meeting instead of a webinar? [Convert this Webinar to a Meeting](#)

[Invitations](#) [Email Settings](#) **[Branding](#)** [Polls/Survey](#) [Q&A](#) [More](#)

Title	Webinar Registration Edit
Banner	<p>Your banner is displayed at the top of your invitation page.</p> <p>Upload</p> <p>Image requirements:</p> <ul style="list-style-type: none">• GIF, JPG/JPEG or 24-bit PNG• The maximum dimensions: 1280px by 1280px
Logo	<p>Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar.</p> <p>Upload</p> <p>Image requirements:</p> <ul style="list-style-type: none">• JPG/JPEG or 24-bit PNG• The maximum dimensions: 600px by 600px
Post Attendee URL	https://zoom.us/postattendee Edit
Survey	This has moved to Poll/Survey tab page.

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? ?

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)

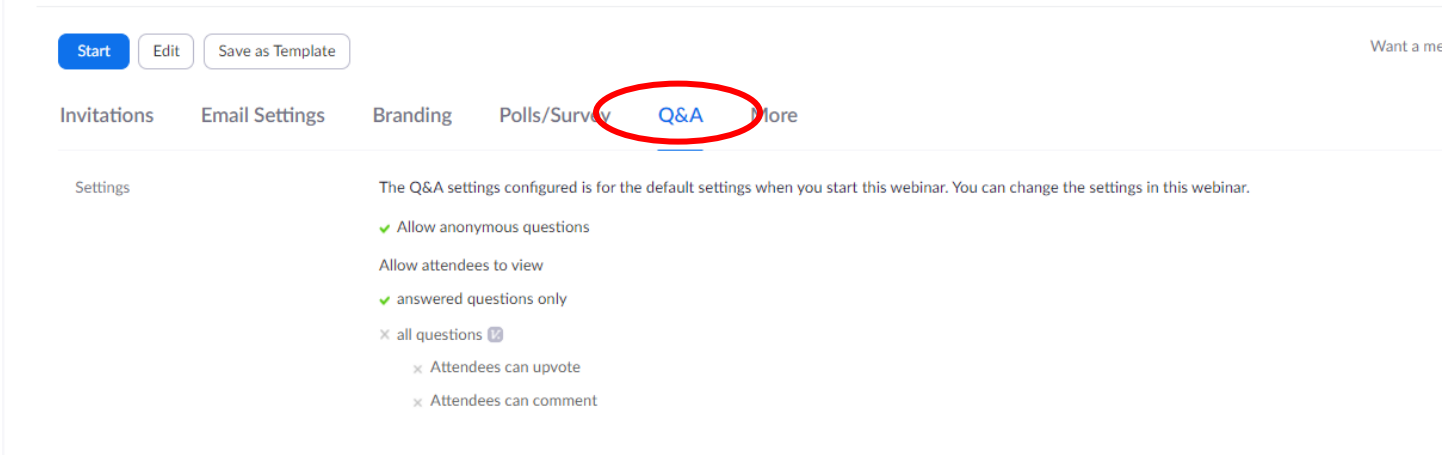
Answer 9 (Optional)

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.



Start Edit Save as Template Want a me

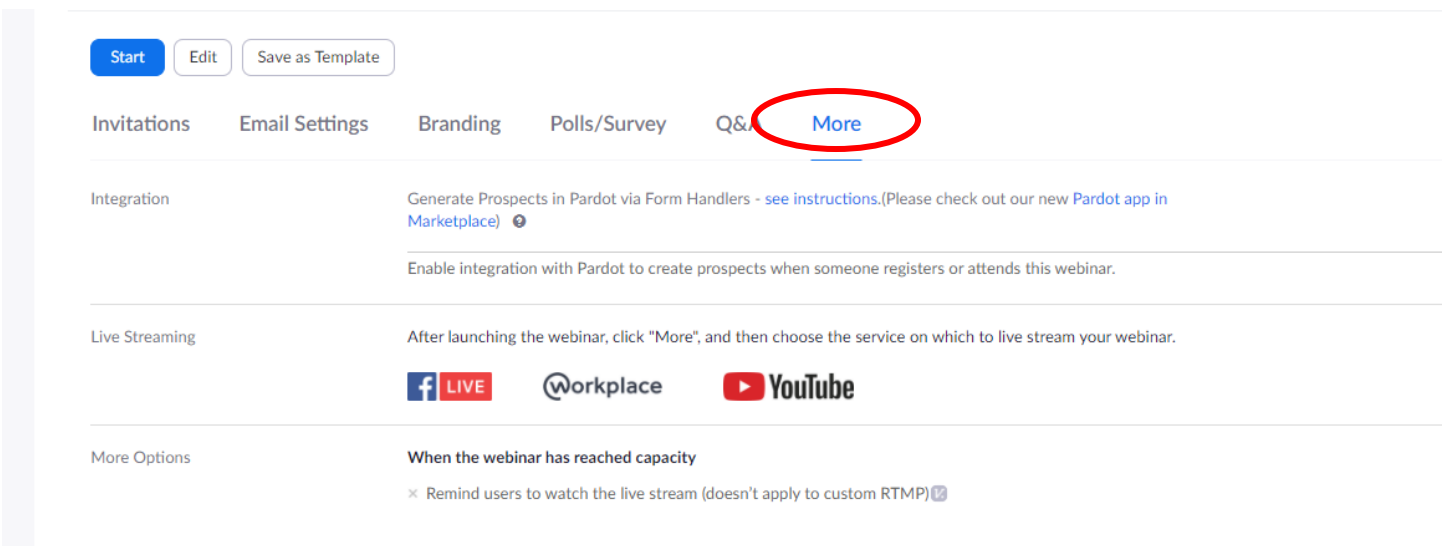
Invitations Email Settings Branding Polls/Survey **Q&A** More

Settings

The Q&A settings configured is for the default settings when you start this webinar. You can change the settings in this webinar.

- ✓ Allow anonymous questions
- Allow attendees to view
- ✓ answered questions only
- × all questions ⓘ
 - × Attendees can upvote
 - × Attendees can comment

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.



Start Edit Save as Template

Invitations Email Settings Branding Polls/Survey Q&A **More**




Integration

Generate Prospects in Pardot via Form Handlers - [see instructions](#). (Please check out our new [Pardot app in Marketplace](#)) ⓘ

Enable integration with Pardot to create prospects when someone registers or attends this webinar.

Live Streaming

After launching the webinar, click "More", and then choose the service on which to live stream your webinar.

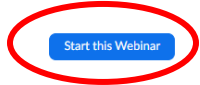
More Options

When the webinar has reached capacity

- × Remind users to watch the live stream (doesn't apply to custom RTMP) ⓘ

- 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.

My Webinars > Manage “My Webinar”

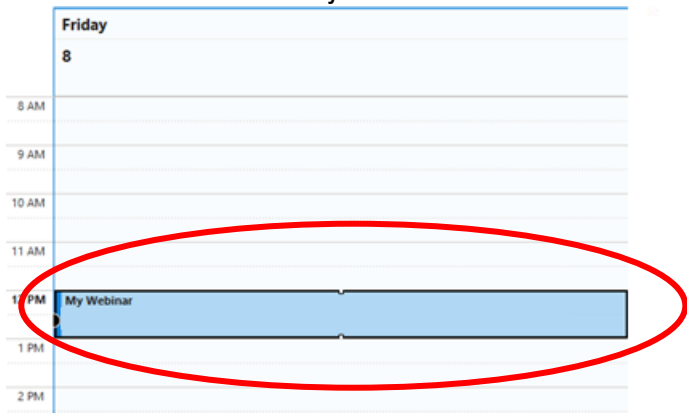


Topic My Webinar

Time Jan 8, 2021 12:00 PM Eastern Time (US and Canada)

Add to [Google Calendar](#) [Outlook Calendar \(ics\)](#) [Yahoo Calendar](#)

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



- If you are in your account in the Zoom App, then click “Start” under your main profile page.

Save & Close

Title My Webinar

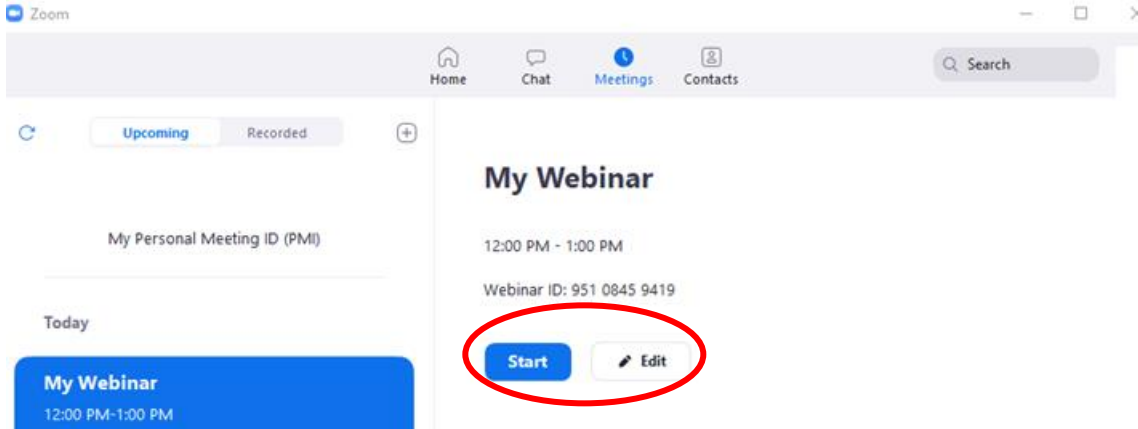
Start time Fri 1/8/2021 12:00 PM All day Time zones

End time Fri 1/8/2021 1:00 PM [Make Recurring](#)

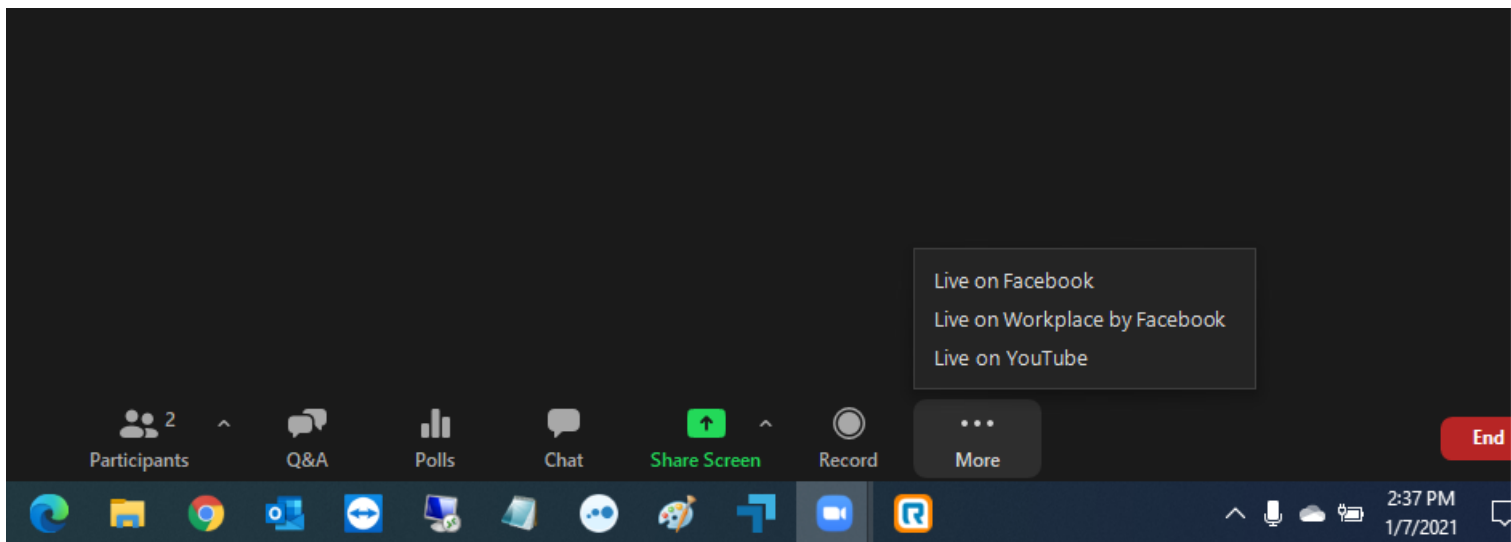
Location

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join.
Passcode: F@8N&i

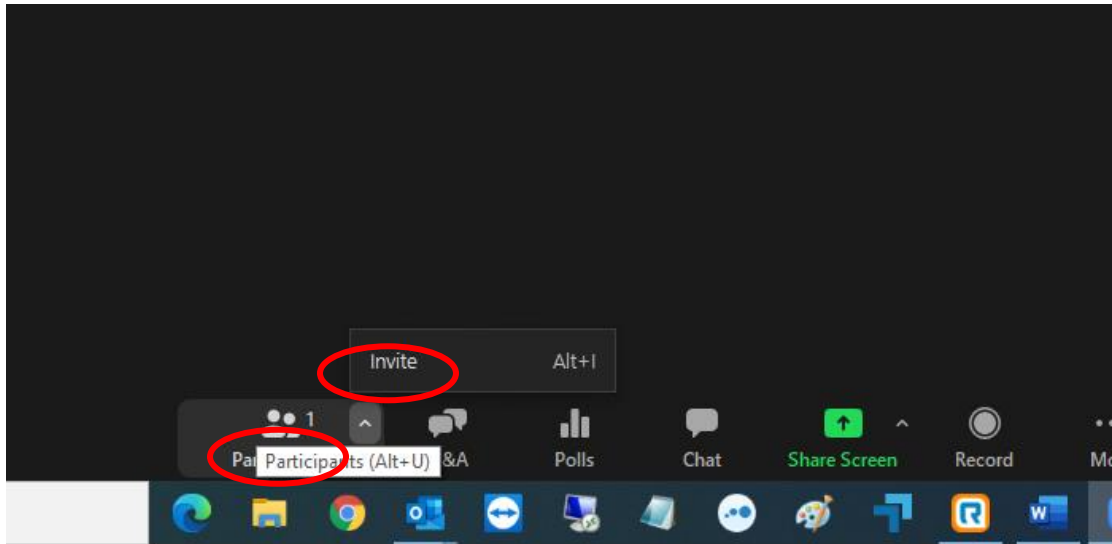
Or join by phone:
Dial (for higher quality, dial a number based on your current location):
US: +1
Toll Free
Webinar ID:
International numbers available:



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.



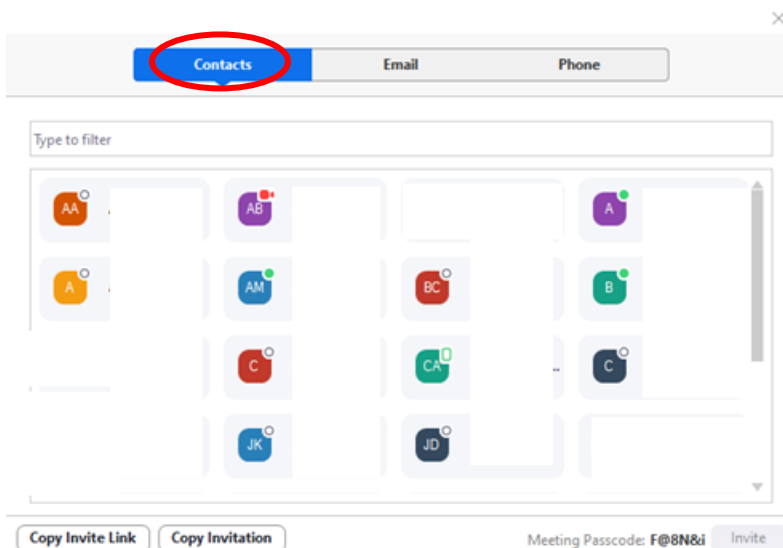
16. To invite more people during the Webinar, click on **“Participants”** and then click **“Invite.”**

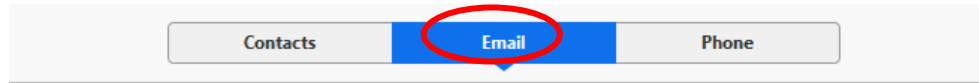


17. While in the webinar you have three options for sending invitations to choose from. Contacts, Email and Phone.

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

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





Choose your email service to send invitation



Default Email



Gmail



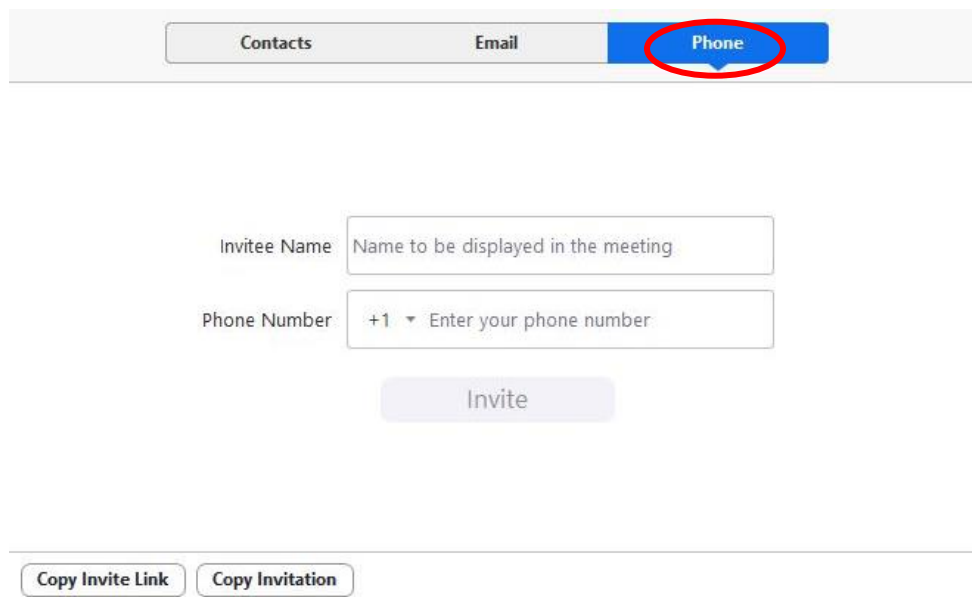
Yahoo Mail

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.



A screenshot of the 'Phone' invitation form. The navigation bar at the top has 'Phone' selected and circled in red. Below the navigation bar, there are two input fields: 'Invitee Name' with the placeholder text 'Name to be displayed in the meeting' and 'Phone Number' with a dropdown menu showing '+1' and the placeholder text 'Enter your phone number'. Below these fields is a grey 'Invite' button. At the bottom of the form, there are two buttons: 'Copy Invite Link' and '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.

