Schedule a webinar using Teams

Contents

What is a webinar?

A webinar is a meeting for which you can register attendees, run an interactive presentation, and analyse attendee data for effective follow-up.

How webinars are different from ordinary meetings

Ordinary meetings generally include a lot of back-and-forth among the participants, such as discussions, sharing, assigning and accepting tasks, coming to an agreement.

Webinars are more controlled, and the participants have clear roles: experts (the presenters) share their ideas or provide training to an audience (the attendees).

Also, attendees do not receive the joining link unless they have registered, which allows you to control who participates.

Who can schedule a webinar?

Anyone who can schedule a Teams meeting should be able to schedule a webinar.

The organiser should schedule the webinar well in advance. This person will also prepare a registration form, send the invite to other presenters, share event details and registration link with potential attendees, and download the registration report to see who has registered.
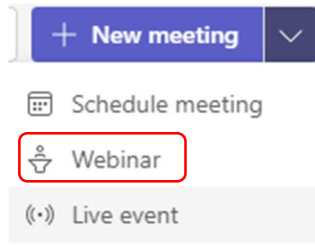
Who can register for a webinar?

By default anyone can register but is dependent on what setting the organiser has chosen.
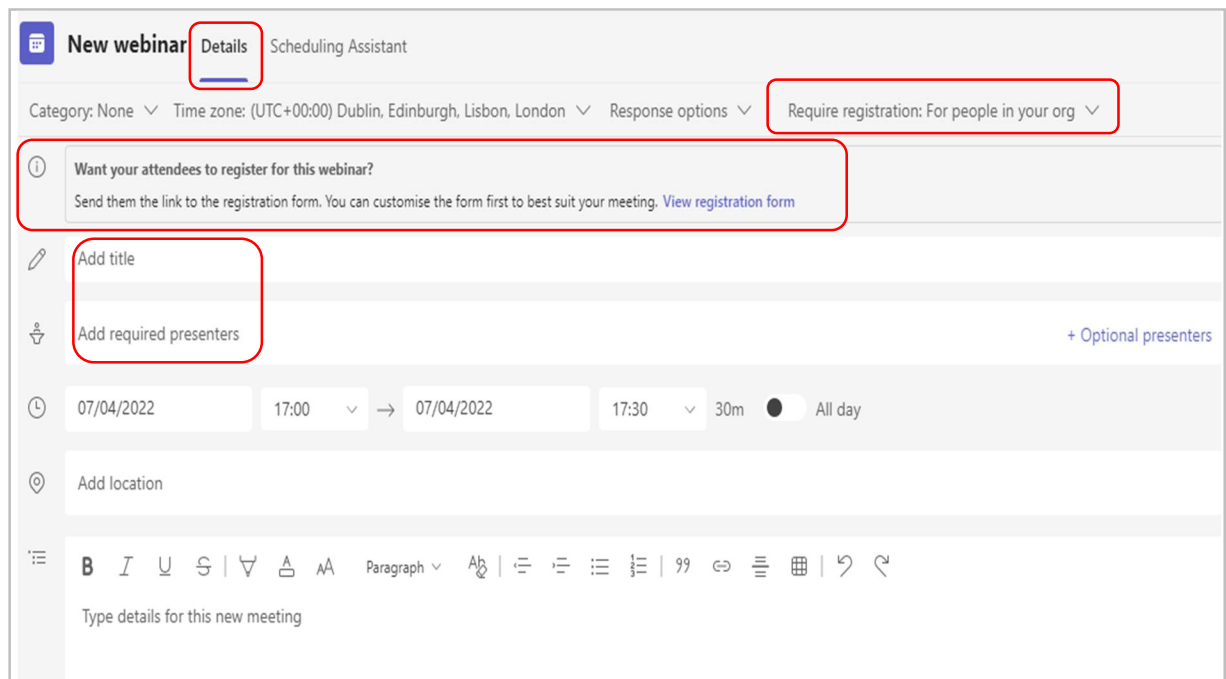
Once someone has registered, they receive details of the webinar and the joining link.

Setting up a webinar

1. From your Teams calendar, select the arrow next to 'New meeting', then choose Webinar.
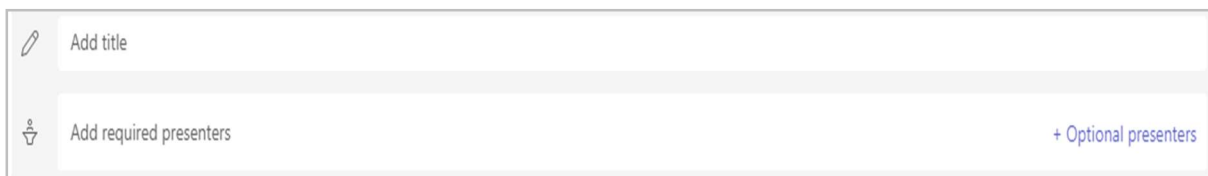

2. This opens a new webinar creation box.

There are two parts to scheduling a webinar:

- A details page for presenters and organisers.

- A registration form for attendees

Details for presenters and organisers

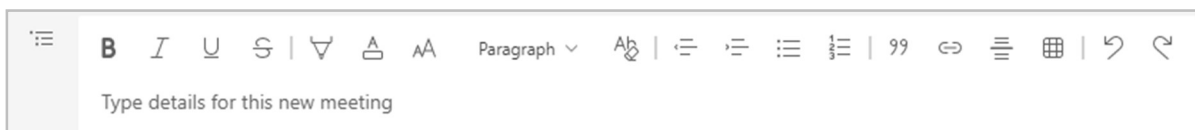1. Add your webinar title and the required presenters.

2. Add the time you want **presenters to attend**. This should include some preparation time before the webinar, perhaps 15 minutes before the start time.

3. Add notes for the presenters to explain what the webinar is for and insert a link to any papers/files needed, e.g. an agenda, reports, slides, etc.
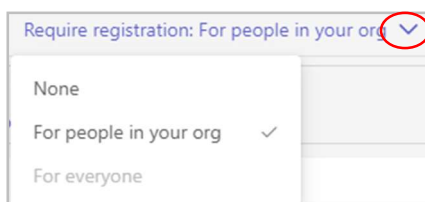

Registration form for attendees

A registration form could be used to gather useful contact info or measure training effectiveness if the webinar is delivering training.

1. To arrange registration for your webinar, click into the 'Require registration' dropdown arrow.

2. Choose the audience you want to have to register for your webinar: none (as in no registration needed), people in your organisation, or everyone.

3. These form details will be seen by anyone invited to the webinar.

4. Add title and the webinar start time for attendees. This can differ from the time given in part 1 for the presenters.

5. Add details about the webinar.

6. Add speaker names and short biographies if wanted.

7. You can upload an image that will serve as a banner graphic along the top of the form.

The registration form has a few fixed mandatory fields – first name, surname and email.

8. Select 'Add field' to add more. You can choose from address, city, state, postcode, country, industry, job title, organisation or can customise a question (input or choice)
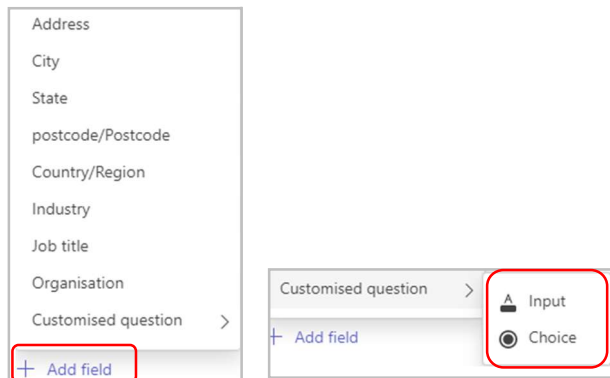
For customised questions, when you choose Choice, you can use the 'add option' button to have several options.

9. If you do add a field, tick the 'Required' box if you want to make it a mandatory field.

10. Select 'Copy registration link' to use the link in your invites and promotions of the webinar. You can use it in emails, social media, etc.

11. Select Save and review the registration form.

12. Close the registration form by clicking onto the X in top right.

13. Press Send to send the invite to the presenters.
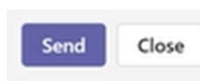
Note: This is when the registration link becomes active for attendees.

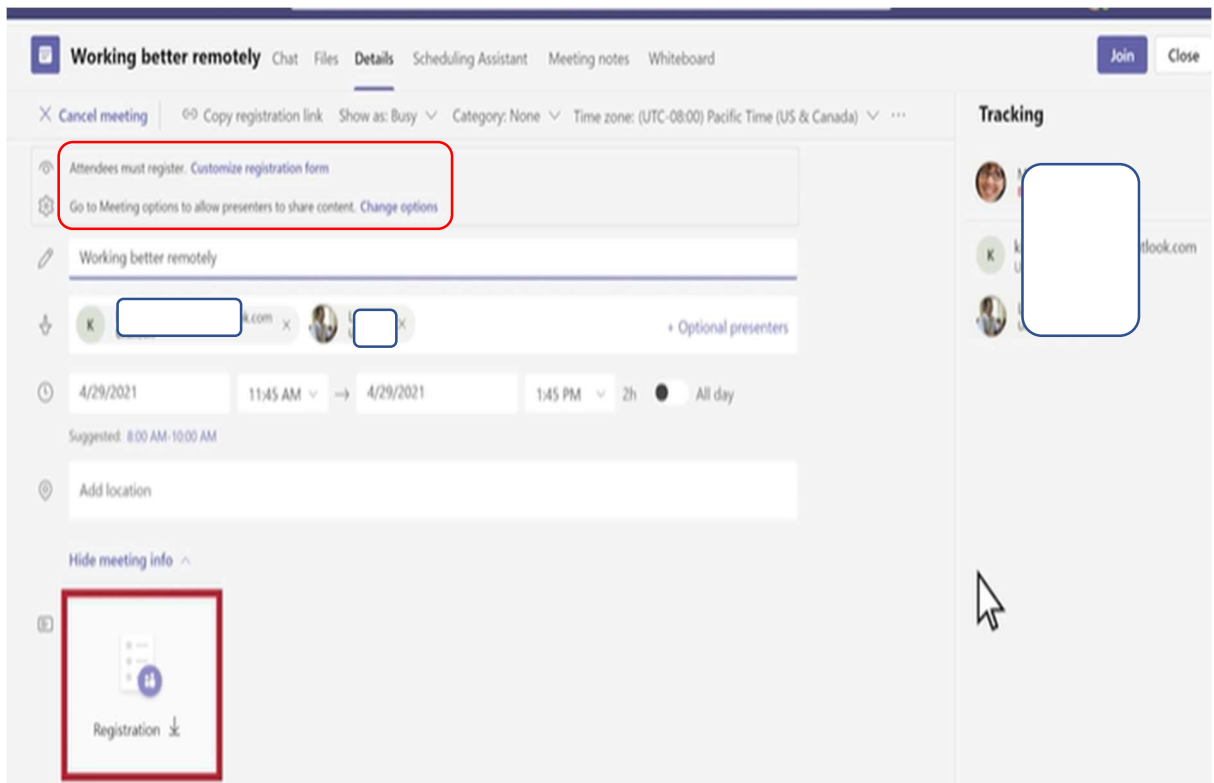**14.** If you want to make any changes to a scheduled webinar, open the event in your Teams calendar.

15. You can change the registration form or the meeting options (who can bypass the lobby, who can present, when participants can chat, can attendees use mics and/or cameras)

16. You can click onto the Registration button to download a list of registered people. It will open in Excel for you to analyse.

Attending a webinar
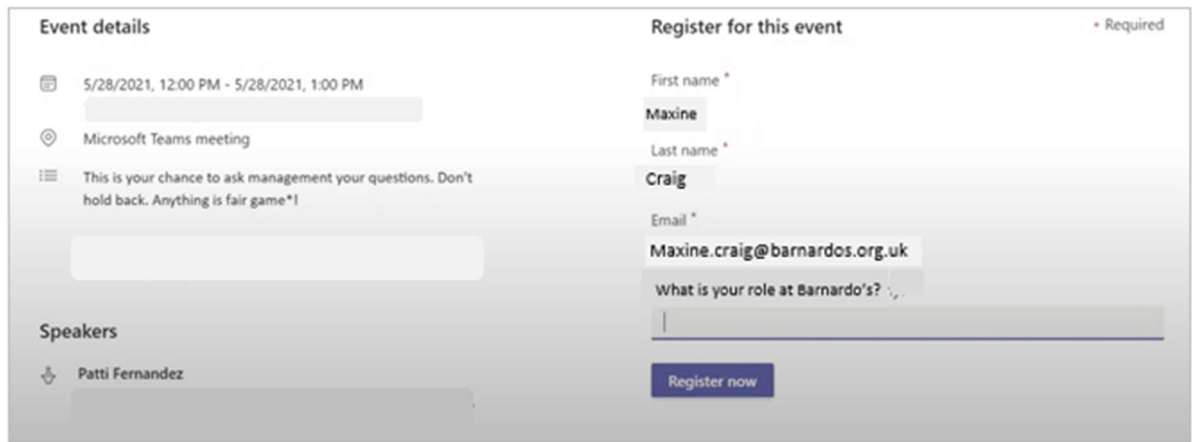
As organiser/presenter

Start your webinar like any other Teams meeting by clicking Join.
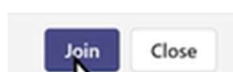
- When attendees select the Join link, they wait in the lobby until the organiser or a presenter lets them into the webinar. You can click Admit or View Lobby.

- In a public (open registration) webinar, attendees' audio and video is turned off by default, and they can't share content.

- The presenter controls the audience participation. Polls may be used during the webinar to engage the audience and provide info for the presenter.

As an attendee

1. You will receive the webinar link from the organiser (e.g. email, a chat space, etc)
2. Click on the link to register.
3. You will see the event details on the left and the registration form on the right.

4. The first name, last name and email details should have auto-populated for you.
5. Answer any extra questions there may be, e.g. the one above has 'What is your role'.
6. Click on the blue 'Register now' button.
7. You will be told a confirmation email has been sent to you.
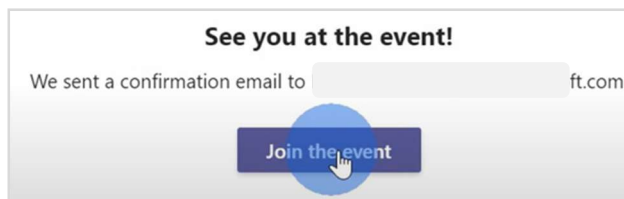
8. Your email will have the 'Join Event' blue button. You can also cancel your registration using the link on this email.
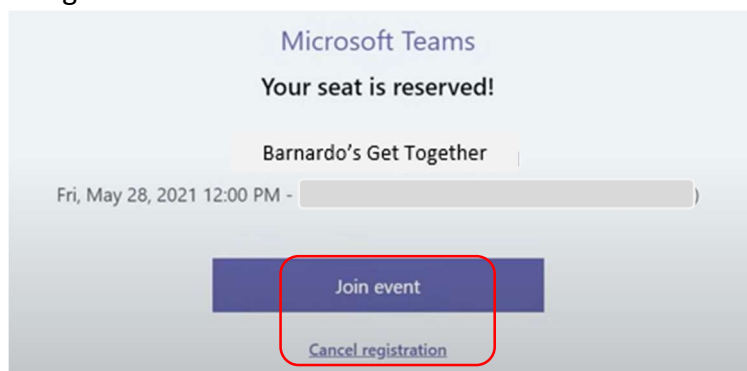
9. If you wish to add the webinar to your own calendar, click onto the small calendar icon in the email's attachment.

10. When you join, you might be kept in the lobby until the organiser/presenter lets you in.