



Creating a Teams Webinar

Quick Reference Guide



Creating a Teams Webinar

Quick Reference Guide

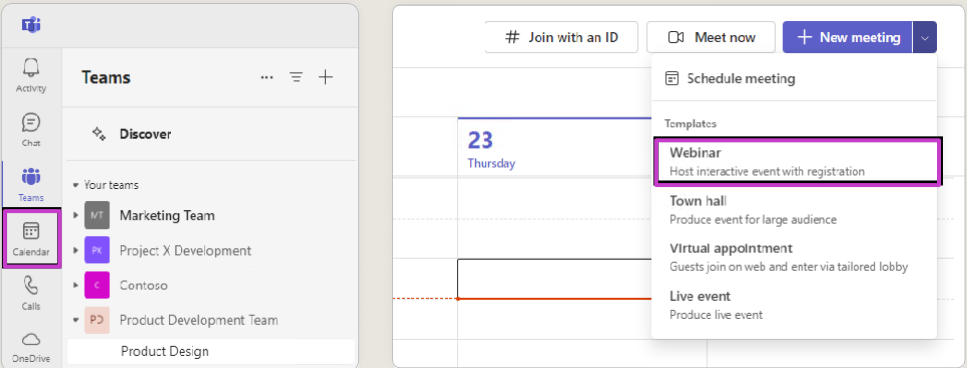
A webinar in Microsoft Teams is an online event where you can present and interact with a large audience in real time. It includes live chat, Q&A, and polls. It's perfect for training, product demos, and large meetings, providing a seamless virtual experience for everyone.

Open Microsoft Teams

- 1. Launch Microsoft Teams on your computer or through the web app.
- 2. Sign in with your Microsoft account credentials.

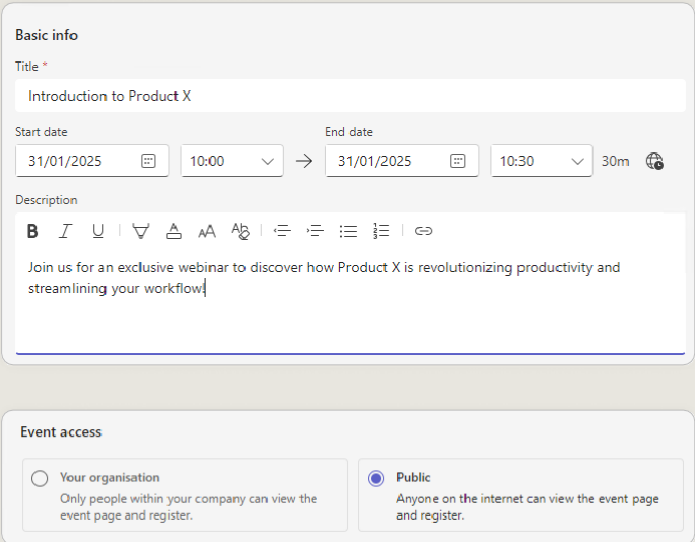
Go to Teams Calendar

- 1. On the left sidebar, click the **"Calendar"** icon.
- 2. Click the dropdown arrow next to **"New meeting"** and select **"Webinar"**.



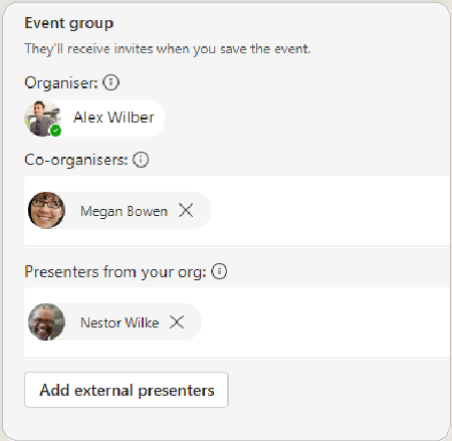
Set Up Webinar Details

- 1. Enter your **webinar title**.
- 2. Choose the **date and time** of the webinar.
- 3. Write a brief **description**.
- 4. Set the **Event access**: Public (anyone can register) or Private (only people in your organisation can register).



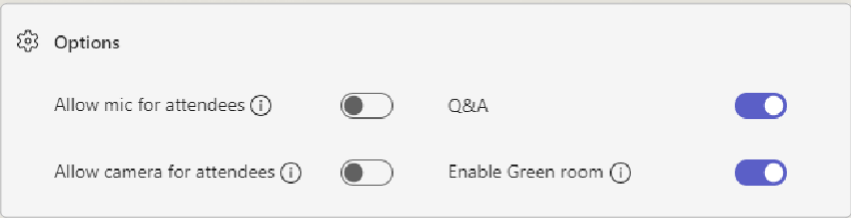
Add Presenters and Co-organisers

- 1. Type the names or email addresses of presenters and co-organisers.
- 2. Co-organisers can help manage and edit the event.



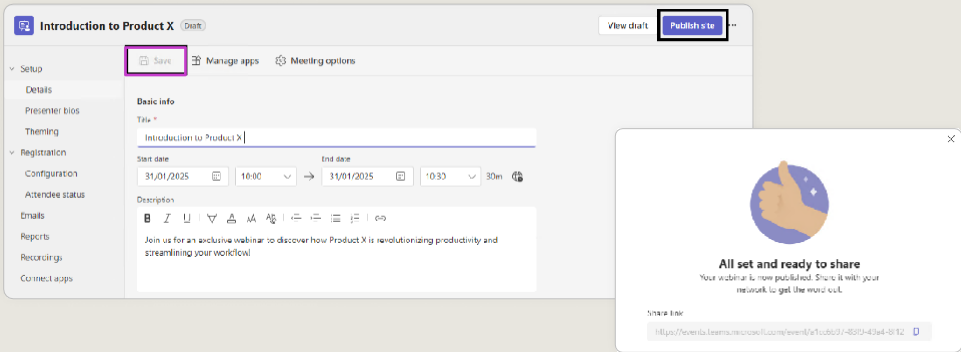
Customise Attendee Experience

- 1. Allow mic for attendees.
- 2. Allow Camera for attendees.
- 3. Enable or disable Q&A for attendees.
- 4. Enable or disable Green room for organisers and presenters.



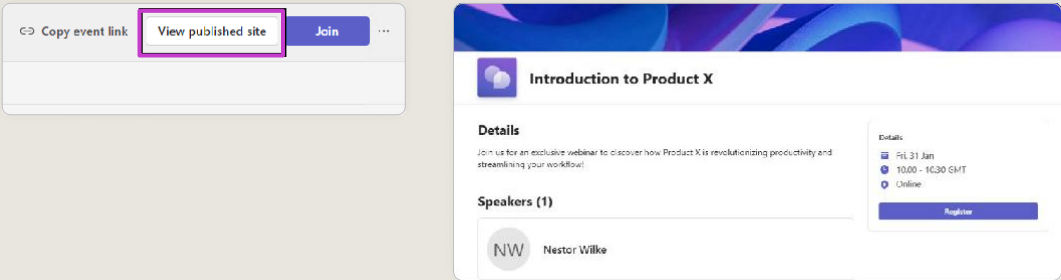
Publish the Webinar

- 1. Review all details entered.
- 2. Click **"Save"** to publish the webinar.
- 3. Share the registration link with potential attendees.



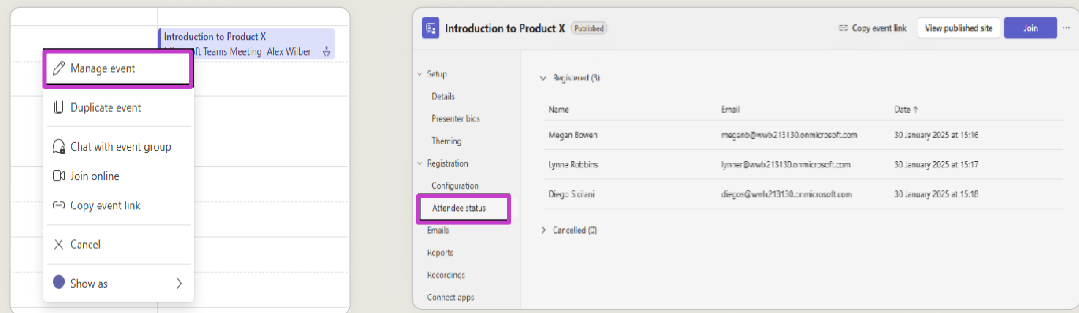
View Published Site

Select **"View Published Site"**.

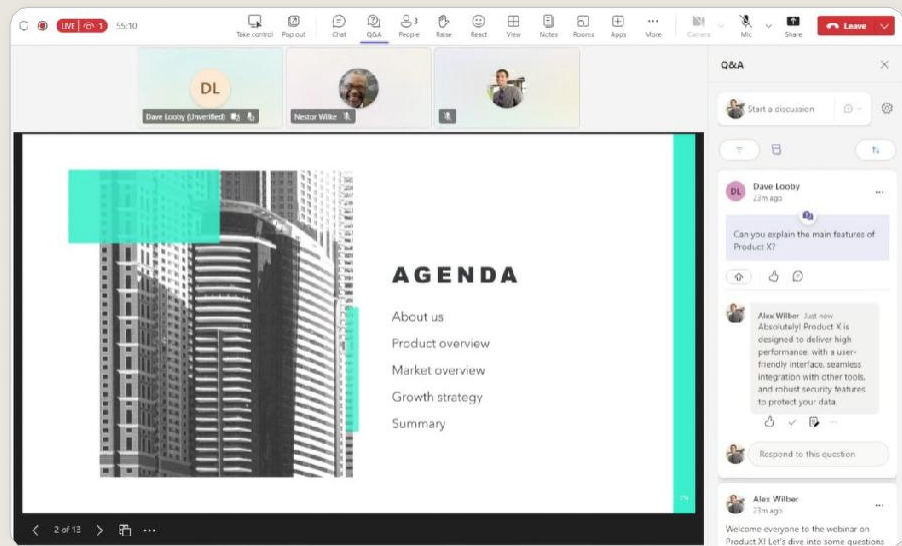


Managing the Webinar

1. View registration status and track who has registered.



2. Manage attendee engagement settings during the webinar, such as chat, reactions, and breakout rooms.



3. Download an attendance report after the webinar.

