

Zoom Tips

Zoom offers two service options: Meetings and Webinars. Zoom meetings are meant for, well, meeting. If you want to facilitate a group discussion and allow all participants to be on camera, you'll want to use the Meetings option. Meetings can be recorded and the recording can be shared later.

Webinars are more for broadcasting purposes. You can invite one or more guest panelists, who can also be on camera, but attendees will not be on camera. Instead, they will have the option to participate in Q&A by typing in their questions, or you can unmute them one at a time and allow for audio-questions. Webinars can be recorded and the recording can be shared later.

You may only need Zoom Meetings OR Zoom Webinars, or you may need both. It can be confusing when registering for Zoom services so it's important to understand that these are two separate technologies.

Zoom Webinar Setup and Tips

- From Zoom, go to My Webinars > Schedule Webinar.
- For Topic, type in "<event name> and <speaker name>".
- For Description input title of the presentation.
- Enter date and time according to your agenda. Zoom defaults to your local time zone.
- For duration, plan more time than needed since you don't want your event to get cut off if it runs long.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

My Meetings
My Recordings
My Webinars
Room Management
Zoom Rooms
Calendar Integration
Digital Signage Content
Cisco/Polycom Rooms
User Management
Users
Group Management
Role Management

Edit Webinar

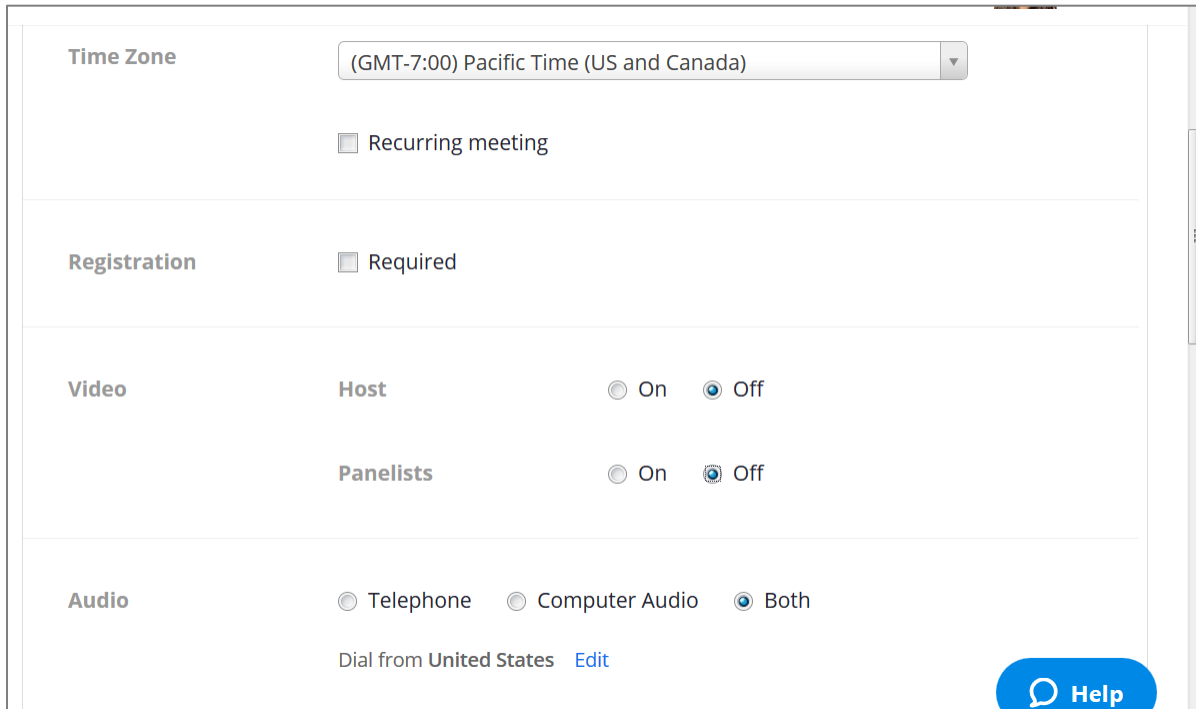
Topic NFWC - Cheryl Richardson

Description (Optional) Opening Keynote

When 05/08/2019 9:00 AM

Duration 1 hr 0 min

- Recurring Meeting = uncheck (NO)
- Registration = Require this if you plan to use Zoom's registration form. If you're creating your own registration page, choose NO.
- Video = You should turn this on if you and your panelists plan to be on camera.
- Audio = BOTH (telephone and computer audio)

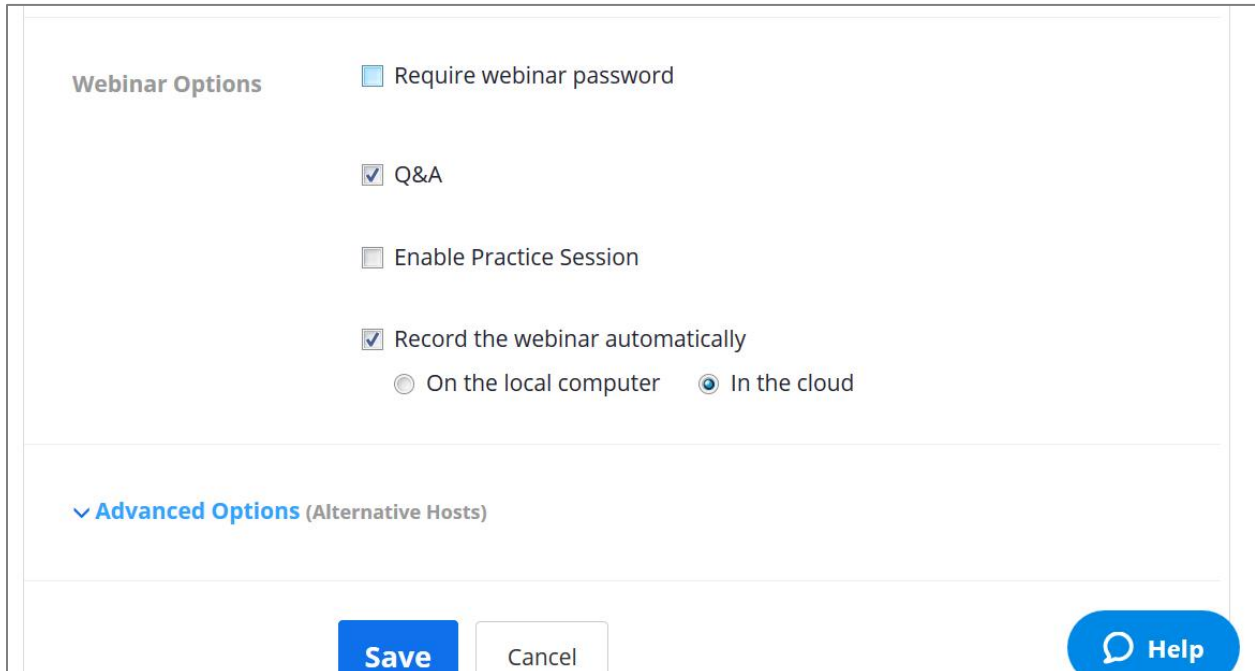


The screenshot shows the Zoom meeting settings interface. At the top, the 'Time Zone' is set to '(GMT-7:00) Pacific Time (US and Canada)'. Below this, the 'Recurring meeting' checkbox is unchecked. The 'Registration' section has the 'Required' checkbox unchecked. Under the 'Video' section, both 'Host' and 'Panelists' have their 'Off' radio buttons selected. In the 'Audio' section, the 'Both' radio button is selected. At the bottom, there is a 'Dial from United States' link and an 'Edit' link, along with a blue 'Help' button.

- Require Webinar Password = If you require a password, your event will be more secure. However, it adds one more element that attendees have to be aware of. If you're not concerned about event security, leave this off.
- Q&A = If you plan to allow attendees to type in questions in the Q&A box, mark this as Yes.
- Enable Practice Session = You can schedule a practice session tied to the main event, or you can simply schedule another webinar and use that for practice purposes.
- Record the Webinar Automatically = If you say yes, recording begins the moment you begin the event and it captures you and any guest panelists joining the event. You can quickly pause the recording and resume once you've checked sound,

cameras and lighting. Or, you can not automatically record and can instead manually start the recording once you're ready to begin the event.

- **Once all settings are complete, click Save.**



Webinar Options

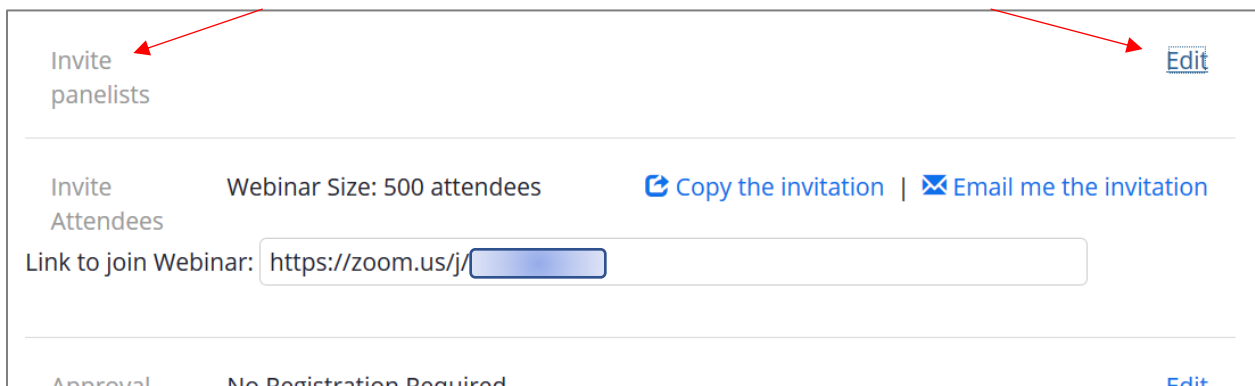
- Require webinar password
- Q&A
- Enable Practice Session
- Record the webinar automatically
 - On the local computer
 - In the cloud

[Advanced Options \(Alternative Hosts\)](#)

Save [Help](#)

If you plan to invite one or more guest speakers to the event, continue:

After the event is saved, click on "Edit" to the right of Invite Panelists.



Invite panelists [Edit](#)

Invite Attendees Webinar Size: 500 attendees [Copy the invitation](#) | [Email me the invitation](#)

Link to join Webinar:

Approval No Registration Required [Edit](#)

A pop-up window opens. Input the speaker's name and email address to be invited as a panelist. Also, add yourself as a panelist so you are copied on the panelist emails.

Panelists ×

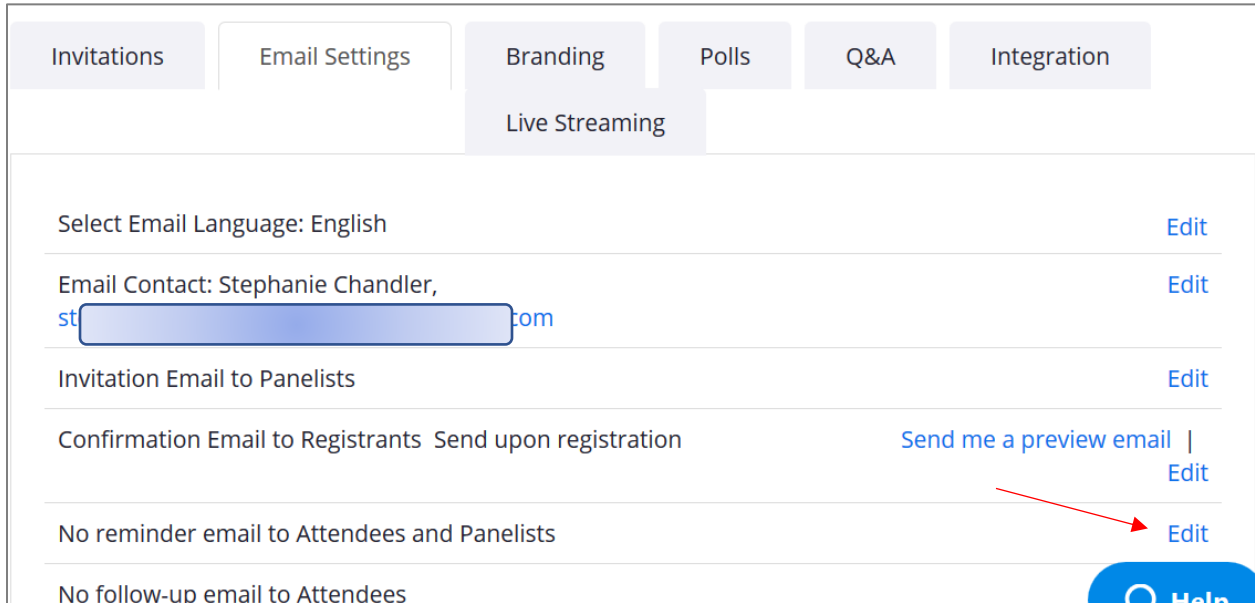
Invite a person or a Zoom room as a webinar panelist

Name	Email/Zoom Rooms	
<input type="text" value="Cheryl Richardson (Nicole)"/>	<input type="text" value="r[redacted]m "/>	<input type="button" value="Delete"/>
<input type="text" value="Stephanie Chandler"/>	<input type="text" value="st[redacted]com"/>	<input type="button" value="Delete"/>
<input type="text" value="Name"/>	<input type="text" value="Email Address"/>	<input type="button" value="Delete"/>

[Add Another Panelist](#)

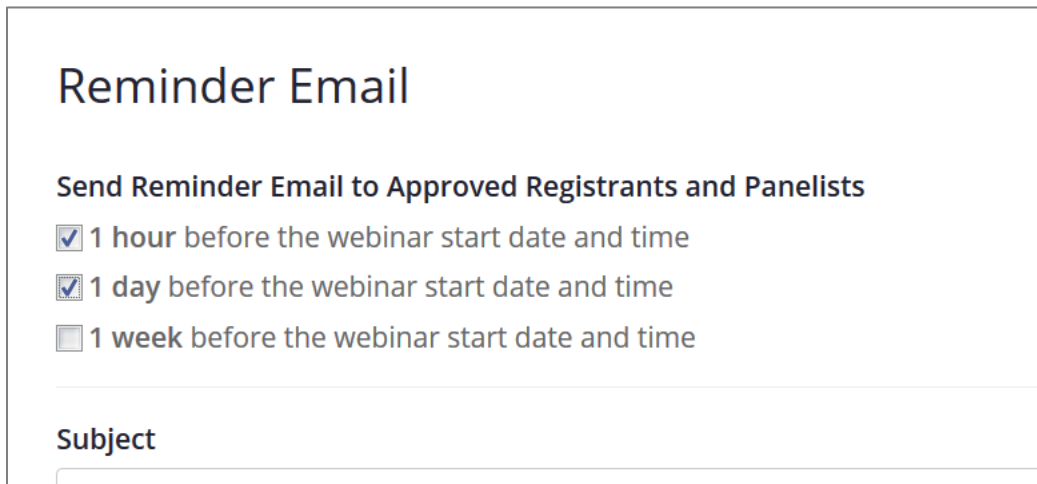
Send invitation to all newly added panelists immediately

Click on tab for email settings, then next to “Reminder Email to Attendees and Panelists”, click on Edit.



Invitations	Email Settings	Branding	Polls	Q&A	Integration
		Live Streaming			
Select Email Language: English					Edit
Email Contact: Stephanie Chandler, st[redacted].com					Edit
Invitation Email to Panelists					Edit
Confirmation Email to Registrants Send upon registration					Send me a preview email Edit
No reminder email to Attendees and Panelists					Edit
No follow-up email to Attendees					Help

Set reminder to 1 day AND 1 hour before webinar start date and click SAVE:



Reminder Email

Send Reminder Email to Approved Registrants and Panelists

- 1 hour before the webinar start date and time
- 1 day before the webinar start date and time
- 1 week before the webinar start date and time

Subject

Under the Q&A tab, for SHOW Q&A, choose YES if you want webinar attendees to be able to see each other’s questions in the Q&A box.

Generate Q&A report:

If you received many questions during Q&A and want to access them after the event is over, go to <https://zoom.us/account/report> and select the webinar report.