**Tip Sheet: Creating a Zoom Webinar**

*Important:* to create a webinar, you will need a webinar license assigned to your UM Zoom account. If you need assistance, please utilize the [Zoom Meeting and Webinar Service](https://zoom.sunysb.edu) for an event license.

If you have any questions, or if you need assistance setting up your Zoom meeting, contact: [bfcomms@miami.edu](mailto:bfcomms@miami.edu).

**Instructions:**

1. **Log in** to your Zoom account by visiting [zoom.miami.edu](http://zoom.miami.edu) and logging in with your University of Miami CaneID and password.

2. Navigate to the webinars page by selecting **Webinars** on the left side of the screen.

3. To schedule a new Webinar, select **Schedule a Webinar**.
4. Fill out the **Topic**, **When (date/time)**, **Duration (hour(s))**, and **Time Zone** fields to give attendees the details of the event. You also have the choice to insert a written **Description**, but are not required to do so.

![Screenshot of Zoom webinar scheduling](image)

**Note**: if this is a recurring Webinar, you can check the **Recurring Webinar** box and fill out the appropriate information for how often the Webinar will occur and when the series will end.

5. If you wish for attendees to register before entering the Webinar, select the **Required** checkbox in **Registration**.
6. A webinar password is not required, but you can choose for attendees to receive a password to enter the Webinar in **Webinar Password**. *(Note: a password will automatically generate when the box is checked. You can also choose to create your own password.)*

7. The **Video** section is the default for how the host and panelists will enter the Webinar. The host and panelists will then have the ability to toggle their video on and off during the Webinar.

8. Select **Both** in **Audio** so your participants have the ability to use computer audio or call in to the Webinar.

9. In **Webinar Options**, you can setup specific aspects of the Webinar. **Q&A** gives the attendees the ability to submit questions to the panelists to answer. **Enable Practice Session** lets the host and panelists do a dry run prior to the Webinar. It is recommended to leave **Only authenticated users can join** unchecked, because if the attendee is not logged into their University account they will not be allowed to enter the Webinar. If you would like a recording of the Webinar, it is suggested to check **Record the webinar automatically**, then check **In the cloud** and the recording will be stored in your Zoom account and accessible through zoom.miami.edu.

10. You may enter the email address of anyone who you would like to make alternative hosts to your Webinar in the **Alternative Hosts** section.
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11. After you have all the settings how you’d like them, click the Schedule button at the bottom of the page.

12. Once you have scheduled the Webinar, you will be brought to a page where you can review the details of the Webinar you have created. You can sync your Webinar to your preferred calendar in the Time section.

13. Under the Invitations tab, you can invite additional panelists to the Webinar in the Invite Panelists section by selecting Edit and then adding the panelists name and email address. (Note: if panelists have UM IDs and have registered their Zoom account, they will show up in the directory by typing their name in the Name box and will auto populate their email address.)
14. Under the **Email Settings** tab, you can select different email settings for communications to panelists and attendees.

   a. You are able to edit the **Email Contact** to any name and reply-to email address you prefer.
   b. You are able to set a reminder email to go out to panelists and attendees by clicking **Edit** in the **No reminder to Attendees and Panelists** line. You can select when you want panelists and attendees to receive a reminder of the Webinar and then clicking **Save**.