

Tip Sheet: Creating a Zoom Webinar

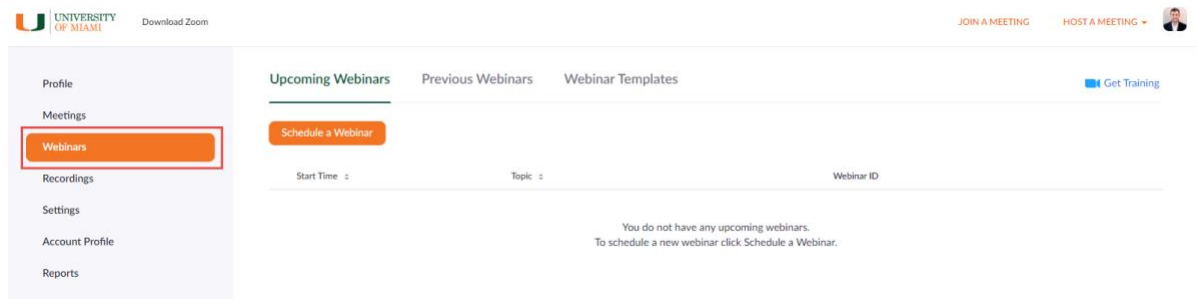
Disclaimer: Zoom tip sheets are reviewed and updated regularly. We encourage you to *bookmark* this tip sheet, rather than downloading it so that you always have access to the most up-to-date guide.

Note: Zoom regularly updates its technology – if you notice something isn't right on this tip sheet, please contact the [ZMW team](#) to let us know!

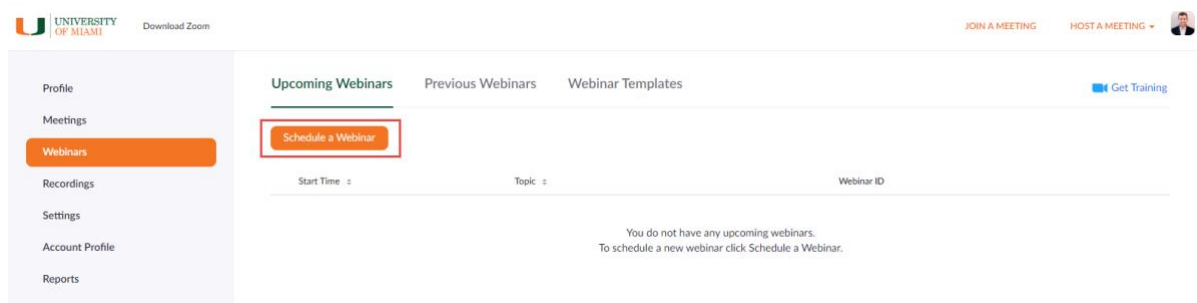
Important: To create a webinar, you will need a temporary webinar license assigned to your UM Zoom account. If you need assistance, please utilize the [Zoom Meeting and Webinar Service](#) for an event license. If you have any questions, or if you need assistance setting up your Zoom webinar, contact the [ZMW team](#).

Instructions:

1. **Log in** to your Zoom account by visiting 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**.



Tip Sheet: Creating a Zoom 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.

UNIVERSITY OF MIAMI Download Zoom JOIN A MEETING HOST A MEETING

My Webinars > Schedule a Webinar

Schedule a Webinar

Topic: How to Schedule a Webinar

Description (Optional): Enter your webinar description

When: 04/08/2020 1:30 PM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

Recurring webinar

- a. 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.

Attend Live Training Video Tutorials Knowledge Base

When: 04/08/2020 1:30 PM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

Recurring webinar Every week on Wed, until May 20, 2020, 7 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 05/20/2020 After 7 occurrences

5. If you wish for attendees to register before entering the Webinar, select the **Required** checkbox in **Registration**.

Registration Required

Tip Sheet: Creating a Zoom Webinar

6. The **Webinar Password** section gives you the ability to either use the automatically generated password or create your own password.



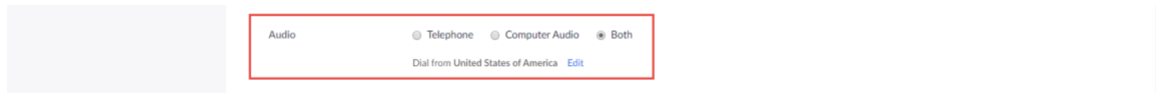
Webinar Password Require webinar password 166324

7. Select **On** in **Video** for both Host and Panelists.



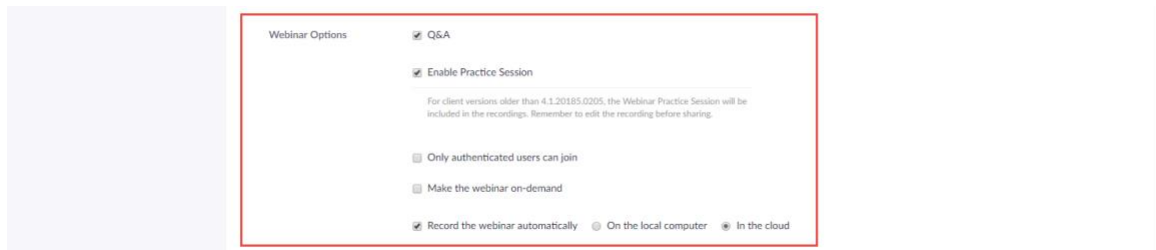
Video Host On Off
Panelists On Off

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



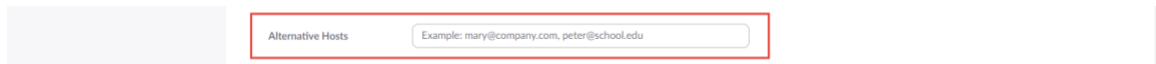
Audio Telephone Computer Audio Both
Dial from United States of America Edit

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. It is recommended to check **Enable Practice Session**, as this lets the host and panelists do a dry run prior to the Webinar as well as allow the host to open the webinar without immediately broadcasting it to the attendees (it essentially works as a waiting room for webinars). 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.



Webinar Options Q&A
 Enable Practice Session
For client versions older than 4.1.20185.0205, the Webinar Practice Session will be included in the recordings. Remember to edit the recording before sharing.
 Only authenticated users can join
 Make the webinar on-demand
 Record the webinar automatically On the local computer In the cloud

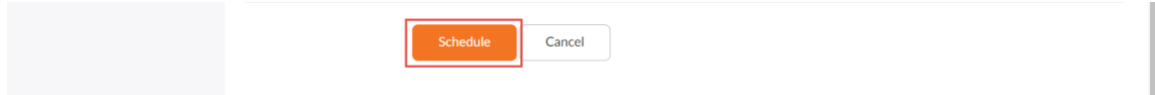
10. You may enter the email address of anyone who you would like to make alternative hosts to your Webinar in the **Alternative Hosts** section. Please note that this email must be the person's Cane ID email, not an alias.



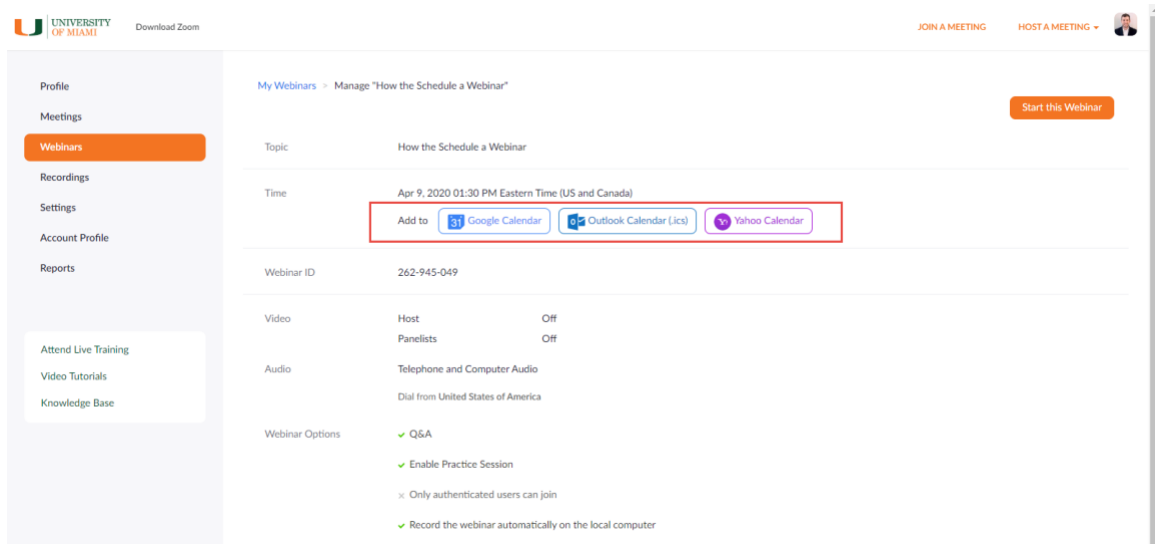
Alternative Hosts Example: mary@company.com, peter@school.edu

Tip Sheet: Creating a Zoom Webinar

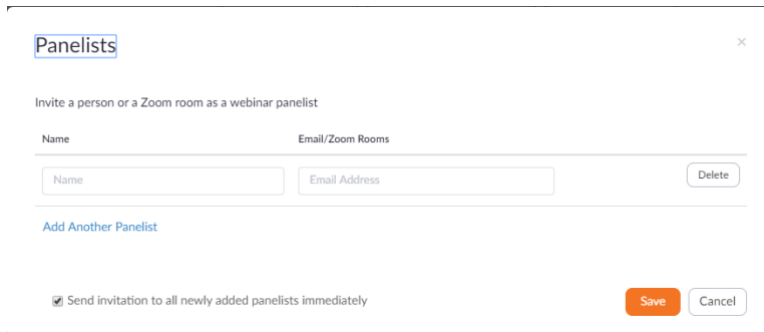
11. After you have all the settings how you'd like them, click the **Schedule** button at the bottom of the page.



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.

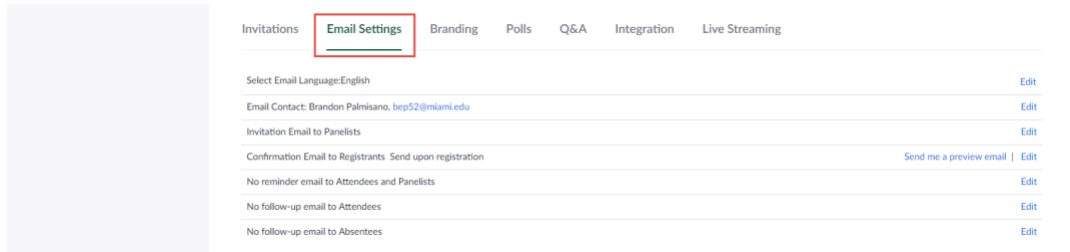


13. Under the **Invitations** tab, you can invite additional panelists to the Webinar in the **Invite Panelists** section by selecting **Edit** and then adding the panelists name and email address. (*Note: If panelists have UM IDs and have registered their Zoom account, they will show up in the directory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

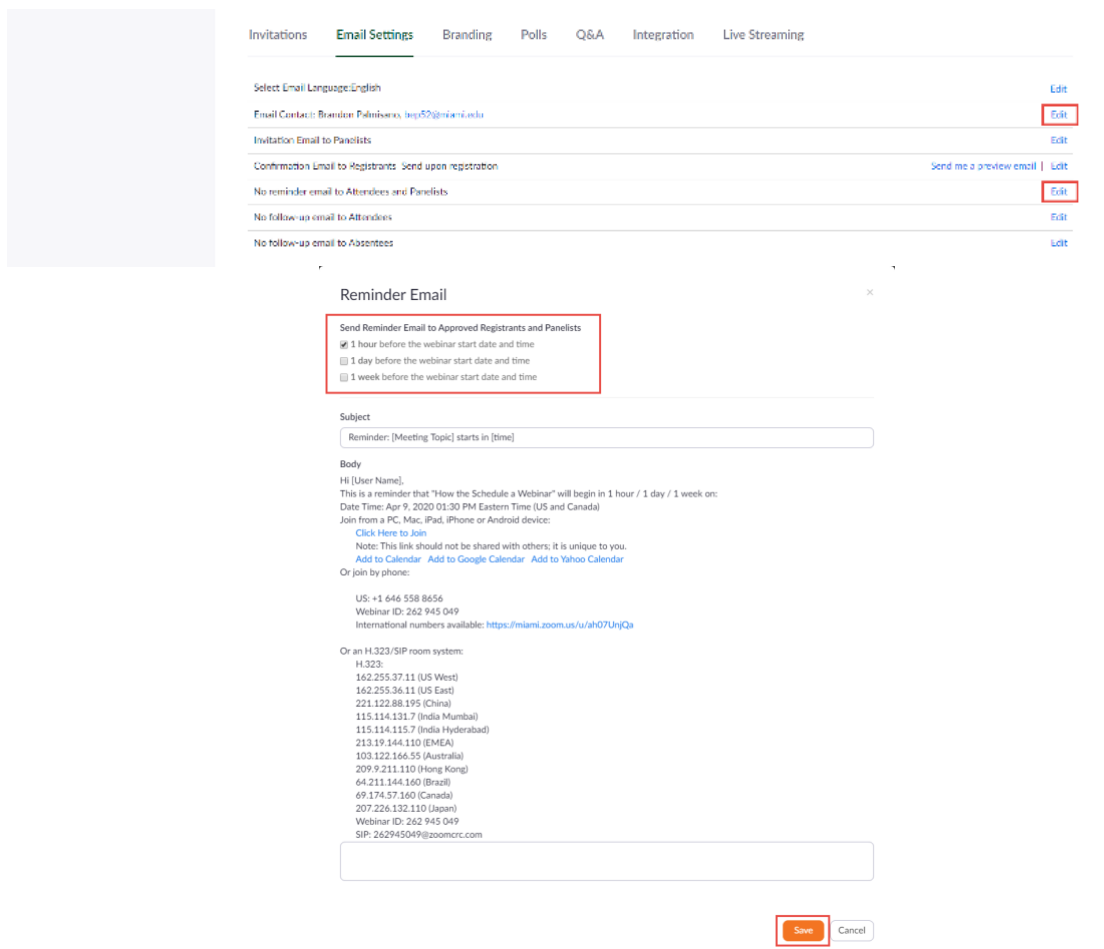


Tip Sheet: Creating a Zoom Webinar

14. Under the **Email Settings** tab, you can select different email settings for communications to panelists and attendees.



- You are able to edit the **Email Contact** to any name and reply-to email address you prefer.
- 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**.



*Note: This tip sheet was last updated on 02/04/2021. Click [here](#) for more Zoom tip sheets and resources.