

# Tip Sheet: Running a Zoom Webinar

If you have any questions, or if you need assistance setting up your Zoom webinar, contact the [ZMW team](#).

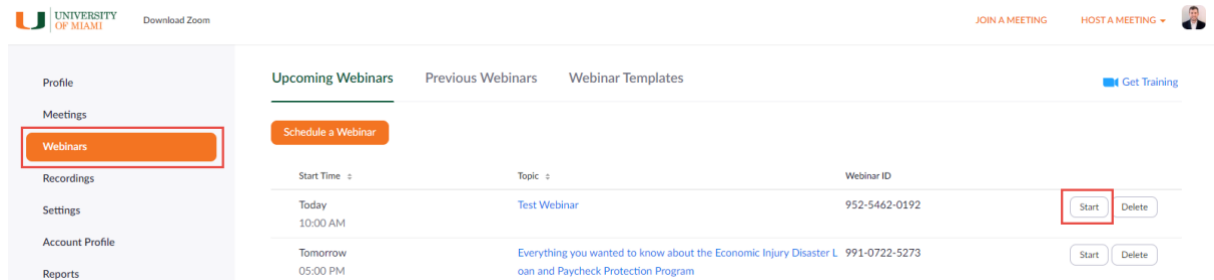
**Disclaimer:** Zoom tip sheets are reviewed and updated regularly. We encourage you to *bookmark* this tip sheet, rather than downloading it so that you always have access to the most up-to-date guide.

**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!

## Start the Webinar – Configuring Your Webinar Settings – Managing the Q&A Feature – Broadcasting Your Webinar – Additional Webinar Functionality

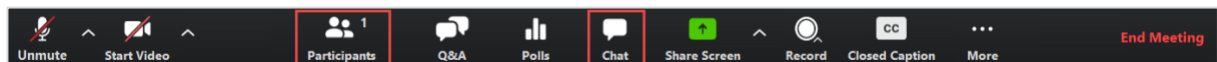
### Start the Webinar

- **Login** to your Zoom account by visiting [zoom.miami.edu](https://zoom.miami.edu) and logging in with your University of Miami CaneID and password.
- Select the **Webinars** tab on the left hand side, and click **Start** next to the webinar you are ready to run. (*Note: alternatively, if you have received a co-host link via email to run your webinar, or if you have the webinar link within your Outlook calendar or another other calendar, you can use that link to start your webinar.*)

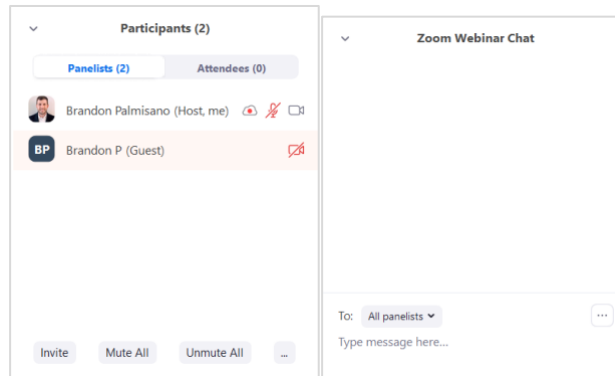


### Configuring Your Webinar Settings

- As the host, you are able to monitor your Panelists and Attendees by clicking on the **Participants** button on your task bar, and you can monitor the Chat by clicking the **Chat** button at the bottom of your screen.

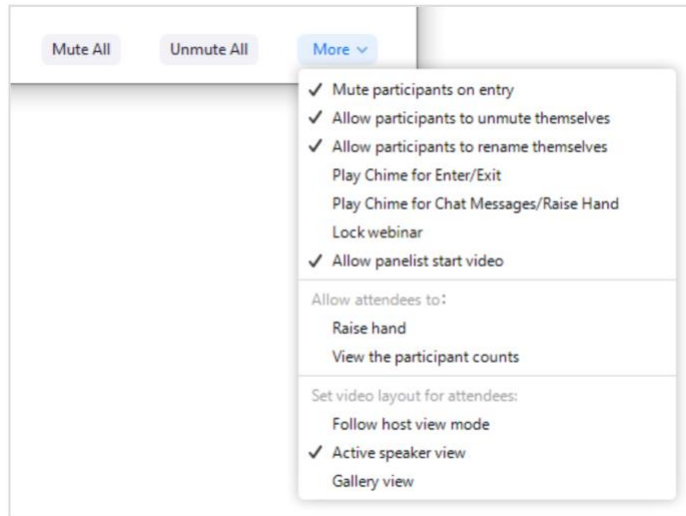


## Tip Sheet: Running a Zoom Webinar

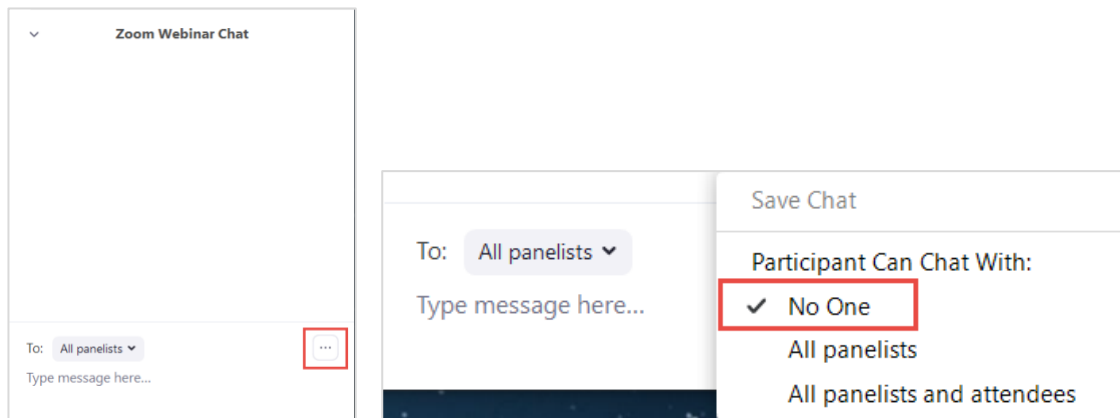


- Click the **ellipses** on the bottom right-hand side of the Participants window to choose settings for your panelists and attendees. Settings include:
  - Mute Panelists on Entry:** enabling this setting ensures that any panelists who join the meeting enter on mute, to ensure the webinar is not inadvertently disrupted.
  - Allow Panelists to Unmute Themselves:** enabling this setting gives panelists the option to mute and unmute themselves.
  - Play Enter/Exit Chime:** enabling this setting plays a sound as panelists join. It is suggested to *not* enable this setting, as it may be disruptive.
  - Lock Webinar:** enabling this setting locks the webinar so no other panelists can join. It is suggested to *not* enable this setting, as some panelists may need to return to the meeting (e.g., if they have a poor Internet connection and need to reconnect.)
  - Allow Panelists to Start Video:** enabling this setting gives panelists the option to turn on and off their video.
  - Allow Attendees to Raise Hand:** this setting provides an interactive “raise hand” feature for the attendees. They will see a “raise hand” icon at the bottom of the screen if this setting is enabled.
  - Allow Attendees to View the Participant Count:** this setting provides attendees with the total number of active participants on the webinar. It is suggested to *not* enable this setting.
  - Set Video Layout for Attendees: Follow Host View Mode** – this view follows the exact view of the hosts. If the host is in active speaker view, then the audience will see that active speaker view. If the hosts toggles to gallery view, then the audience will see gallery view.
  - Set Video Layout for Attendees: Active Speaker View** – this view only displays the active speaker to the audience. Generally, *Active Speaker View is the suggested view option for webinars*—as it highlights *only* the active speaker throughout the webinar.
  - Set Video Layout for Attendees: Gallery View** – this view displays all active video panelists on the screen in a gallery view. This view is helpful for displaying a panel of participants all at once.

## Tip Sheet: Running a Zoom Webinar



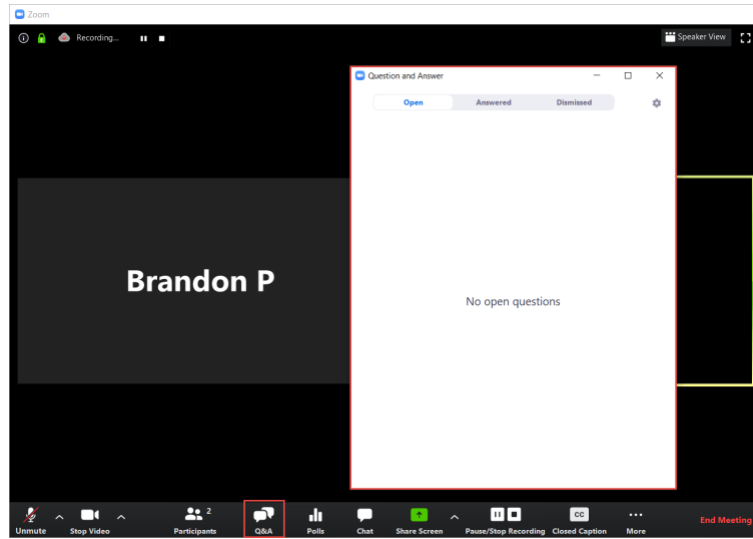
- Click the **ellipses** on the bottom right-hand side of the Chat window to select the chat options for your attendees. Settings include:
  - a. **Participant can chat with: No One** – this setting will disable chat for the attendees. *This is the suggestion option and best practice for a webinar, as disabling the chat feature for attendees will still allow panelists to chat with each other privately.*
  - b. **Participant can chat with: All Panelists** – this setting allows attendees to chat with the panelists, but not with other attendees.
  - c. **Participant can chat with: All Panelists and Attendees** – this setting allows attendees to chat with all panelists and attendees.



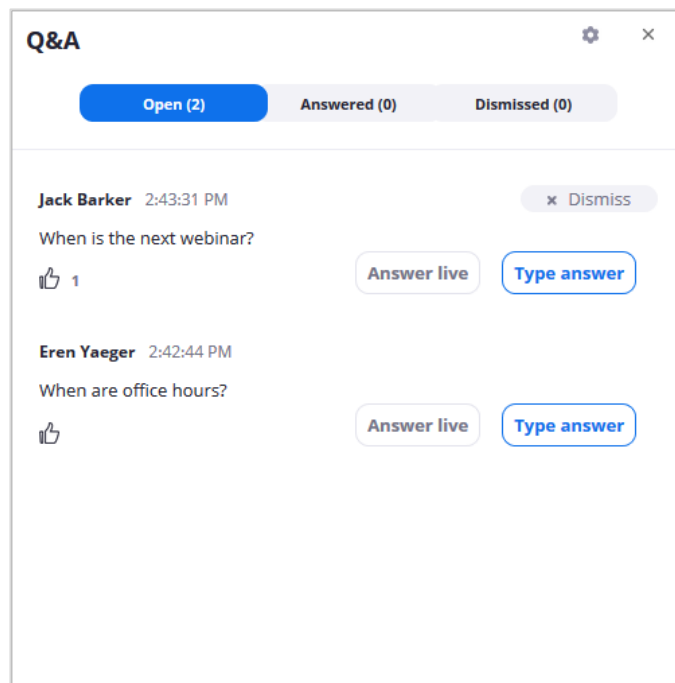
## Managing the Q&A Feature

- Click the **Q&A** button in your task bar to open up the Q&A box. If you opted to enable Q&A for your webinar, this is where you will receive questions from your attendees.

## Tip Sheet: Running a Zoom Webinar



- When attendees submit questions they will come in to the **Open** tab in chronological order (starting with oldest). If you write in an answer to a question and select answered, it will move to the **Answered** tab. If you hover over a question and select dismiss, the question will move to the **Dismissed** tab.



## Tip Sheet: Running a Zoom Webinar

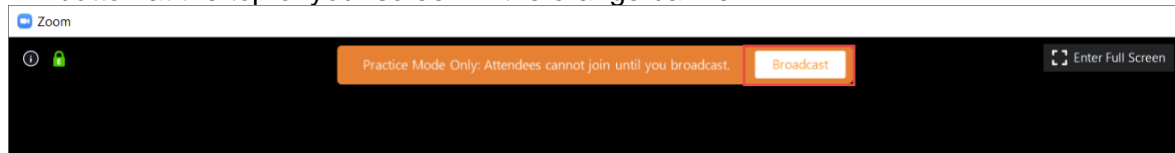
The screenshot shows the Zoom Q&A interface with three tabs: "Open (2)", "Answered (1)", and "Dismissed".

- Open (2) tab:**
  - Anonymous Attendee 11:26 AM:** "How can I schedule a meeting?" with "Answer live" and "Type answer" buttons.
  - Lisa Robins 11:29 AM:** "Where can I download Zoom?" with "Answer live" and "Type answer" buttons. This entire question card is highlighted with a red border.
- Dismissed tab:**
  - Lisa Robins 11:31 AM:** "Thanks for the help!" with "Answer live" and "Type answer" buttons. A "Dismiss" button with a mouse cursor is visible in the top right corner.

*Note: questions submitted cannot be seen by the attendees. The only time all attendees can see a question is if it is moved to the **Answered** tab.*

### Broadcasting Your Webinar

- Once you are ready to start the webinar and allow attendees in, click the **Broadcast** button at the top of your screen in the orange banner.



- If your webinar has been set to record upon beginning, attendees will be prompted to provide their consent to be recorded in a meeting or a webinar. The attendee can either consent to stay in the session or leave.

The screenshot shows a white dialog box with the following text:

**This meeting is being recorded**

By continuing to be in the meeting, you are consenting to be recorded.

At the bottom, there are two buttons: "Leave Meeting" and "Continue".

# Tip Sheet: Running a Zoom Webinar

## Additional Webinar Functionality

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### Locating the Mute/Unmute Options for Participants

- **Mute and Unmute All:** Within the *Participants* panel, you can mute and unmute all participants that are already in the meeting, as well as new participants joining the meeting. If you hover over the participants video, you are also able to mute and unmute (the button appears in the top-right corner of the participants video).

### Screen Sharing

- To share your screen during a webinar, follow the same guidelines as [sharing your screen during a regular Zoom meeting](#). During the webinar, the active speaker will display while the screen is shared and displayed to the attendees.

### Manage Attendees (Audience)

- **Allow to Talk:** Allow the attendee to unmute and speak in the webinar. All participants will be able to hear them. If you allowed the attendee to talk, you will see these options:
  - **Mute / Unmute:** Mute or unmute the attendee. If the attendee muted their mic, they need to accept the unmute prompt before they are unmuted.
  - **Disable talking:** Revoke the attendee's ability to talk. This will mute the participant and prevent them from unmuting themselves.
- **Promote to Panelist:** Make the attendee a [panelist](#).
- **Remove:** Remove the attendee from the webinar. Remove the panelist from the webinar. They will not be able to rejoin unless you [allow participants and panelists to rejoin](#).

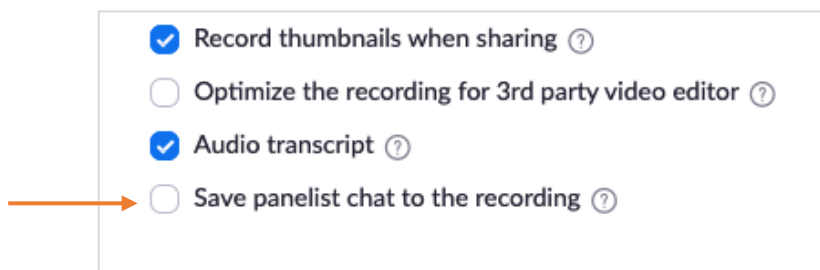
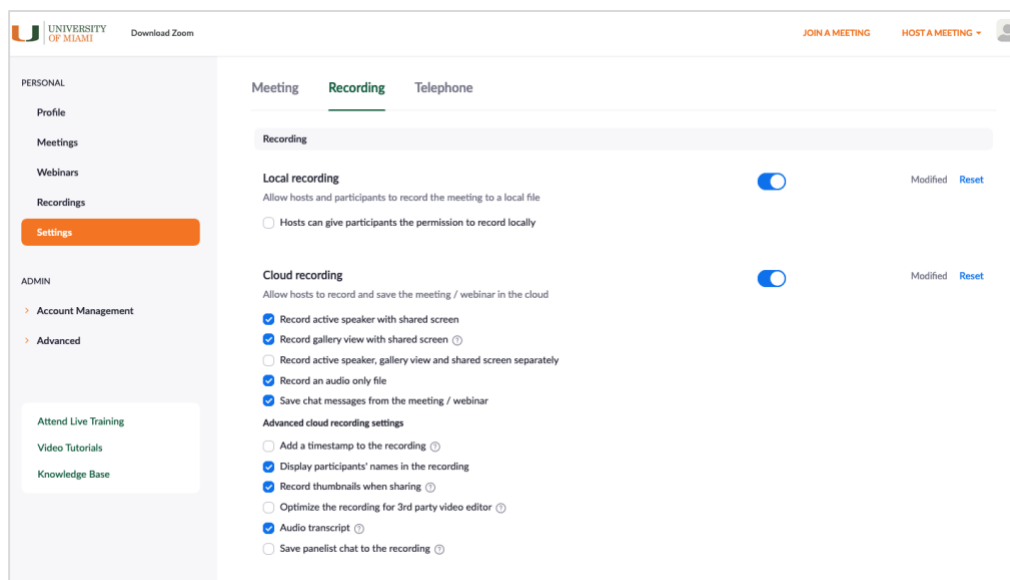
### Polling

- The polling feature for webinar allows you to create single choice or multiple choice polling questions for your webinars. You will be able to launch the poll during your webinar and gather the responses from your attendees. **To conduct polling during your webinar, you can either [add polls prior to the webinar](#) or you can [launch polls during your webinar](#).**
- Note: Hosts and co-hosts can launch polls, but are not able to vote in them. When launching the poll, they can choose whether or not panelists are able to participate.
- You can have 25 polls added per scheduled webinar.

### Disable Chat from Saving to the Webinar Recording

- Many hosts, co-host, and panelists utilize the chat functionality within the webinar to maintain communication during the event. In order to disable the chat from saving to the webinar cloud recording, visit the Zoom portal ([zoom.miami.edu](https://zoom.miami.edu)), select *Settings* > *Recording* > scroll down and **deselect** *Save panelist chat to the recording*.

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