Zoom Webinar

Licenses
Scheduling a webinar
What you’d see without a license
Post event follow up email
Creating polls
Webinar registration page
Starting your event
Configure audio and video
Participants and chat
Sharing content
Recording
QnA
Raising hand
Activating your poll
License

Zoom offers a webinar functionality where you can host up to 500 people and participants are muted upon entry.

There are a limited amount of licenses for Zoom webinars. If your team regularly hosts webinars or if you need an ad hoc webinar, please email ithelpdesk@ukri.org.
Scheduling a webinar 1/7

Welcome to Zoom

Zoom is a cloud-based solution for video and audio conferencing, mobile collaboration, and online meetings. Zoom's web-based conferencing uses high-quality video and audio and is accessible on Mac, iOS, Windows, Linux, iOS, and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing and can also connect from video-enabled conference rooms (see How to Guides).

UKRI-supported Zoom Pro accounts are available for UKRI staff. An option to host Zoom Webinar is also available. Use the How to Guides to help set up your account when selecting UKRI SSO Sign-in button.

For best Zooming experience follow the SOFTWARE DOWNLOAD GUIDE or contact your local IT Helpdesk for the Zoom Outlook Plugin and Desktop Client for Meetings software.

Zoom training is available for UKRI staff, please see details of how to register on the staff hub.

Quick start videos
- Scheduling a meeting with Outlook
- Meeting Controls
- Accepting Scheduling Requests in Outlook (Great for Care/Personal Assistants)
- Scheduling a meeting with Zoom Webinar
- Help Center
- Scheduling a Zoom Webinar

Sign into zoom via the browser https://ukri.zoom.us
Scheduling a webinar 2/7

On the left-hand panel click on “My Webinars”
What you see without a license

If you don’t have a webinar license you will see the following message. Please contact ithelpdesk@ukri.org for a license.
If you do have a license, you will see this screen. Click on “Schedule a Webinar”
Scheduling a webinar 4/7

Pick the topic name, time and duration.
*If you run over the duration your webinar won’t stop.
Scheduling a webinar 5/7

Select if registration is required or not,

If panelists and host video is off by default & if users can join by telephone and computer audio

Can set password for the event, enable Q&A, practice session (which is advised) and if you’d like the webinar to automatically record.

Settings users as alternative hosts are “Panelists” and give them host functionality such as reading chat and kicking people.
Scheduling a webinar 6/7

Your webinar is now created.
Click on “Add to” Outlook Calendar to get all the webinar information.
Scheduling a webinar 7/7

Your webinar is now created.

Click on “Add to” Outlook Calendar to get all the webinar information.
Within your “Emails settings” on the same page, you can send automatic follow up emails to your attendees after the event.
You can select “Send follow-up email to attendees”

Select the duration

Within the body you can customise the message.

There is a default body and the contact email address is set by yourself in the previous page. You can customise this to your liking.

Email Contact: Kirk Sollars, kirk.sollars@ukri.org
Creating Polls for the event will **need** to be done within the online portal.

*You can add polls during the event*
Creating Polls 2/2

Enter the question and answers.

*You can have up to 25 polls
If you’ve selected users need to register, they will be asked by default for their first name, last name and email address.
Starting your event 1/2

On the day of the event, you can join from the calendar information if you’re signed into zoom app or you can start via the webpage.
Starting your event 2/2

If selected “Enable practice session” in setup, you can setup the webinar and test audio / video before you start. When you've completed your tests, you can click “broadcast” to allow participates into the meeting.

Like a normal meeting, you can connect your computer audio. If you a camera or additional audio equipment, you can make sure this is setup. Click on “Test speaker and microphone”
You will be able to test your audio speak and microphone.

If the incorrect device is selected, you can change by clicking on the dropdown box.

When testing has been completed, you will be able to “Join with Computer Audio”
Participants and chat

Clicking on broadcast will put you in your meeting.

Clicking on participants and chat will bring their functionality on the right-hand side.

Chat functionality is the same by default, however in “Attendees” you’ll be able to see who has joined, you can allow to talk, you can private message them, promote them to panelist or remove from the meeting.
Sharing content

Just like normal meeting, click share and select what you’d like to share.

Please remember, if you’re sharing a video, please check “Share computer sound” & “Optimize for full screen video clip”
Recording meeting

Just like normal meeting, click on record and choose if you’d like to record to the cloud or computer if you haven’t already got auto-record on.
The attendees will have 3 options.

To chat, Q&A and to raise hand.

QNA will allow users to send the host and panelist questions.

Users can send questions anonymously to.
Raising hand

Attendees will be able to raise their hand.

As a host / panelist you will be able to see this in the “Participants” pane.

This is just a notification someone is wanting assistance. When this happens, typically good idea to private message the individual.
Activating your poll 1/2

To enable your poll, click on polls and click “Launch polling”. If you need to edit the poll click “Edit” and you’ll be re-directed to the zoom online portal where you can modify.
Activating your poll 2/2

For the attendees, they will receive a pop-up on zoom where they'll be able to vote.