Manual Teams Webinar

With Teams Webinar it is possible to organize an online event with one or more presenters. Webinar resembles a regular Teams meeting in many ways but has a number of extra functionalities and possibilities;

- Participants have to register via a registration page, (Who has registered can be viewed by the organizer via an Excel document)
- Up to 1000 participants can participate interactively in the webinar (with camera, microphone and chat) and up to 10000 participants can only watch and listen.
- The organizer and presenter have the ability to manage webcam and microphone of all participants.
- You can view afterwards who has participated via an Excel document.

Organizing a webinar in MS Teams consists of a number of elements that are also discussed in this manual; Een Webinar inplannen (voor organisatoren

- Schedule a Webinar (for organizers)
- Registration of participants (for participants)
- Presets and options (for organizers)
- Presenting the webinar (for organizers and presenters and participants)

Schedule a Webinar (for organizers)

1. Start Teams and open the calendar (top left )
2. Click on the arrow next to New meeting and click on Webinar;
3. The window that appears is very similar to the window for setting up a regular Teams meeting. However, there are some options that differ; **Require Registration, View Registration Form**, and **Add Required Presenters**

**Require Registration**

With the option *Registration required* you can register whoever needs to register to participate the webinar, you have the following options:

**None:** No one has to register for the webinar. (The webinar (or the agenda appointment) has changed into a regular Teams meeting in the agenda.

**For People in your organisation:** People with a Leiden University account can register for the webinar.

**For Everyone:** People with an account from Leiden University as well as external parties and guests can register for the webinar.

**Customize registration Form**

In the *Customize registration form* window you can determine how the registration form that participants have to fill out should look like.

You have the option to add an image, presenters and optionally display their biography. Participants must enter a number of details on the form that will be available to the organizer afterwards via an Excel document.

The *Copy Registration Link* option allows you to copy a link that you can reuse in an email, on a website, or on social media.

After setting up the registration form, click *Save*. Then you can close the window by clicking on the cross in the top right corner.
**Add Required Presenters**

Here you enter the names or e-mail addresses of the webinar presenters. (They receive the same rights as the organizer during the webinar; for example, to switch all microphones and cameras on and off)

Once all the details have been entered, you can confirm scheduling the webinar by clicking *Send* (top right). The other presenters you filled in at *Add required presenters* will receive a confirmation by email and the webinar will be added to their agenda.
Registration of Participants

Webinar participants must register to participate. They have to fill in the registration form mentioned above. The link to the registration form may be shared by the organizers via email, a website or social media. After completing the registration form, the participants will receive an e-mail invitation containing a link to participate via the e-mail address they have provided.
Other Presets and Options

Before the webinar, organizers have the option to set or change a number of options. To do this, you can click on the agenda appointment in the Teams calendar and choose Edit. At the top you can click on Meeting Options.

Go to Meeting options to allow presenters to share content. Change options

A web page will open in the web browser in which you can make a number of additional settings. For example, it can be useful not to have people waiting in the lobby. (If you do not choose this option, you must manually admit all participants to the webinar prior to the webinar.)

You can also disable the microphones and webcams of all participants by default. During the webinar, you can also turn on the microphone and camera for each participant for people you want to speak.

When the options are set to your liking, you can click Save at the bottom right of the window.

Meeting options

Who can bypass the lobby? People I invite (Turn off Allow For...)
Always let callers bypass the lobby Yes
Announce when callers join or leave No
Who can present? Only me
Allow mic for attendees? No
Allow camera for attendees? No
Allow meeting chat In-meeting only
Allow reactions Yes

Save
In the window of the agenda appointment you also have the option to view who has registered for the webinar. To do this, click on *Registration*, an Excel document will be downloaded containing the details of the registered participants.