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Why use Webinars?

- Certain features are only available in Zoom Webinars.
- Webinar features create a better experience for “one-to-many” type communications.
- See the table to the left for a comparison of Zoom Meetings and Zoom Webinars.
Request Webinar Access

- Webinar features are available to all HMS Zoom users upon request.
- There are a limited number of licenses that are shared among the Harvard Zoom Community.
- Features are deactivated after your event (on a specified end-date)
- 500 Attendees by default, please specify if you need capacities greater than 500.
- To request access fill out this Request Form
- Or contact itservicedesk@hms.harvard.edu 617-432-2000
Schedule a Zoom Webinar

- To get started, login to your Zoom account by going to https://Harvard.Zoom.us
- Click Webinars
- Click Schedule a Webinar
HMS Zoom Webinar

*Always Enable Webinar Password!*
Setup Your Webinar
Key features and Settings

- **Password Protect your Webinar**
- **Enable Practice Session**
- **Select HMS**

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

Schedule  
Cancel
• We recommend avoiding the use of Alternative Hosts
• Please note – users entered into this field will not receive an invite to the Webinar
• Please invite Panelists during the next step. Panelists can be promoted to Host/Co-Host during the Webinar
Customize Your Webinar After Scheduling

**Panelists:** Heard and seen by attendees

**Attendees:** Viewers of the event that cannot be seen nor heard
To Invite Panelist:
Click **Edit** and enter name and email

To send Attendee Invite:
Click **Copy the invitation** and copy and paste the invite
Limited Options = Secure Webinar
Attendee Management

- We recommend disabling the “Play Enter/Exit Chime” to avoid the distracting sound each time an attendee joins the webinar.

- Optional: Disable the “Raise Hand” and “View the Participant Count” options to reduce the available options for attendees.

- Control the Attendee’s view:
  - Active Speaker View is best for one speaker at a time.
  - Gallery View is best for panels or multiple speakers.
Calm the Chatter

• We recommend that Chat is disabled for Webinars. This avoids the scenario of unwanted or profane messages seen by all other attendees in the chat.

• Instead use the Q&A function to take questions privately from your attendees.
Share Your Screen

• If you or a panelist are sharing a video during your Webinar be sure check these highlighted options.
Record The Event

No Cost, Most Flexible, Share Recording

- If you wish to record your Webinar press the Record button in the lower toolbar and select “Record to the Cloud”.

Start Recording 10-Minutes Before Event
Go Live! – “Broadcast”

• The Practice Session allows the Webinar Hosts and Panelists to meet and communicate before going live.

• Once you are ready, press “Broadcast” to open the Webinar to Attendees.

Go Live 5-Minutes Before Event Start

Show Welcome Slide
Questions & Answers

- When questions are received from your attendees that will show in the Open section of the Q&A window.

- We recommend using the “Type answer” option instead of “Answer live”.

- “Answer live” will reveal the name of the asker to all other attendees.

Privacy Concern - **Answer Live** Button Shows Name of the Asker to Audience
Additional Recommendations

• After going live, wait a few moments for people to join.
• Determine how Q&A will work with your panelists and attendees before the meeting starts.
  – For example, questions can be received via the Q&A feature or they could be asked live by promoting an attendee to Panelist or Allow to talk.
• Announce to your attendees verbally or by chat how and when you will take questions.