**Setting up a Teams Webinar**

1. Go to your Calendar **in TEAMS**
2. Click on the down arrow next to “New Meeting”
3. Click “**Webinar**”



1. Put in the Title / Name of the webinar
2. Add the required presenters. You can add external presenters by adding their email address
3. Date and time (From and to)
4. And any detail for the webinar you would like



1. Right on top you will see you can add a registration form and who you want to register using a registration form



1. Click on “**View Registration form**” to customize the form



1. You will be able to customize the registration form by adding a **Title**, **date** and **time** of event, **description** of event, add who the **speakers** are and any **extra fields** you would like. You can also upload an image.



1. To add extra field i.e. email address, Click on “**Add Field**”



1. A pop up comes up



1. To add a custom question click on “**Custom question**”



1. Choose if you want them to input something or to choose from a list you give them (choice)



1. For email address we will choose **Input**
2. Below is what you will see for Input



1. Type the question and if you want it to be a required field, **check** the check box



1. You can view what the user will see by clicking on “**View in Browser**” top right hand corner of the registration form.



1. **Copy the Registration link** on the top left hand side for you invite or email that will go out



1. Finally Click “**Save**” top left of the form

 

1. You can go back and **Edit** the registration form



1. Close the registration form by clicking the **X** on the top right hand corner



1. Click “**Send**” (top right corner) which will schedule the event and send the invite out to the presenters

 

**Editing the Meeting Options**

1. Click on your Webinar you have set up
2. Click on **Edit** or the **double arrow** in the right hand corner



1. Click on **Change options**. **PLEASE NOTE** – meeting options **WILL NOT** show in Internet Explorer. Please use another browser.

****

1. Here you can change the settings for the Teams webinar



1. **Who can bypass the lobby** - these are your options



1. **Who can present –** these are the options



1. Here you can turn the mic and video off of attendees when they enter.
2. You CAN turn it on in the webinar if you want
3. You also have ONE BUTTON to let all people in at the same time when they are waiting in the lobby
4. The rest of the options are self-explanatory
5. ONLY once you have chosen options (specifically who can present) will the **SAVE** button be available



1. Click **Save**

**Registration Report**

1. You can download the registration report to see who has registered for the event

