HOW TO HOST A WEBINAR

A webinar is an online video event that helps you engage with your audience for a variety of purposes, including workshops, virtual games and educational presentations.
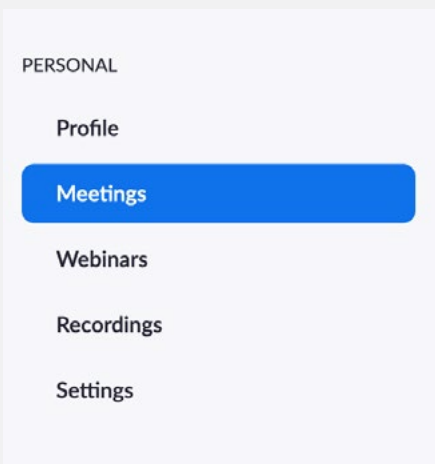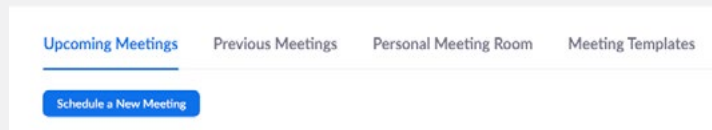
There are various platforms you can use to host a webinar. In this guide, you will learn step-by-step how to schedule, host and record a webinar using Zoom and Google Meet.
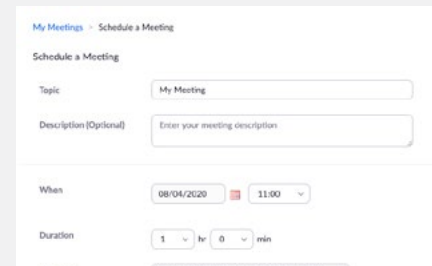
Zoom

Zoom allows you to host video meetings of up to 100 participants with a 40-minute time limit, for free. To sign up for Zoom, you may use your work email or your personal Google or Facebook account.

How to Schedule a Zoom Meeting

1 Go to zoom.us and sign in or create an account.

2 Once you've signed into your account, click the **Meetings** tab on the left-hand side.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

3 Under **Upcoming Meetings**, click **Schedule a New Meeting**.

Upcoming Meetings | Previous Meetings | Personal Meeting Room | Meeting Templates

Schedule a New Meeting

4 In the **Schedule a Meeting** form write your Topic (the title of your webinar), a short description for attendees, as well as the time, date and duration. Please review the other options related to privacy and security.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic — My Meeting

Description (Optional) — Enter your meeting description

When — 08/04/2020 — 11:00

Duration — 1 hr 0 min

5 Scroll down to the bottom of the form and click **Save.**

6 On the next page, review and manage the details of your meeting, including the title.

7 Click **Copy Invitation** and paste your event details into an email to share with your participants.

How to Record a Zoom Meeting

Recording a Zoom meeting allows you to share an event with people who weren't able to attend it live.

1 Make sure you select where you would like to store the recordings in the app settings.

2 At the start of the meeting, click the **Record** button on the bottom menu.

Mute | Stop Video | Security | Participants | Chat | Share Screen | Record | Reactions | End

3 Once the meeting ends, a message will appear confirming that the meeting was being recorded.

4 Find the meeting in the folder you previously selected, then share it with your audience through email or social media.

FALL PREVENTION MONTH
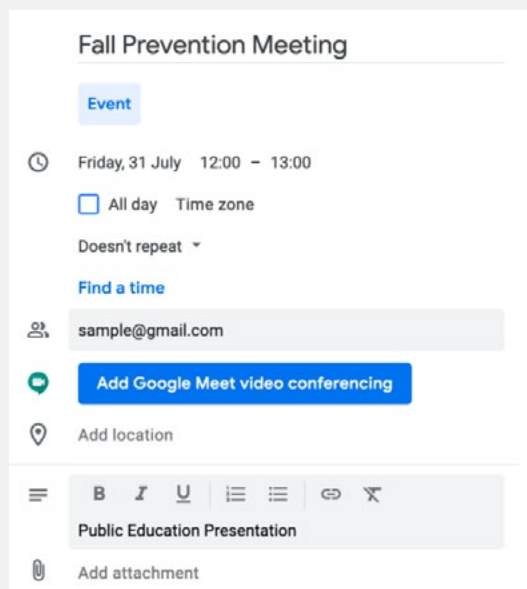WE ALL HAVE A ROLE TO PLAY
Be Ready, Be Steady

Google Meet

Google Meet allows you to host video meetings of up to 100 participants with a 60-minute time limit, for free. However, if your business has Google G Suite set-up, you can host up to 150 participants with a 300 hour time limit, using the most basic plan.

How to Schedule a Google Meet meeting

1 Go to Google Calendar, then sign in with your business or personal account.

2 Click on the **Create** button and add a title to your event.

3 Select the date and time for your meeting.

4 Add your participants' email address in the **Add guests** section.

5 Click on **Add Google Meet video conferencing.**

6 Add a description to your event and links to any materials your participants may need.

7 From the event you created in Google Calendar, start the meeting by clicking on **Join with Google Meet.**
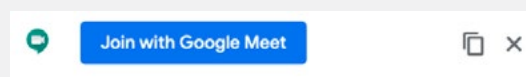
8 If you're presenting anything to your participants, click on the **Present** button below the video and select the window or screen you would like to share.

Note: To record a meeting using Google Meet, you will need to have a Google G Suite Business account. For more information, click here.

Webinar Tips for Hosts

1 Before you start the webinar, take two minutes to introduce the participants to the technology, such as how to ask a question, and respond to their questions.

2 Once you have introduced the technology, walk the participants through the purpose of the webinar, the process or goals, and introduce any speakers you may have.

3 Assign a colleague to respond to technical questions during the webinar through the chat room or by direct email. Your colleague can be prepared with responses to common questions or concerns such as, "I can see the speakers, but I can't hear them."

4 Decide when and how you want your participants to ask questions and let them know early on in the webinar. For example, should they use the Q&A box or the chat room? Will the Q&A take place in the middle of the webinar or at the end?

5 If you intend on evaluating the webinar, provide a form at the end of the webinar. Alternatively, send a follow up email to participants with a survey and thank them for attending. Keep the survey short - between three and five questions.

Note: Google Meet and Zoom features may change at any time.
Please visit https://apps.google.com/meet or https://zoom.us/pricing for up-to-date information.