

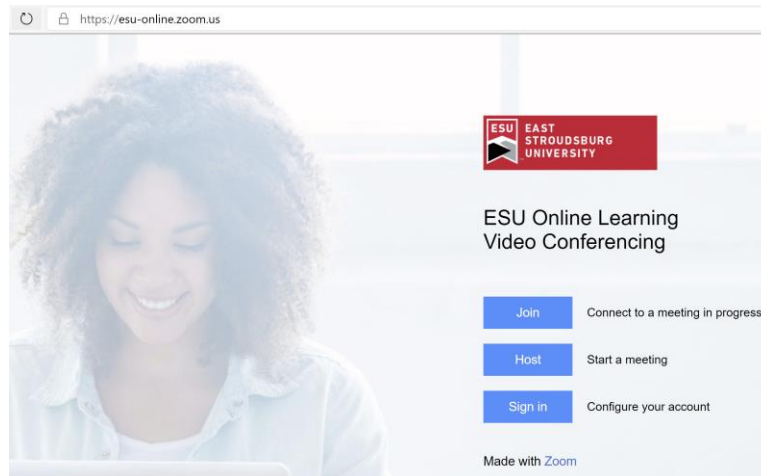
Scheduling a Zoom Webinar

Zoom has a Webinar feature associated with our University account. Devin Feighan (dfeighan@esu.edu) has the administrative ability to enable this feature for your account.

Please first consult the document ZOOM Instructions (setup and using) if you are total new to using Zoom. Those instructions are found here ->

https://www.esu.edu/computing_communication_services/academic_computing/index.cfm

Otherwise, you can just log into your ESU Zoom account and start creating your webinar.



A screenshot of the Zoom web interface. The top navigation bar includes the Zoom logo, the phone number 1.888.799.9666, and links for SALES and PLANS. On the right side of the navigation bar, there are links for JOIN A MEETING and HOST A MEETING. A left-hand sidebar menu is visible with options: Profile, Meetings, Webinars (highlighted in blue), Recordings, Settings, and Account Profile. The main content area is titled 'What is Webinar?' and contains three sections: 'What is Webinar?' with bullet points about large online events, 'How is Webinar enabled?' with bullet points about paid plans and sales representatives, and 'How do I start?' with a bullet point about enabling webinars for users in the User Management page.

A regular Zoom **meeting** allows everyone in the meeting the ability to speak and be seen. A **webinar** allows viewers to essentially view/chat/Q&A online. The host/co-host can allow viewers to speak if they raise their hand during the session.

Setting up a webinar is like a meeting. **Zoom has an explanation video that walks you through the process.** Here is the link. <https://youtu.be/fAvYiNLZmIY>

Pay special attention to the “Enable Practice Session” mode that is discussed because it will allow you to get comfortable with your setup before going live.

You will find the Webinar feature useful when you need more “seating” for guest who do not need to actively participate.

If you have any questions, please call or email me at 570-422-3857 / dparfitt@esu.edu.