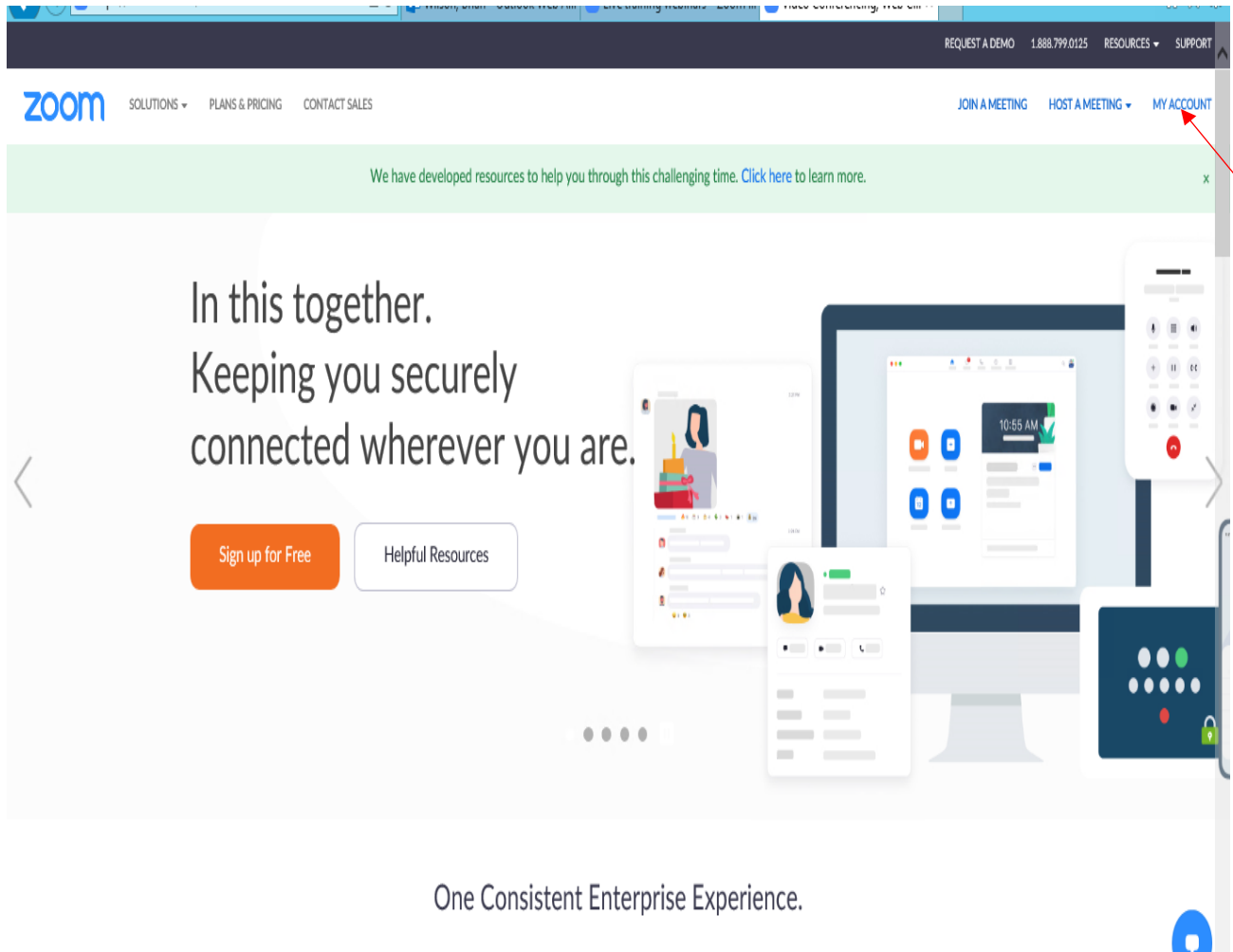


## How to schedule a Zoom Webinar

### 1. To schedule a webinar, first log in to your Zoom account



2. After you are logged in, click on the “Webinars” heading on the menu on the left side of the screen

The screenshot shows the Zoom user profile page for Brian Wilson. The left sidebar contains a menu with 'Webinars' highlighted by a red arrow. The main content area displays account information and settings.

**zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

Important Notice: Use Google Calendar? Starting November 16, changes are coming your way. Set your default meeting option to Zoom with just one click. For more information visit our [Support Page](#). X

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced

**Brian Wilson** Edit

Account No. 2600339464

Change

Personal Meeting ID \*\*\* \*\* \*862 Show Edit

[https://us02web.zoom.us/j/\\*\\*\\*\\*\\*862?pwd=\\*\\*\\*\\*\\*](https://us02web.zoom.us/j/*****862?pwd=*****) Show

× Use this ID for instant meetings

Personal Link Not set yet. Customize

Sign-in Email bri\*\*\*@ppsd.org Show Edit

Linked accounts: [icon]

License Type Licensed ⓘ

Meeting	300 participants ⓘ
Webinar	1000 participants ⓘ

Chat icon

### 3. Click on the Webinars menu to view the “Schedule a Webinar” menu

The screenshot displays the Zoom webinars management interface. On the left, a sidebar menu is visible with the following categories and items:


- PERSONAL
  - Profile
  - Meetings
  - Webinars**
  - Recordings
  - Settings
- ADMIN
  - Dashboard
  - > User Management
  - > Room Management
  - > Account Management
  - > Advanced

The main content area is titled "Upcoming Webinars" and features a "Schedule a Webinar" button highlighted with a red arrow. Below the button is a table with the following structure:

Start Time	Topic	Webinar ID
You do not have any upcoming webinars. To schedule a new webinar click Schedule a Webinar.		

The top navigation bar includes the Zoom logo, "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", "HOST A MEETING", and a user profile icon. A green notification banner at the top states: "Important Notice: Use Google Calendar? Starting November 16, changes are coming your way. Set your default meeting option to Zoom with just one click. For more information visit our Support Page."

**4. Select the day, time and Topic of the webinar. On this menu, you can also choose your desired settings for the webinar.**

**zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

Important Notice: Use Google Calendar? Starting November 16, changes are coming your way. Set your default meeting option to Zoom with just one click. For more information visit our [Support Page](#). X

PERSONAL

- Profile
- Meetings
- Webinars**
- Recordings
- Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced

[Attend Live Training](#)

[My Webinars](#) > Schedule a Webinar

Schedule a Webinar

Topic  X

Description (Optional)


---

When

Duration  hr  min

Time Zone

Recurring webinar



- Profile
- Meetings
- Webinars**
- Recordings
- Settings
  
- ADMIN
- Dashboard
- User Management
- Room Management
- Account Management
- Advanced
  
- Attend Live Training
- Video Tutorials
- Knowledge Base

### Schedule a Webinar

Topic

Description (Optional)

When   AM

Duration  hr  min

Time Zone

Recurring webinar

Registration  Required

Webinar Passcode  Require webinar passcode

Video Host  On  Off

Panelists  On  Off





Video

Host  On  Off

Panelists  On  Off

Audio

Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

Allow attendees to use toll-free and fee-based toll call numbers

Allow attendees to use Call Me

Attendees will still be able to connect to computer audio to listen to this webinar. X

Webinar Options

Q&A

Enable Practice Session

Require authentication to join

Automatically record webinar

Alternative Hosts

Interpretation

Enable language interpretation



5. Now your webinar is scheduled, and will appear in the “Webinars” menu. To start the webinar, click on the “Start the Webinar” button.

The screenshot displays the Zoom webinars management interface. At the top, the Zoom logo and navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES) are visible on the left, and SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING are on the right. A green banner at the top contains an important notice about Google Calendar integration. The left sidebar lists navigation options under PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (Dashboard, User Management, Room Management, Account Management, Advanced). Below the sidebar are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area shows the details for a webinar titled "My Webinar".

**My Webinars** > Manage "My Webinar"

Topic	My Webinar	
Description	test	
Time	Nov 13, 2020 10:30 AM Eastern Time (US and Canada)	
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Webinar ID	868 5636 5476	
Webinar Passcode	***** <a href="#">Show</a>	
Video	Host	Off
	Panelists	Off
Audio	Telephone and Computer Audio	
	Dial from United States of America	
Webinar Options	✓ Q&A	
	› Enable Practice Session	
	› Require authentication to join	
	› Automatically record webinar	

A red arrow points to the **Start this Webinar** button located in the top right corner of the main content area.

6. After starting the webinar, you will see the standard Zoom meeting buttons, and other functions. Participants that join the Webinar will be muted.

