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.
3. **Click on the Webinars menu to view the “Schedule a Webinar” menu**
4. Select the day, time and Topic of the webinar. On this menu, you can also choose your desired settings for the webinar.

[Image of the Zoom interface showing the schedule a webinar section with options for date, time, duration, and topic.]
### Video
- **Host**
  - On
  - Off
- **Participate**
  - On
  - Off

### Audio
- **Telephony**
- **Computer Audio**
- **Retri**

**Dial from United States at America:**

- Allow attendees to use toll-free and toll-based call call numbers.
- Allow attendees to use CallMe.

**Attendees will still be able to connect to computer audio to listen to the webinar.**

### Webinar Options
- **OSA**
- **Enable Practice Session**
- **Require authentication to join**
- **Automatically record webinar**

### Alternative Hosts
- Example: name@company.com, john@school.edu

### Interpretation
- **Enable language interpretation**

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**Schedule**

**Cancel**
5. Now your webinar is scheduled, and will appear in the “Webinars” menu. To start the webinar, click on the “Start the Webinar” button.
6. After starting the webinar, you will see the standard Zoom meeting buttons, and other functions. Participants that join the Webinar will be muted.