Scheduling a Webinar

Always enable Webinar Password and Practice Session:
The Practice Session allows the Webinar Hosts and Panelists to meet and communicate before going live. Once you are ready, press “Broadcast” to open the Webinar to Attendees. After going live, wait a few moments for people to join.

**During the Webinar**

Disable the “Play Enter/Exit Chime” to avoid the distracting sound each time an attendee joins the webinar.

Disable the “Raise Hand” and “View the Participant Count” options to reduce the available options for attendees.

Control the Attendee’s view:

- Active Speaker View is best for one speaker at a time
- Gallery View is best for panels or multiple speakers

Disable the Chat for attendees. This avoids the scenario of unwanted or profane messages seen by all other attendees in the chat.

- Instead use the Q&A function to take questions privately from your attendees. Determine how Q&A will work with your panelists and attendees before the meeting starts.
  - For example, questions can be received via the Q&A feature or they could be asked live by promoting an attendee to Panelist or Allow to talk
- Announce to your attendees verbally or by chat how and when you will take questions.