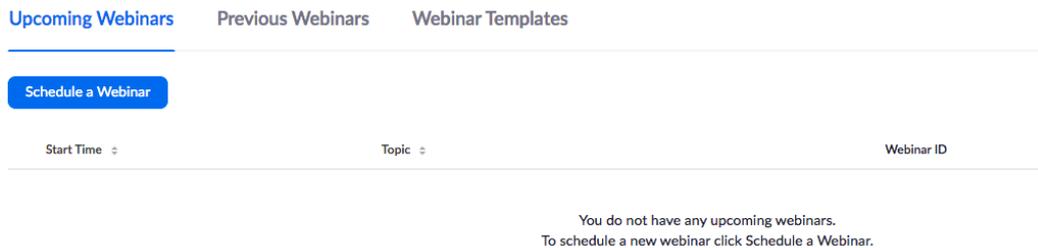


# Instructions to schedule a Webinar

1. Sign in to the Zoom web portal. (user: zoomwebinars@mpi.nl password available via [helpdesk@mpi.nl](mailto:helpdesk@mpi.nl))
2. Click **Webinars**. You will be able to see the list of scheduled webinars here.
3. Select **Schedule a Webinar**.



4. Choose the desired webinar settings.

[My Webinars](#) > [Schedule a Webinar](#)

Schedule a Webinar

Topic

Description (Optional)

Use a Template

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When

Duration  hr  min

Time Zone

Recurring webinar

- **Topic:** Choose a topic/name for your webinar.
- **Description:** Enter an optional webinar description—this will be displayed on your registration page.
- **Use a template:** If you have previously created [webinar templates](#), you can choose one of them to apply to this new webinar. Predefined settings will then be applied.

- **When:** Select a date and time for your webinar.
- **Duration:** Choose the approximate duration of the webinar. Note that this is only for scheduling purposes. The webinar will not end after this length of time.
- **Time Zone:** By default, Zoom will use the time zone that is set with the account. Click on the drop down to select a different time zone.
- **Recurring webinar:** Check if you would like a recurring webinar i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
  - **Recurrence:** Select how often you need the webinar to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option. It is not possible to schedule a registration webinar with No Fixed Time.
  - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
- **Registration:** Check this to require registration. If registration is required and the webinar is a reoccurring event, specify one of the following options:
  - **Attendees register once and can attend any of the occurrences:** Registrants can attend all of the occurrences. All dates and times of the webinar will be listed and the registrant will be registered for all occurrences.
  - **Attendees need to register for each occurrence to attend:** Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.
  - **Attendees register once and can choose one or more occurrences to attend:** Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.
- **Webinar Passcode:** Check this if you require participants to enter a passcode to join your webinar, and edit the required passcode here. If joining manually, participants will be required to input this passcode before joining your webinar. It will be included in the registration confirmation email and if they join by clicking the link in this email, they will not need to enter the passcode.
- **Video:** Select whether video can be enabled or not during the webinar.
  - **Host:** Choose if you would like the host's video on or off when joining the webinar. Even if you choose off, the host will have the option to start their video.
  - **Panelists:** Choose if you would like the participants' videos on or off when joining the webinar. **If you choose off**, panelists will **not** be able to turn their video on unless you change this setting in the webinar.
- **Audio:** Choose whether to allow participants to call in via Telephone only, Computer Audio only, Telephone and Computer Audio (both).
- **Webinar Options:** Additional options that give you greater control of the webinar.
  - **Q&A:** Check this if you would like to use a [question and answer panel](#) in your webinar.
  - **Enable Practice Session:** Check this to start the webinar in a practice session instead of a live broadcast. This is a recommended option.

- **Only authenticated users can join:** Check this option if you require users to be signed-in to a Zoom account before joining your webinar.
- **Make the webinar on-demand:** This will automatically record the webinar in the cloud and share a link with all registrants. *Note that you can always record the Webinar to your local machine. It can then made available via the MPI.*
- **Record the webinar automatically:** Check this option to automatically record the webinar. Choose if you want to record the webinar locally (requires the host to join via a desktop computer) or the Zoom cloud. *Note that you can also start a recording during the Webinar.*
- **Enable additional data center regions for this webinar:** this should be unchecked.
- **Alternative Hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. This person becomes a co-host.
- Click **Schedule**.
- Your webinar is now scheduled. Under **Invite Attendees**, you can copy the join link or the invitation to share with your attendees.
- Panelists can be invited via the **edit** button, under the Invitations Tab

<a href="#">Invitations</a>	<a href="#">Email Settings</a>	<a href="#">Branding</a>	<a href="#">Polls/Survey</a>	<a href="#">Q&amp;A</a>	<a href="#">More</a>
Invite Panelists	No panelists invited				<a href="#">Edit</a>
Invite Attendees	Webinar Size: 500 attendees		<a href="#">Copy Invitation</a>		<a href="#">Send Invitation to Me</a>
	<b>Link to join Webinar</b> <a href="https://zoom.us/j/97499265543">https://zoom.us/j/97499265543</a>				
Approval	No Registration Required				<a href="#">Edit</a>

Here, you can also edit email settings, Branding and edit the Q&A settings.