Zoom Webinars host/co-host quick-guide MPI

This is a quick guide for the host and co-host roles in a Zoom Webinar. These roles have total control over the webinar, and the most important functions are listed below.

Starting a webinar (practice) session.

1. Sign in to the Zoom Desktop Client with the **zoom webinars** account.
2. In the **Home** or **Meetings** tab, start the webinar before the start date/time.

   The host, alternative host and panelists will see a banner at the top of window that lets them know they are in practice mode.


   Note: Attendees will not be able to join the practice session. There can only be one active practice session for each webinar. A practice session can be repeated as many time as needed.
3. On the actual date/time of the webinar, login and start the webinar. The session will be in practice mode as before.
4. Click **Start Webinar** to start the webinar and allow attendees to join the webinar.
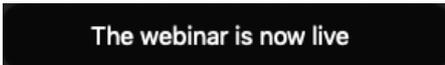

Host/co-host controls during a webinar

The host and co-host have control over the panelists, attendees, chat, Q&A, and so on. When the webinar has been started, the main controls are found in the bottom bar:
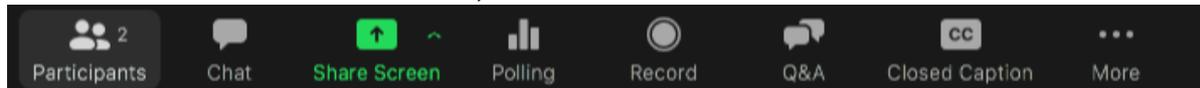
Clicking an icon will either display a side-dialog or open a dialog when you are in full-screen.

***Participants*:** This dialog displays the host/co-host, panelists and attendees (in a separate

tab). The '*more*' button on the bottom of the *participant-dialog* has config options for the participants:
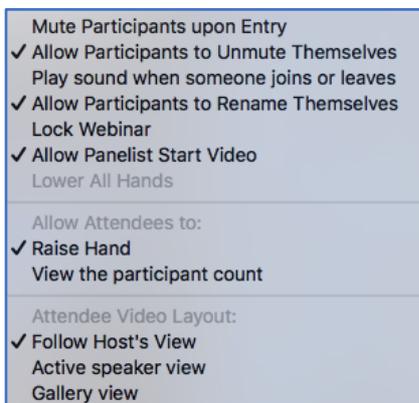
You can disable the raise hand function here if needed. This may be useful as this feature can be distracting.

You can also set the **video layout for attendees**.
The active speaker view is set as default, but **you want to set a Gallery view** such that the presentation and the active speaker(s) are visible for the attendees.

Each panelist and all attendees also displays a '*more*' button when hovering over them, this allows you to promote or demote participants or ask to unmute themselves, for instance. More info about participants can be found here: https://support.zoom.us/hc/en-us/articles/115004834466-Managing-attendees-and-panelists-in-a-webinar

Chat: The chat feature allows webinar attendees, the host, co-hosts and panelists to communicate for the duration of the webinar. As the host, **please set this option to 'all panelists and attendees', via the '…' option.** (see below)
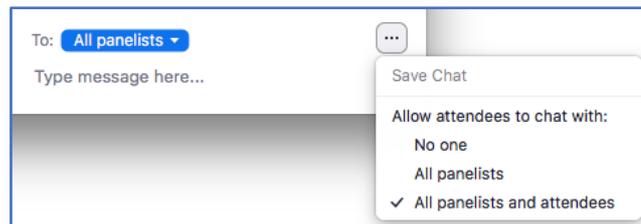
More info on chat can be found here: https://support.zoom.us/hc/en-us/articles/205761999-Using-webinar-chat

Share screen: Allows you to share your screen, you can set options by clicking the '^', to control screensharing for panelists.
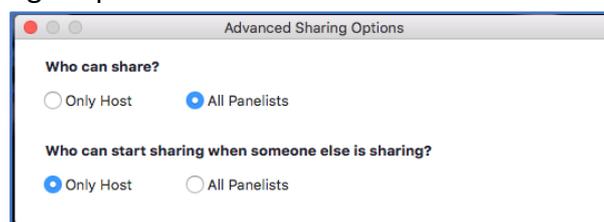
Polling: This allows you to start a poll, if needed. (note: this needs to be setup prior to the webinar, via the control panel on the web-pages)

Record: This will start a recording to your local machine. The co-host can also record the webinar, as do panelists (unless disabled).

Q&A: When enabled, Q&A can be used by attendees to post questions. The host/co-host and panelists can view and respond to the questions. They can indicate this by clicking an option next to the question, either answering live or by typing a response.
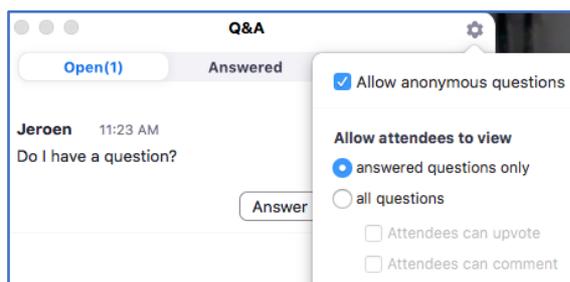
Settings for the Q&A are found at the 'gear' icon in the dialog.

As host**, please set this to 'allow anonymous questions'** and **'allow attendees to view all questions'.**

More info is found here: https://support.zoom.us/hc/en-us/articles/203686015-Using-Q-A-as-the-webinar-host

Closed Caption: This option allows for captions during the webinar, either by a designated panelist, or via a third-party application. You can assign a panelist for captioning via the participants 'more' option.

More: Options for live-streaming to Facebook, YouTube or a dedicated streaming service can be selected here. This function is not used by the MPI currently.