

HOW TO HOST A ZOOM WEBINAR

VFairs

The Zoom logo is displayed in a bold, blue, lowercase sans-serif font.

DIFFERENT TYPES OF USERS

Hosts – can start the webinar so it goes live

Co-hosts – similar access to host, but they cannot start or end webinar

Panelist – Speakers; they can only share their audio, video, and screen

Attendees – the viewers of the Webinar. They can only join once the Start Webinar button is clicked.

Roles in a Webinar				
Tasks	Host	Co-host	Panelist	Attendee
Join during practice session	✓	(see note)	✓	
Start the broadcast	✓	✓		
Mute/unmute themselves	✓	✓	✓	
Start/stop their own video	✓	✓	✓*	
View attendee list	✓	✓	✓	
Share screen	✓	✓	✓	
Request or give remote control	✓	✓	✓	
Chat	✓	✓	✓	✓*
Save chat	✓	✓	✓	
Ask questions in Q&A				✓
View All Q&A and respond	✓	✓	✓	
Create or edit polls	✓			
Start polling	✓	✓		
Answer polls			✓*	✓
End webinar	✓			

WHAT IS A PRACTICE SESSION?

15-minute prep time before actual webinar

Vfairs will start the practice session 15 minutes before actual start of the webinar

Vfairs will transfer Host access to organizers

Use this time to test the audio and video of the speaker before going live

Only click on Start Webinar once the speaker is ready to broadcast the webinar (to make sure that the webinar is recorded).

HOST VIEW

Note: Panelists will have a different view of the Zoom Webinar platform. We have a different manual for speakers.

Zoom Webinar



Talking:
You're in a practice session. Attendees cannot join until you start the webinar. **Start Webinar**

Meeting Topic: MAINBIT: Webinar Training
Host: Anmol Projects 7
Invite Link: <https://zoom.us/j/99380697957>
[Copy Link](#)
Participant ID: 133041



Join Audio

Computer Audio Connected









Share Screen



Invite Others

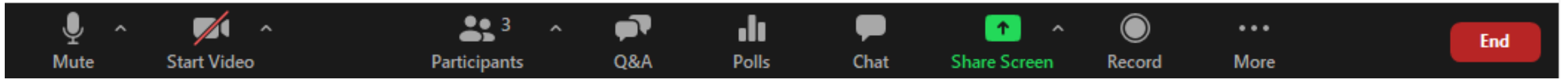
Participants (3)

Panelists (3) Attendees (0)

- SV Sammie VFairs (Host, me)  
- NT Natalia Torres  
- R Raj  

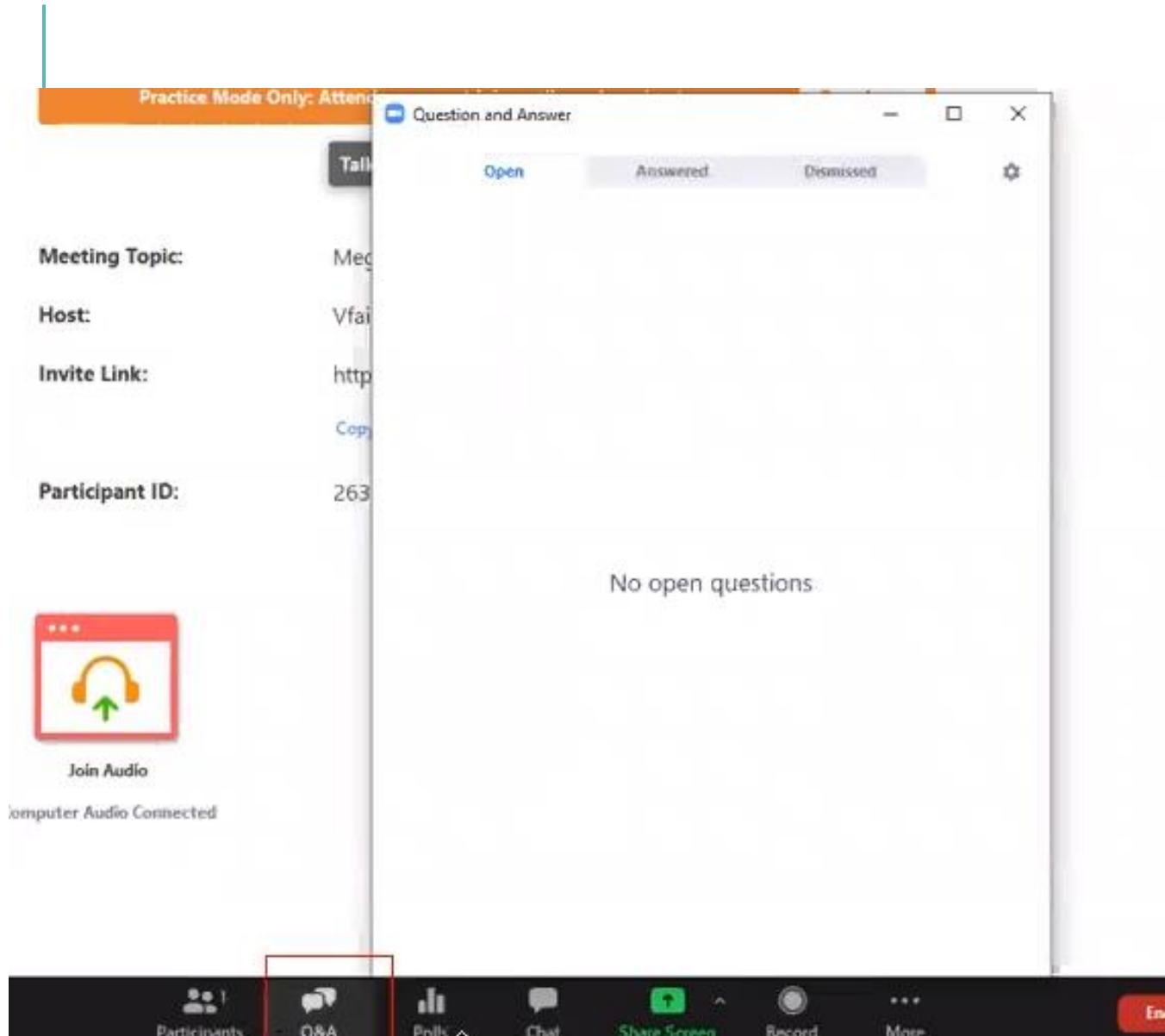
Invite Mute All ...

COMMONLY USED FEATURES



- **Mute (Audio)**
Mute your audio while the speaker is presenting
- **Start Video**
Can be used to start or hide your camera feed
- **Participants**
Will show the number of participants in the webinar
- **Q&A**
Q&A function makes it easier to moderate questions. Only panelists and hosts can view the questions sent by attendees
- **Polls**
Functions like a quick survey within the webinar
- **Chat**
Chat platform on Zoom Webinar
- **Share Screen**
Use this to present and share your screen. Only one panelist can share their screen at a time
- **Record**
Click this to record the session. By default, the moment the Host clicks on Start Webinar, the session is automatically recorded
- **More**
This will show you Live Streaming options (Facebook, Youtube). Note you can only stream live on different platforms once you click on Start Webinar
- **End**
Only the Host can End the Webinar for all Users

Q&A FUNCTION



Attendees can leave questions here

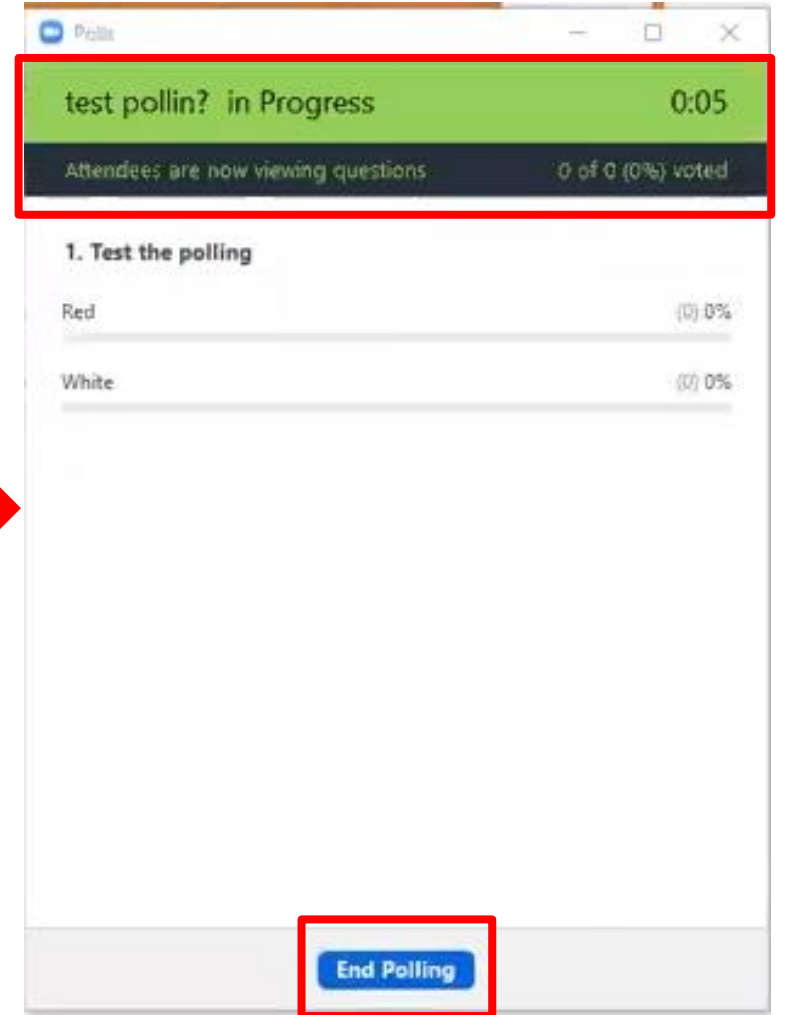
Panelists can open this Q&A platform and answer relevant questions.

Panelists can also mark their questions as answered

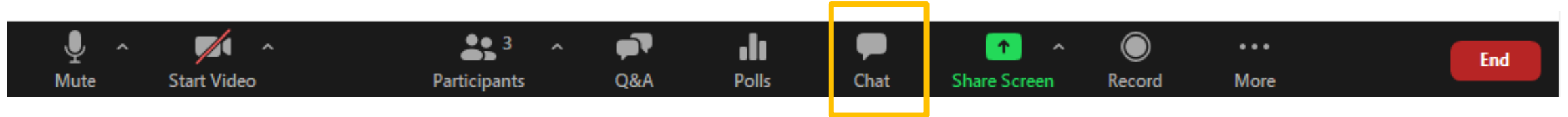
They can choose to dismiss irrelevant questions as well.

Polls

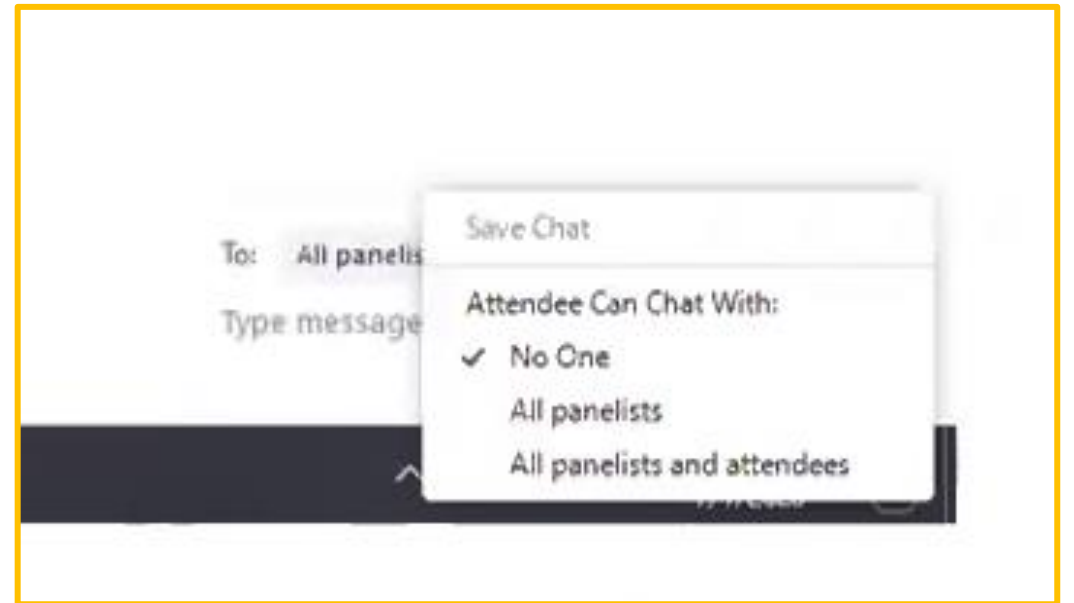
This function works like a quick survey on the webinar. You can have a set of questions added before the webinar, or you can add them as you go.



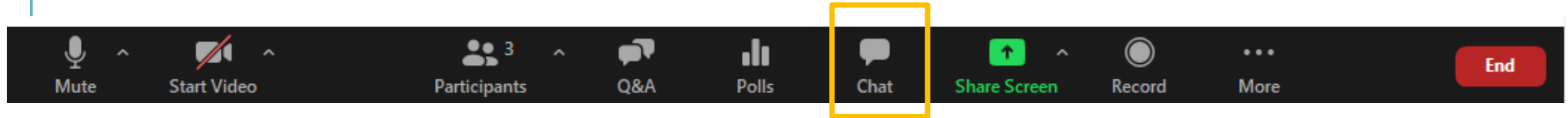
CHAT SETTINGS (ATTENDEES)



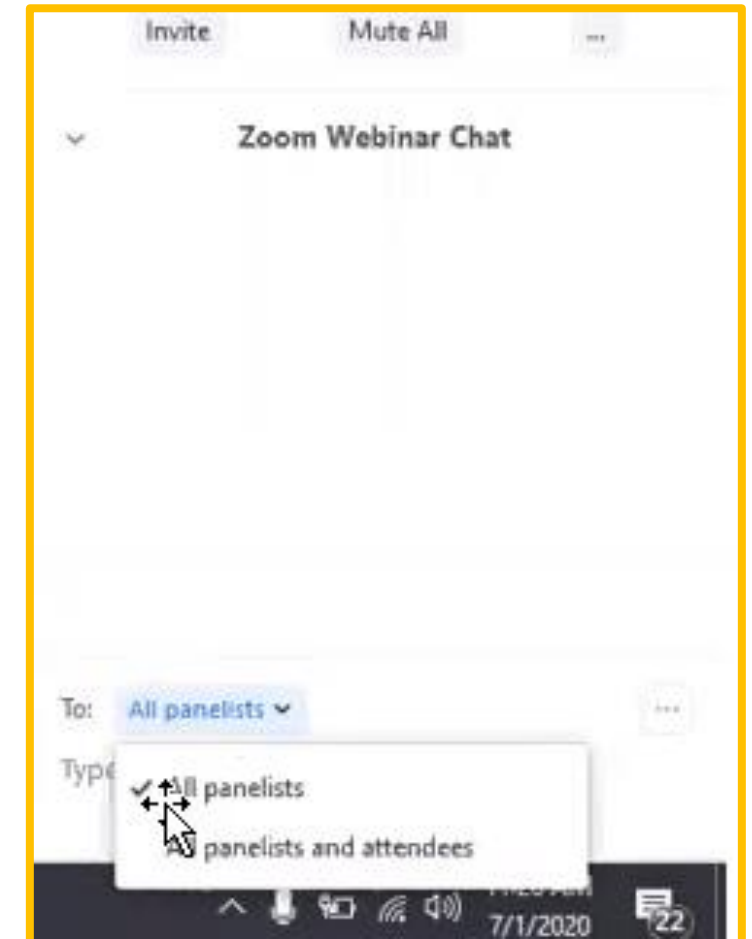
- You can change the Chat Settings of Attendees during the practice session
- You can disable it for Attendees completely, or you can limit their interaction to panelists



CHAT SETTINGS (PANELISTS AND HOST)



- You can also chat amongst yourselves as the host and the panelists
- You can also send private messages to a certain host/panelist
- Note: This is a great way to communicate to your speaker about the time (“5 minutes left before we wrap up”)



BEST PRACTICES

Once live, please inform your speakers to count 30 seconds before they start speaking. This will give time for attendees to join the webinar, and they won't join in right as the speaker is 1 minute into his/her intro.

With multiple speaker set-up, speakers should keep themselves on mute, or only share their camera once it's their turn to speak.

Make sure to have 15-20 minutes between each session. This will allow hosts from your side to conduct the practice session before each webinar.