



Webinars with Microsoft Teams

Quick start guide





Learn how to host your next webinar with Microsoft Teams

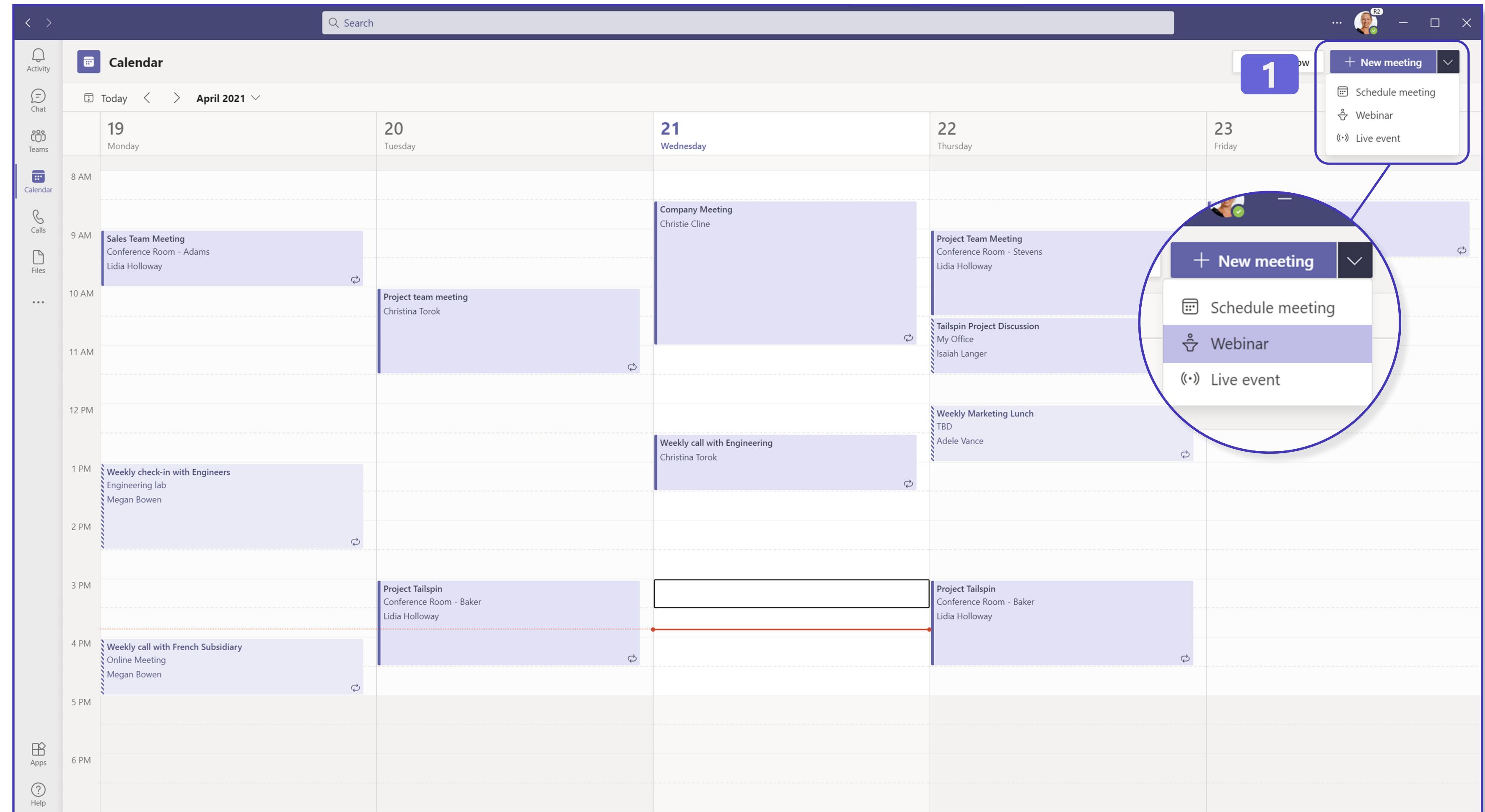
Microsoft Teams offers simple, engaging ways to deliver virtual events—from company town halls to training webinars to conferences. With webinar capabilities in Teams, you can reach 1,000 attendees with full interactivity, plus broadcast to up to 10,000 attendees with a view-only experience.

Setting up webinars and registration forms is easy in Microsoft Teams

Webinars have preset moderation options like **attendee audio and video off** to optimize host and attendee experiences.

To start setting up a webinar:

1. Select the dropdown arrow next to **New meeting**, then select **Webinar**.



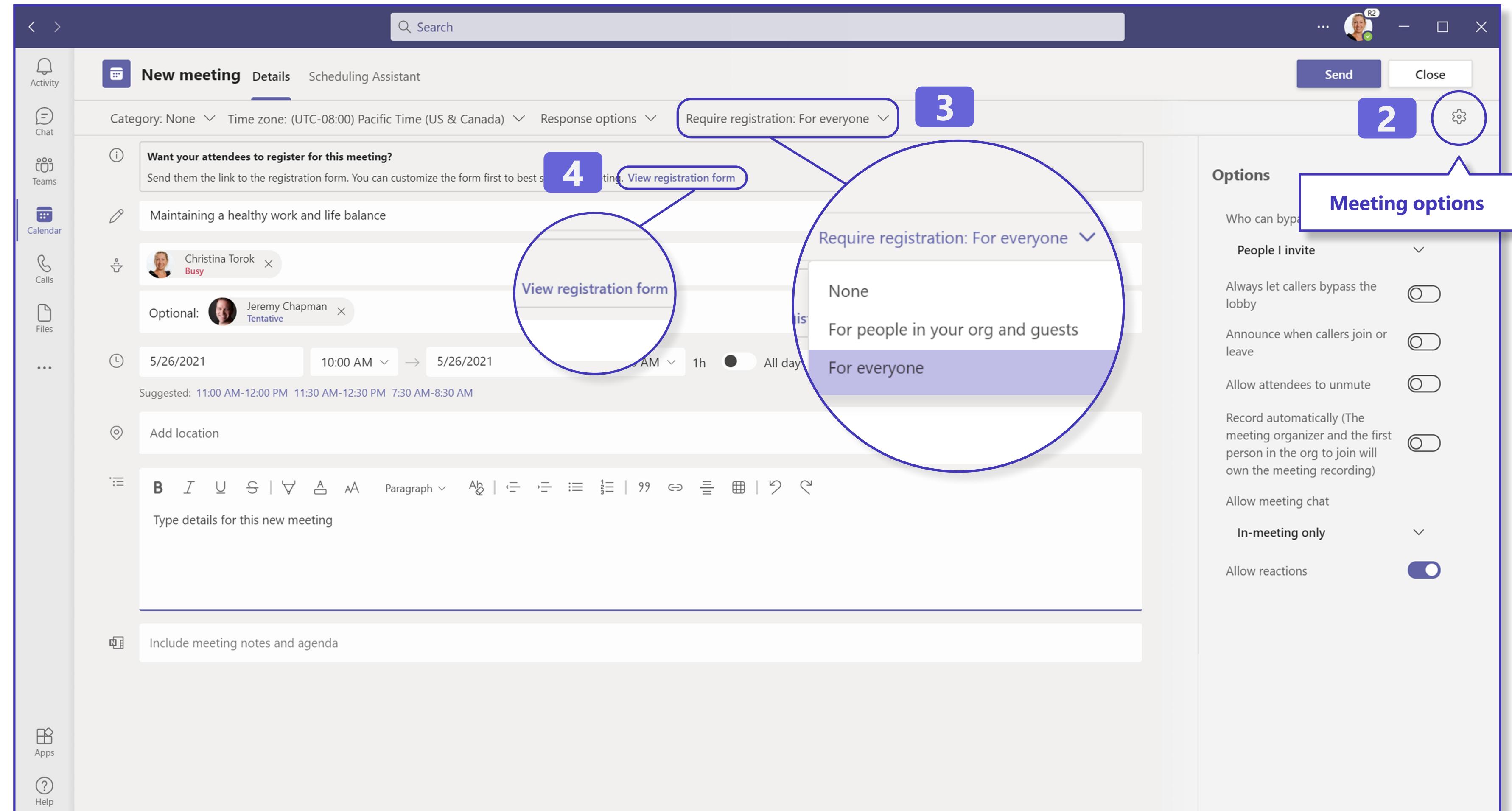
Setting up webinars and registration forms is easy in Microsoft Teams

2. Use **Meeting options** to control your webinar.

Customize your meeting with options like **Allow attendees to unmute**, **Who can bypass the lobby**, and **Who can present** to balance the right level of engagement with your audience and control your webinar.

3. Set up the invite by selecting your presenters and populating your meeting details. Select **Require registration: For everyone** to allow people outside of your organization to register and attend.

4. To edit the registration form, select **View registration form**.



Microsoft Teams, new meeting screen

Setting up webinars and registration forms is easy in Microsoft Teams

5. Add event details, a header image, and custom questions to your registration form.
6. Invite others to register for your webinar by selecting **Copy registration link** and sharing it through your email and/or social media channels.

Congratulations! Your webinar is set up. Attendees can now register for your event. After registering, they'll receive a confirmation email where they can add the event to their calendars or join the event directly when it's time.

Microsoft Teams

View in browser

6

Save

Copy registration link

Upload an image

5

Event details

Maintaining a healthy work and life balance

5/26/2021 10:00 AM → 5/26/2021 11:00 AM

Time zone: (UTC-08:00) Pacific Time (US & Canada)

Microsoft Teams meeting

Join this webinar to learn tips to improve your work/life balance—from ways to improve sleep to foods and exercise to help you feel energized.

Speakers

Christina Torok

I am passionate about promoting healthy ways to be successful in work and life.

+ Add speaker

Custom question

How important is taking breaks during your workday?

I take multiple breaks (busy, need to be productive)

I only take brief breaks (busy, not needed)

I do not take breaks (busy, not needed)

+ Add option

Custom question

How important is taking breaks during your workday?

I take multiple breaks (busy, need to be productive)

I only take brief breaks (busy, not needed)

If you do not take breaks (busy, not needed)

+ Add field

Custom question

First name *

Last name *

Email *

Required

Custom question

How important is taking breaks during your workday?

I take multiple breaks (busy, need to be productive)

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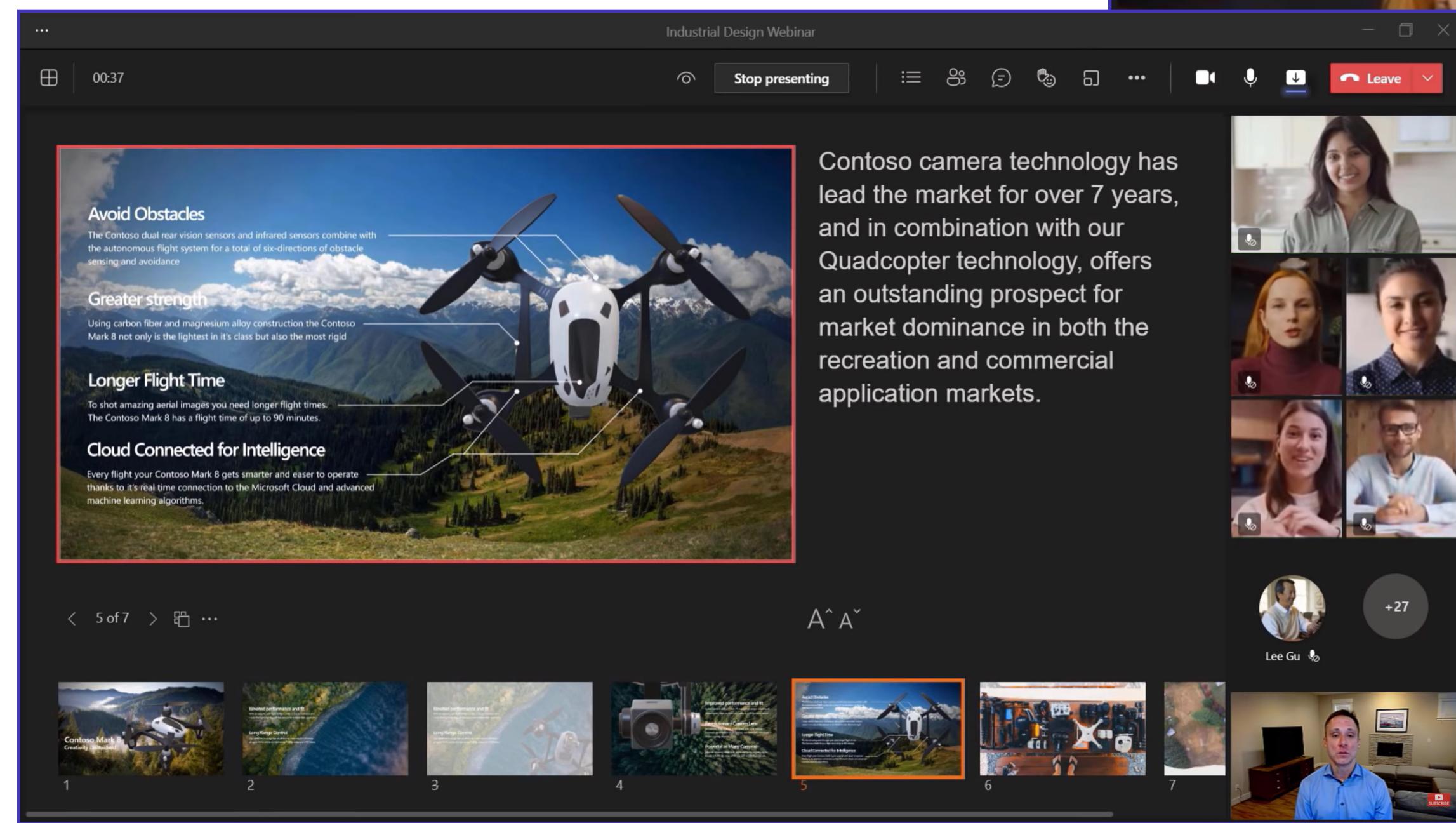
+ Add field

Microsoft Teams registration form

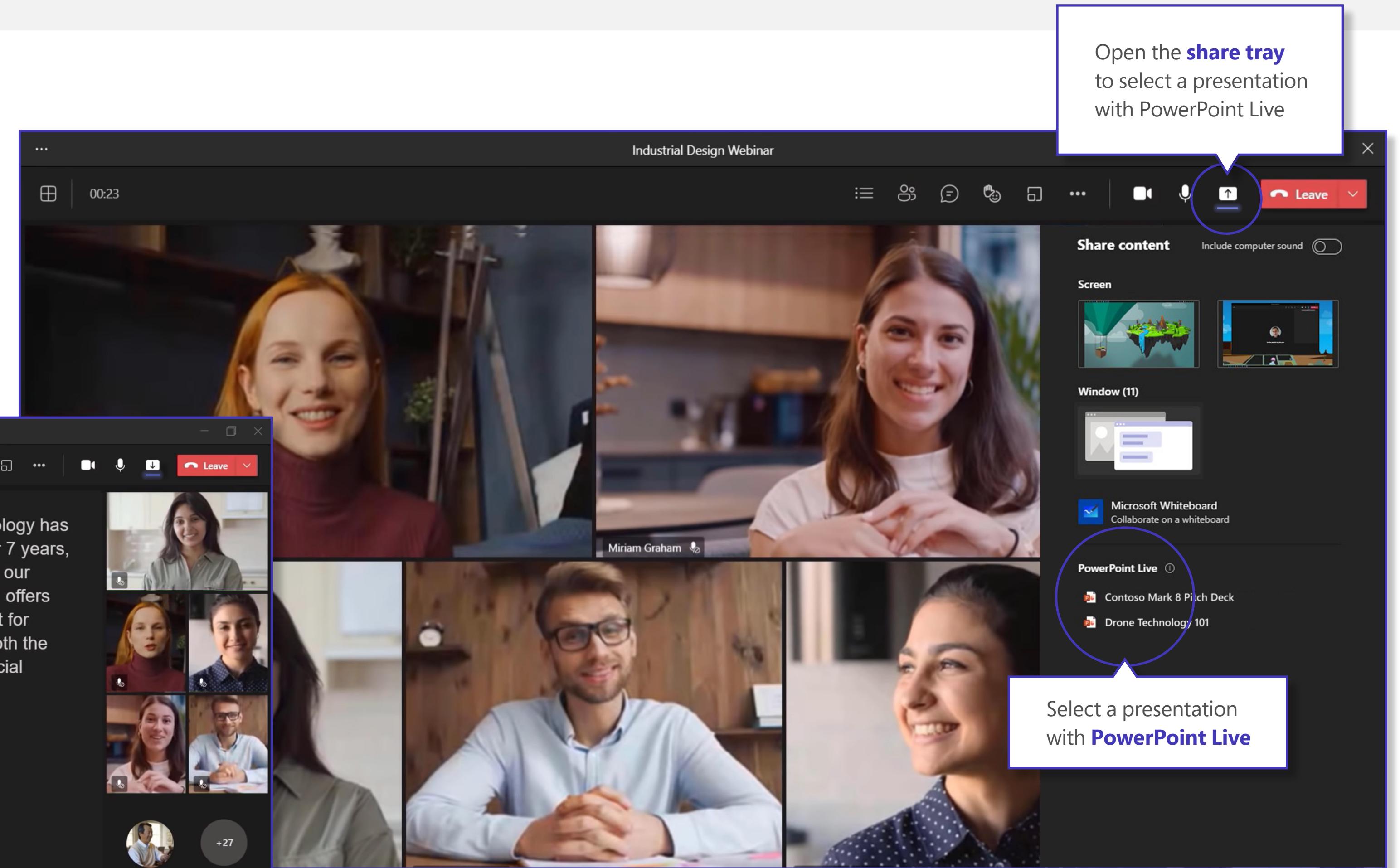
Present with confidence using features like PowerPoint Live

PowerPoint Live

PowerPoint Live lets you see your notes, upcoming slides, attendees, and meeting chat all in one view while presenting.



Webinar with Microsoft Teams showing the PowerPoint Live screen during a shared presentation



Webinar with Microsoft Teams showing the PowerPoint Live screen with the share tray open

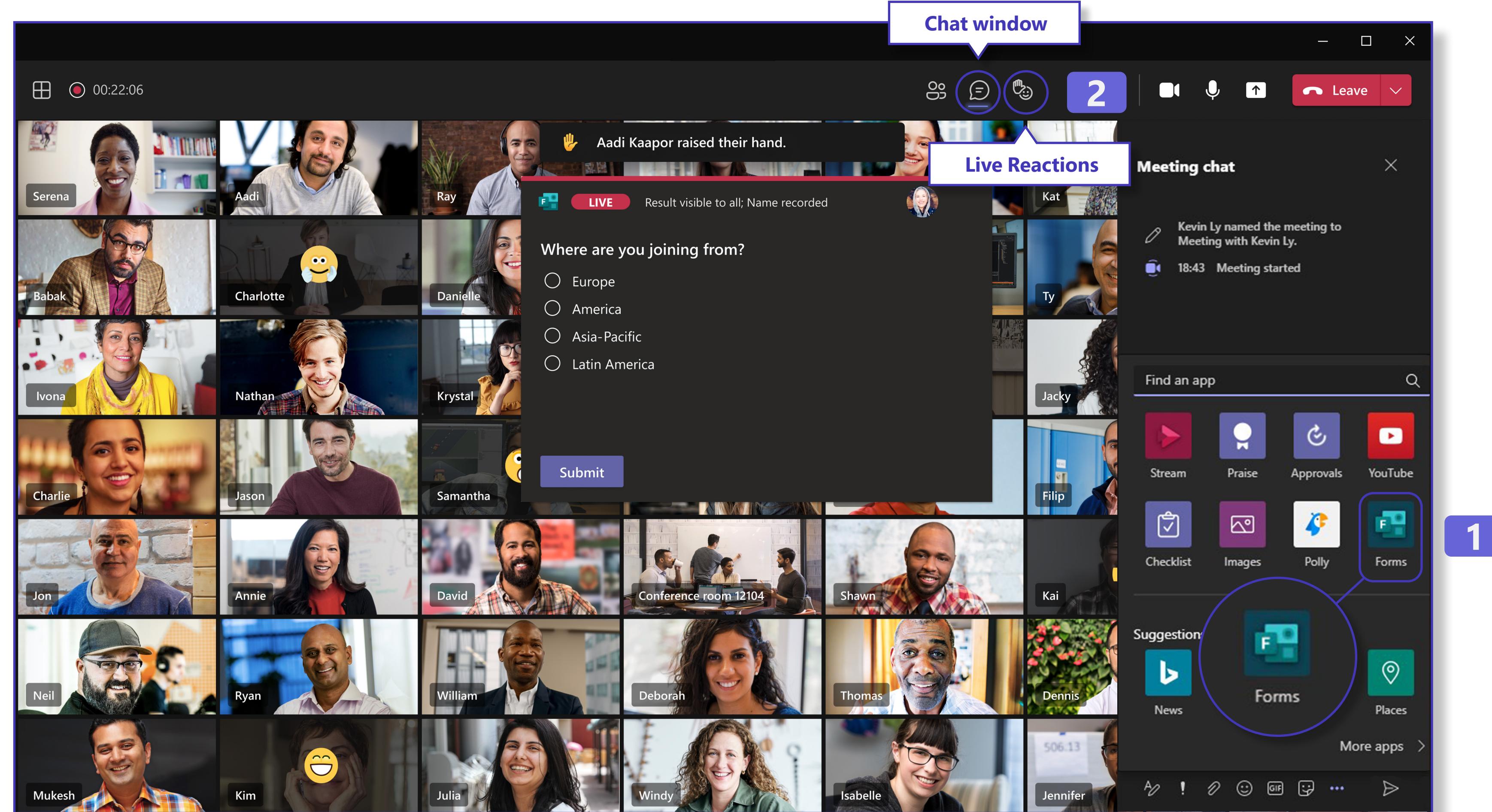
Connect with your audience in a more personal way with Chat, Polling, and Live Reactions

1. Use **Forms**, found in the chat window, to integrate polls into your meeting and view live responses with the **Polling** option. This allows you to get real-time feedback as attendees become active participants.

Optionally, create polls or surveys ahead of your event, then launch them to get instant feedback and responses.

2. With **Live Reactions**, all attendees can use emojis to share reactions in real time. Attendees can also use the **Raise your hand** option to get your attention.

Live reactions promote inclusivity and interaction. Enable **Live Reactions** in **Meeting options**.



Webinar for Microsoft Teams showing the Polling, Live Reactions, and Raise your hand features



Meet your customers where they are. Start using webinars with Microsoft Teams today.*

[Learn more](#)

* Webinar capabilities in Microsoft Teams are available in Microsoft 365 E3/E5, Microsoft 365 A3/A5, and Microsoft 365 Government G3/G5 plans. Additionally, Microsoft 365 Business Standard and Microsoft 365 Business Premium plans include all the features listed for webinars with up to 300 attendees.

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