

## **Teams Webinars: Features**

### Last Updated: June 1, 2021

### **Features of Teams Webinars**

Each one of the new features listed below contains a link to a specific spot on a YouTube video (<u>link to</u> <u>full video</u>). Click on the titles below to watch the videos and learn all about the new features:

- <u>Registration Form and Link for Attendee Sign Up</u> Create a registration form that allows attendees to sign up
- <u>Controlling Presenters</u> Different presenters can be identified and added to webinars so that multiple people can have presenter capabilities
- <u>Controlling Attendee Meeting Options</u> The meeting presenters can control attendee cameras, mics, lobby features, and more
- Increased Number of Attendees Up to 1,000 attendees and up to 10,000 attendees in viewonly mode

**Note**: Standard Teams meeting features (including breakout rooms) are also available in Webinar meetings.



### **Additional Details about Webinar Features**

#### Creating a Webinar with a Registration Form and Link for Attendee Sign Up

When you click on the down arrow next to the "New Meeting" button in your Teams Calendar, you will now have the option to create a webinar.

< >			Q Search		··· School D	istrict 68 👰 — 🗆 🗙	
Q. Activity		Calendar			Ĝ Meet	nov + New meeting 🗸	
(=) Chat		Today < > May 202	1 - June 2021 ${ee}$		(문) Schedule meeting		
COO Teams		<b>31</b> Monday	01 Tuesday	<b>02</b> Wednesday	03 Thursday	(··) Live event	
Assignments	10 a.m.		Bi-Weekly Check-In Prep		Bi-Weekly Check-In Microsoft Teams Meeting Daniel I ⊄	Time Sheet Reminder $\phi$	
		1	Ø BMO Card Reconciliation	BMO Card Reconciliation	2		
Calendar S Calls	11 a.m.	Licensing, Open/Pending POs	Teams New Features		Licensing, Open/Pending POs		
Eiles	12 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch	
	1 p.m.	1	Bi-Weekly Check-In Microsoft Teams Meeting Daniel i		¢ (	i o	
		Lenovo Order PREQ	Overrun Allowance		IT Operations Weekly Microsoft Teams Meeting		
	2 p.m.	BMO Monthly Validation			Zeyad Merchant		
Apps	3 p.m.	June Renewals	Check Office Supplies and Printer Toner Levels Ç	,	¢		
? Help	4 p.m.						

Once you click on the "Webinar" option, you will be able to (1) create a registration form and (2) determine who is required to register.

$\langle \rangle$		Q Search	··· School District 68 👰 — 🗆 🗙
Q. Activity		New meeting Details Scheduling Assistant	Send Close
(=) Chat	Time	zone: (UTC-08:00) Pacific Time (US & Canada) ~ Require registration: For people in your org ~	
දිරිරි Teams	0 1	Want your attendees to register for this webinar?     None       Sour files the Constraint form. You can cust to Wear registration form     For people in your org      #ting.	
Assignments	0	Add title	
Calendar	Å	Add required presenters + Optional presenters	
Galls	Ŀ	2021-06-01 11:30 a.m. ∨ → 2021-06-01 12:00 p.m. ∨ 30m ● All day	
Files	0	Add location	
		$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	
Apps			
? Help			



# Information Technology

While creating a registration form, you have the option to "Copy registration link." The registration link can be shared in any format and allows users to sign up for the event.

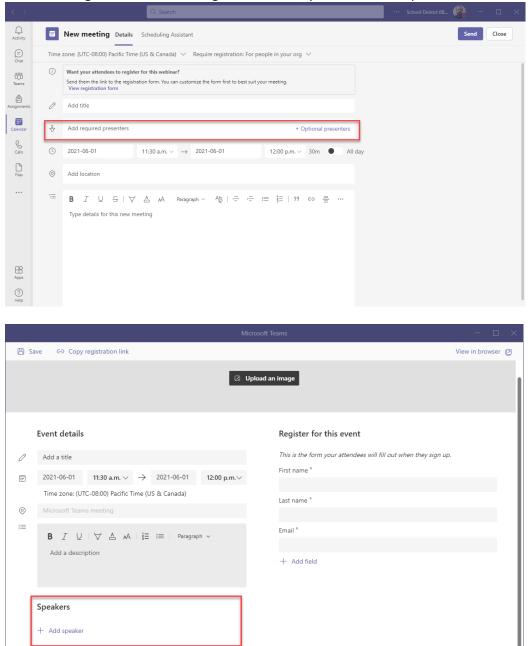
Save ←→ Copy registration link				View in browser	٥					
I Upload an image										
Event details				Register for this event						
0	Add a title	dd a title		This is the form your attendees will fill out when they sign up.		1				
	2021-06-01 11:30 a.m. ∨	→ 2021-06-01	12:00 p.m.∨	First name *		1				
	Time zone: (UTC-08:00) Pacific Time (US & Canada)			Last name *		1				
0	Microsoft Teams meeting					1				
:=	B I U I ∀ A A Add a description	≟Ξ :≕ Paragrag	ph ∨	Email *						
	Aud a description			+ Add field						
	Speakers									
	+ Add speaker									



# Information Technology

### **Controlling Presenters**

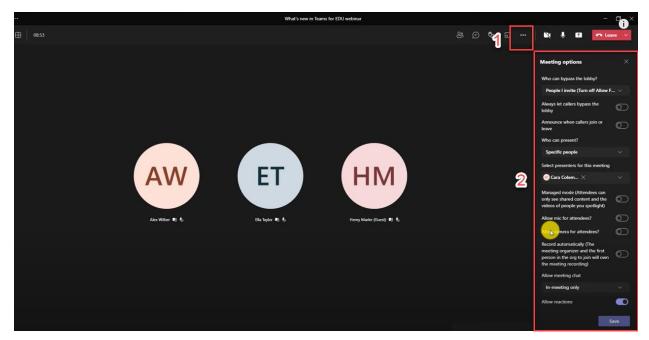
While creating the event OR the registration form, you can also add presenters to the event.





### **Controlling Attendee Meeting Options**

While in a webinar, presenters also have the ability to control attendee options. Presenters (1) click on the meeting options (three dots) and then (2) change options for all attendees.



### **Increased Number of Attendees**

The new webinar functionality allows up to 1,000 attendees to interact with the event. Once you exceed 1,000 attendees, the session will be switched to "view-only" for up to 10,000 attendees.