

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 ([link to full video](#)). Click on the titles below to watch the videos and learn all about the new features:

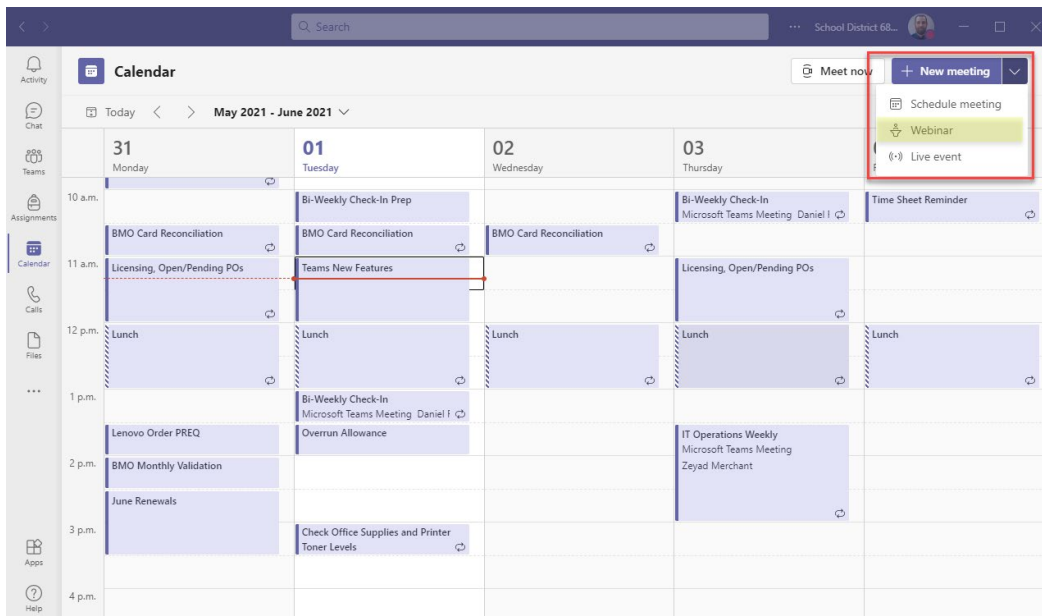
- [Registration Form and Link for Attendee Sign Up](#) – Create a registration form that allows attendees to sign up
- [Controlling Presenters](#) – Different presenters can be identified and added to webinars so that multiple people can have presenter capabilities
- [Controlling Attendee Meeting Options](#) – 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 view-only mode

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

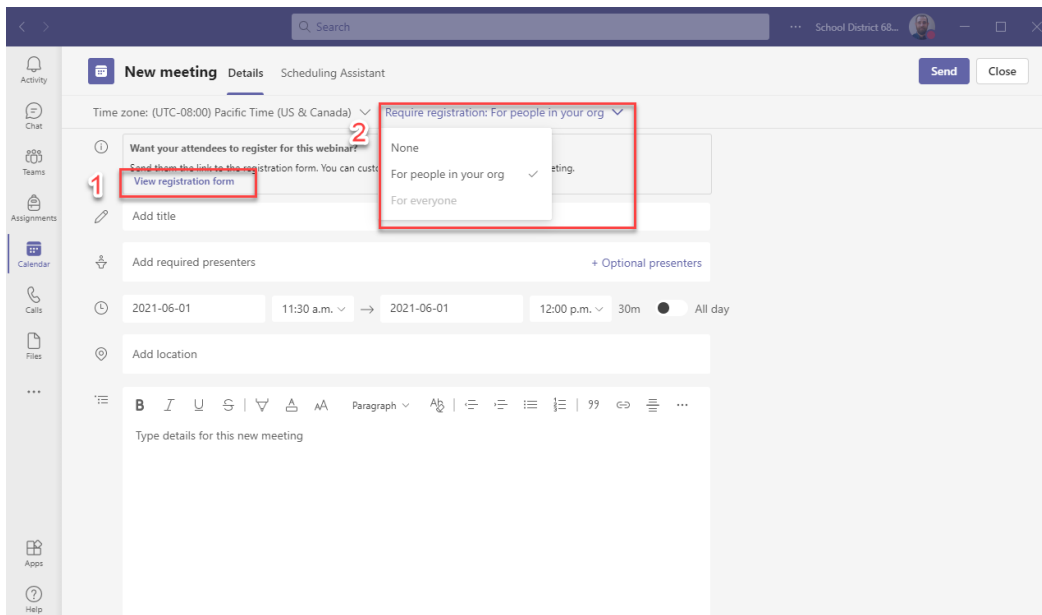
Additional Details about Webinar Features

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

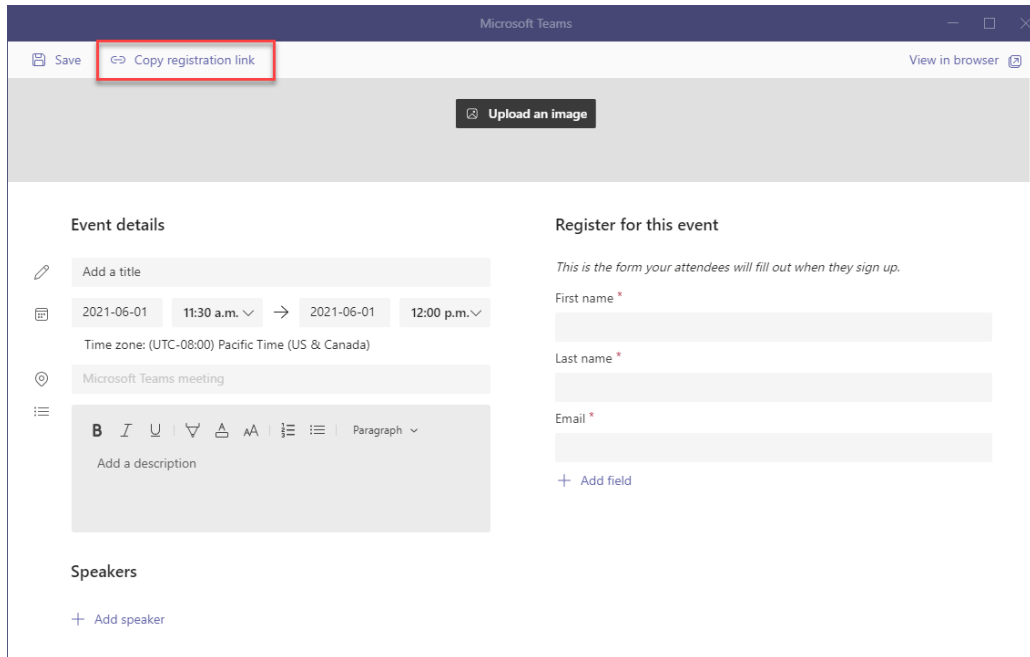
When you click on the down arrow next to the “New Meeting” button in your Teams Calendar, you will now have the option to create a webinar.



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.

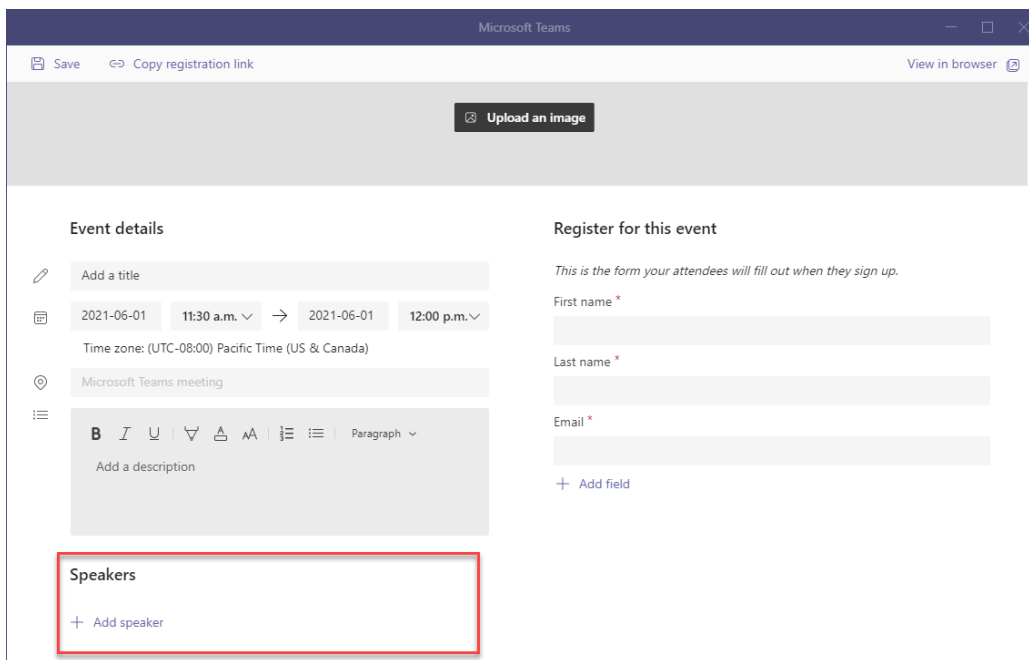
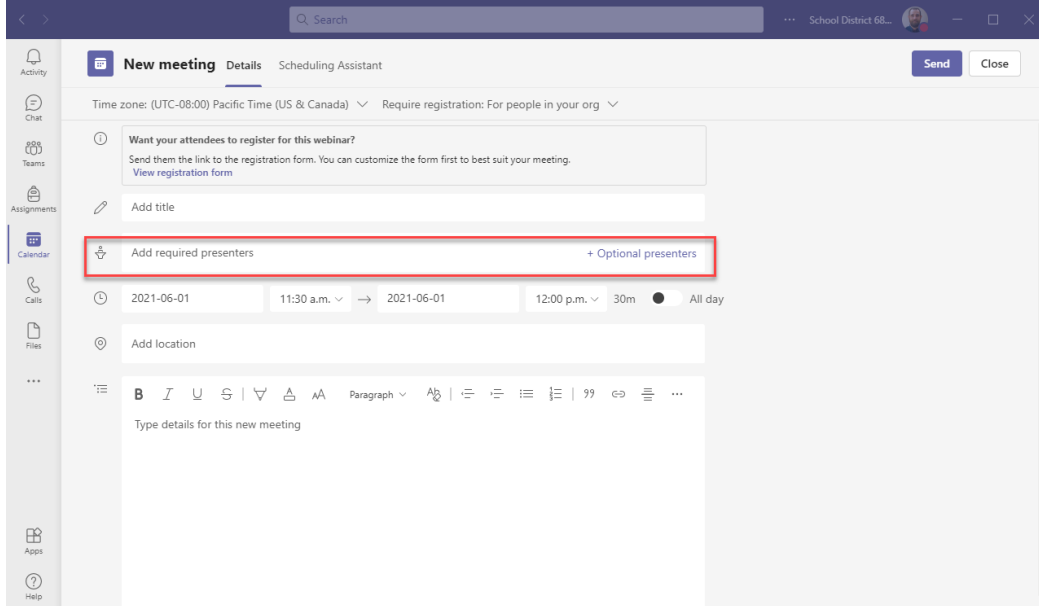


While creating a registration form, you have the option to “Copy registration link.” The registration link can be shared in any format and allows users to sign up for the event.



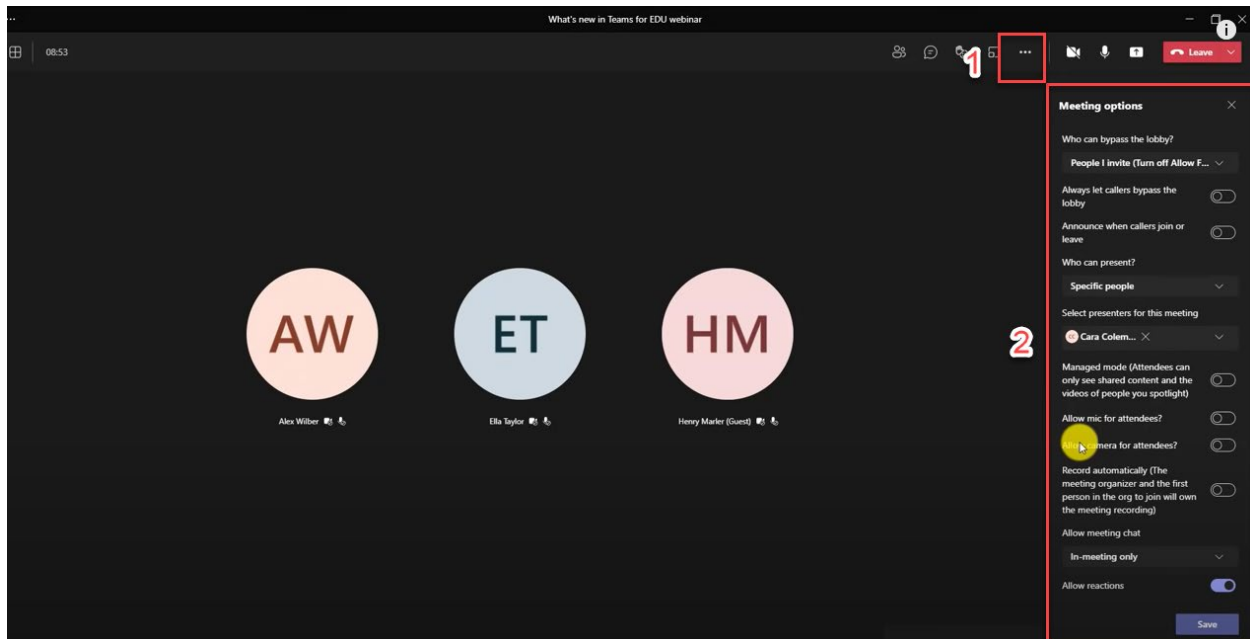
Controlling Presenters

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.