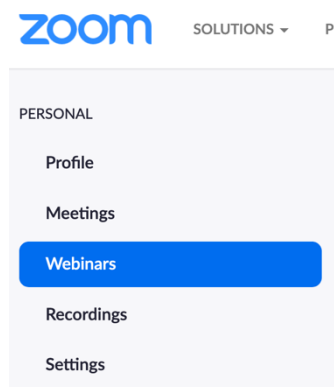Decide first whether this is to be a
- Meeting
  or
- Webinar *(paid plans)*

Setting Up a Webinar

Check Webinar is active in the left hand side menu

Click the Schedule a Webinar blue button

Add in the details
- Give the meeting a topic
- Add in a description if a public webinar
- Choose the time
  (if the Time Zone does not default to your timezone check your settings)

Choose the settings as below

Change Dial from USA to Dial from Australia

If integrating with EventBrite
- Registration is required
- Uncheck password – it is not required

(would recommend the above settings even if it wasn't integrating with Eventbrite)

Include Q & A
Would enable practice session if had more than one host.
More than one host costs money and depends on your plan

Click Save.

Copy (Ctrl C or Command C) the webinar URL to use in your email invitation.

Registration URL: https://zoom.us/webinar/register/WN_wL90vLjER325drvR_pURFQ

Email Invitations

Look through the settings below

- Invitations
- Email Settings
- Branding
- Polls
- Q&A

Edit & update as required

Invitations   **Email Settings**   Branding   Polls   Q&A   Integration   Live Streaming

INVITING PARTICIPANTS

Default email invitation

Hi there,

You are invited to a Zoom webinar.
When: Mar 23, 2020 04:00 PM Adelaide
Topic: Training - using Zoom Meetings & Webinars

Register in advance for this webinar:
https://zoom.us/webinar/register/WN_wL90vLjER325drvR_pURFQ

After registering, you will receive a confirmation email containing information about joining the webinar.

If you want to email your own invitation it is the link which is the important part, eg.
https://zoom.us/webinar/register/WN_wL90vLjER325drvR_pURFQ

Use bcc

If you are sending out your own invitations, use "bcc" (blind copy) to email the participants (rather than putting their email address in the To field) if there are more than 10 or if one or more do not know each other.

Email Reminders

Although you could do it yourself, it is built into zoom and will save you a lot of manual work if you set it up for them to send the reminders out.

Log Out

All Done! You can now log out of zoom.