Webex
Webinars

Quick start guide

Simplified webinar delivery

Creating meaningful connections with audiences is a critical part of your business. Whether you are gathering for an all-hands, training, marketing event, onboarding, or earnings call, having a simple yet robust tool can create an impactful and lasting impression on your audience.

This step-by-step guide will show you how to setup and deliver your next event with Webex Webinars.

Contents

Scheduling a webinar in Webex Webinars

To schedule a webinar:

1. Go to the homepage of your Webex account and navigate to any of these tabs located in the left toolbar: **Home**, **Calendar**, **Webinars**.

2. Click the **Schedule a webinar** button.

3. Alternatively, schedule a webinar through the **Webex App** by going to Meetings in the left toolbar, **Schedule → Schedule a webinar**.
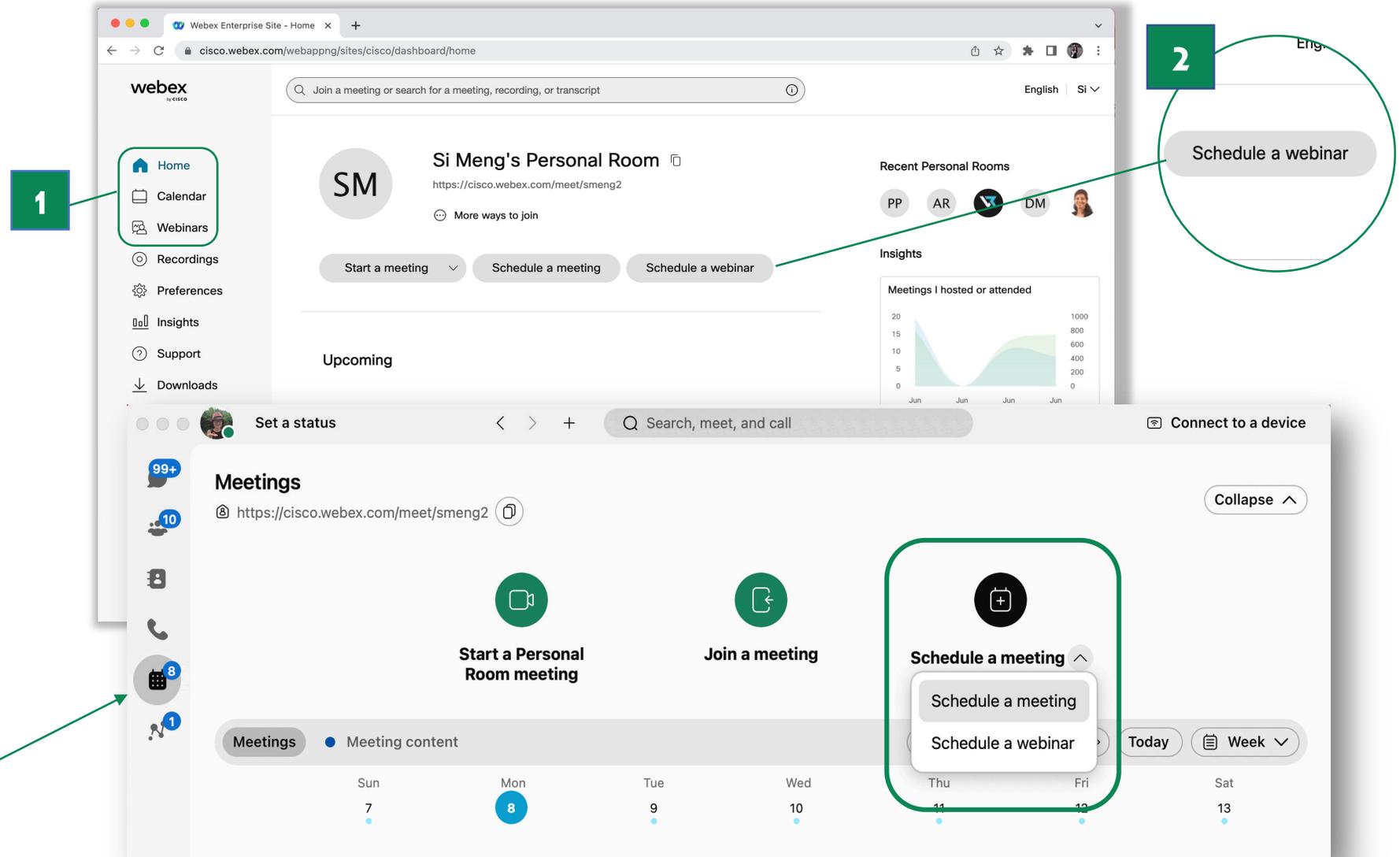
Setting up a webinar in Webex Webinars

To start setting up a webinar:

1. Enter required information such as the **webinar title**, **password**, **date, and time** for your webinar.

The new **time zone planner** feature allows you to find the best time to host the webinar for participants in different time zones.

2. Select the **maximum number of attendees** you plan to attend.

Contact your administrator if you want to allow **more than 3,000 attendees**.

3. For more moderated attendee interactions, **webcast view** is an option for audiences over 3,000.

Note: Webcast view is required for webinars with **more than 10,000 attendees**.

Contact your administrator if you want your webinar to **support webcast view**.

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5. Add email addresses of your speakers in the **Panelists** field.

Don't worry if you're not ready for this step yet, you can always **add speakers after the webinar is scheduled**.

6. If you enter speakers' names during scheduling, you can send them an invitation when you click Schedule or later.

Once added, you also have the option of **making a panelist a cohost** by clicking the icon next to the speaker's name.

webex
by CISCO

Q Join a meeting or search for a meeting, recording, or transcript ⓘ

English | Aanya ⌄

Home
Calendar
Webinars
Recordings
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Insights
Support
Downloads
Feedback

Schedule a webinar ⌄

Webinar templates ⓘ [si's test template scope ⌄]

* Topic [test template]

Date and time   Monday, Jul 11, 2022 5:15 pm Duration: 1 hour ⌄
(UTC–07:00) Pacific Time (US & Canada) ⌄
Time zone planner

Maximum attendees ⓘ [0 - 10,000 ⌄]
☐ Webcast view for attendees ⓘ

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Panelists ⓘ [Separate email addresses with a comma or semicolon]

Aanya Sanghavi 👤 | ✕
Remove all panelist   Make this panelist a cohost

Webinar Agenda ⓘ [   ]
HTML format

Security   ⌄

Audio connection options   ⌄

Advanced options   ⌄

Webex Training
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Advanced webinar features

Expand the 'Advanced Options' section to enhance your webinar experience

Practice Session

Allows hosts and panelists to get together before the webinar to **chat** and make any **last minute adjustments** before it goes live. Hosts **get a separate email invite** to send to the panelists for the practice session.

Breakout Sessions

Make your next webinar more focused with **breakout sessions**. You can assign breakout session leaders and/or attendees to breakout sessions before the webinar starts to **be prepared ahead of time**.

Registration

Set up registration for your webinar to have a customizable landing page and registration form.
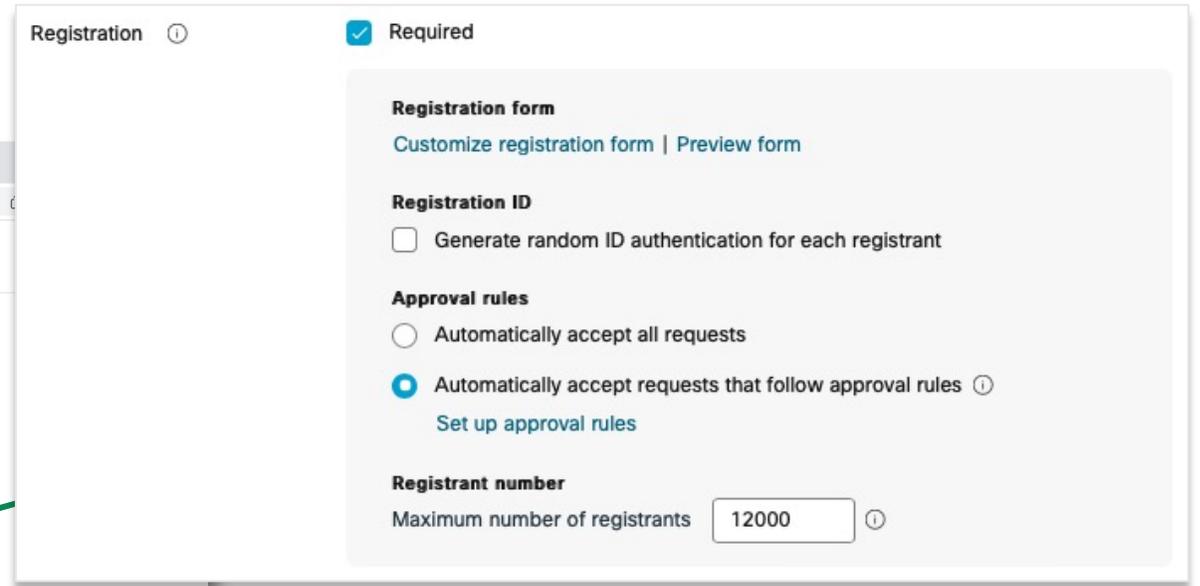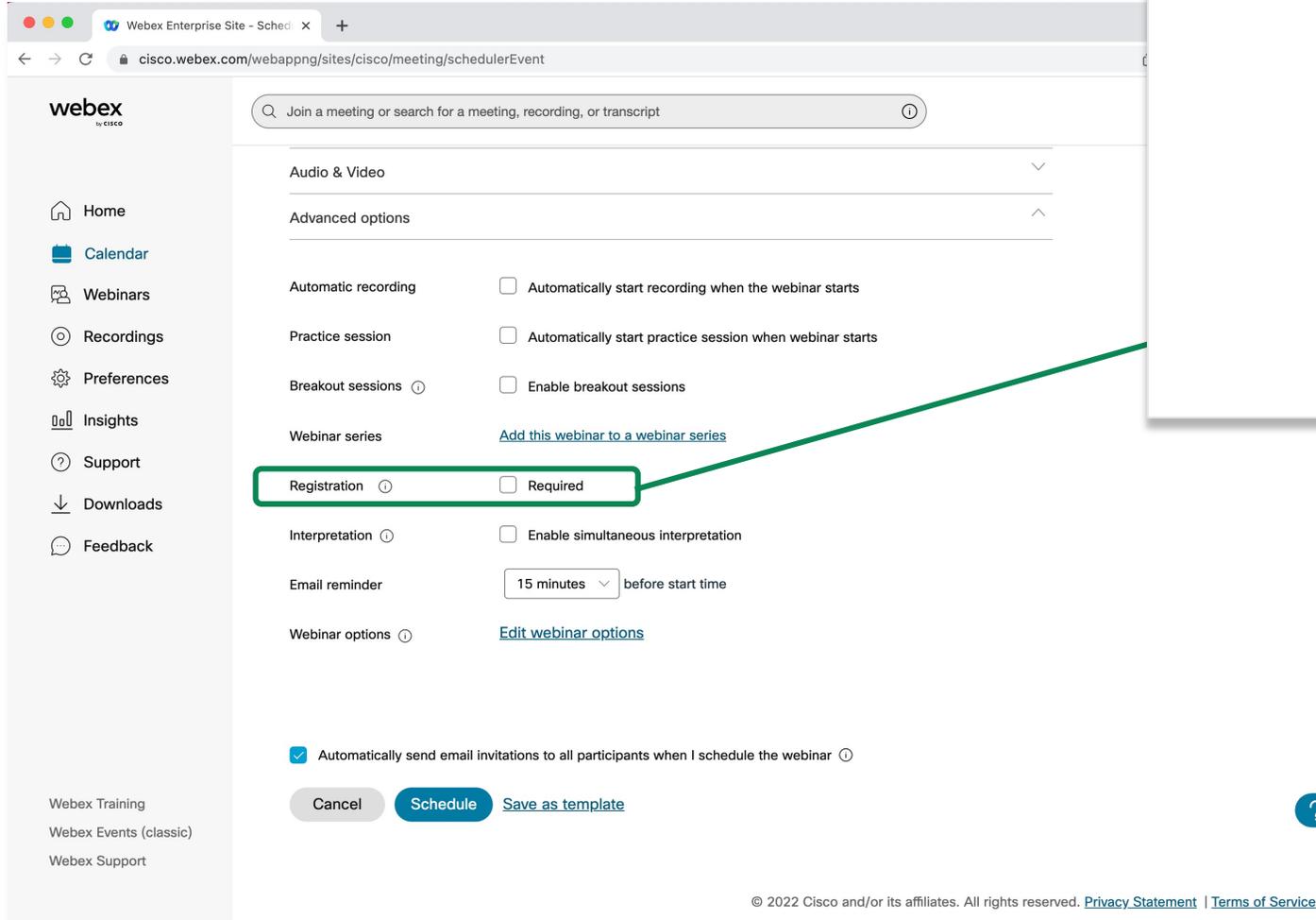
Click the **Schedule** button to schedule your webinar.

Then, we'll move on to customizing your landing page, email templates, and more.

1. The **Branding section** will only show up if registration is required.

2. By clicking Edit, you can **customize the theme**, **logo**, **agenda**, **speaker bio**, **and picture** of the registration page that attendees see.

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Email messages

Customize email template

2 email invitations has been sent.

Send emails

4. The **Email section** allows you to customize the template of the invite email sent to panelists and attendees.

5. By clicking the Customize email templates button, you can **change the content of your email**, **add your company logo**, **specify if you want the attendee to receive reminders** and if so at what time among other things.

Don't forget to **preview your email** before it gets sent!

Email preview

From: (messenger@webex.com)

Reply to: jamehsu@cisco.com

Subject: Going Zero Waste

Join our weekly webinar!

Going Zero Waste

Host: Jameson Hsu

Close
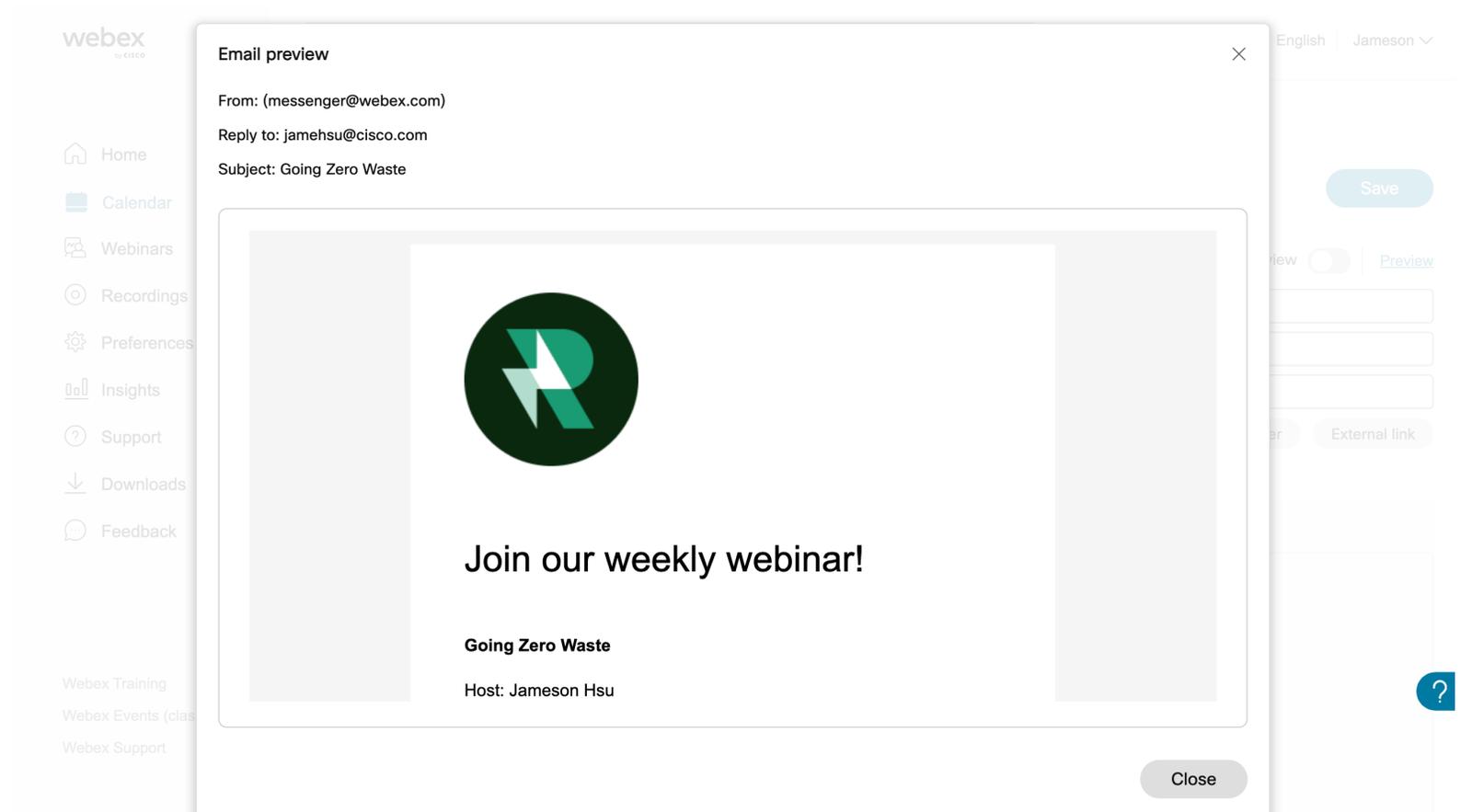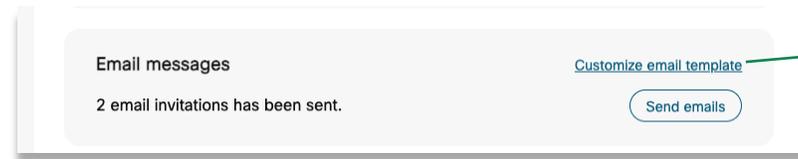
Enhance the webinar experience with engaging tools

Pre-webinar experience:

1. The host, cohosts, and panelists can practice before the webinar begins using the **practice session** feature.

2. During the practice session, any attendee who joins the webinar early will **see an image displayed on the screen**, **message**, and **hear music** that the host can customize during setup.

Host/Panelist view during practice session
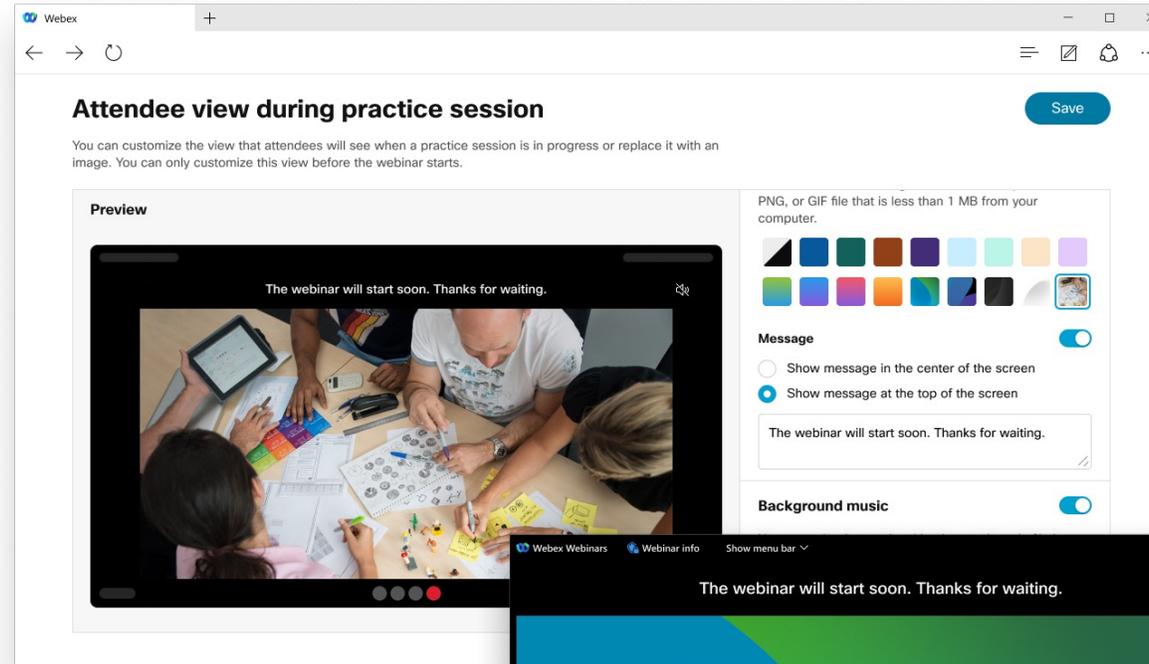
Attendee view during practice session

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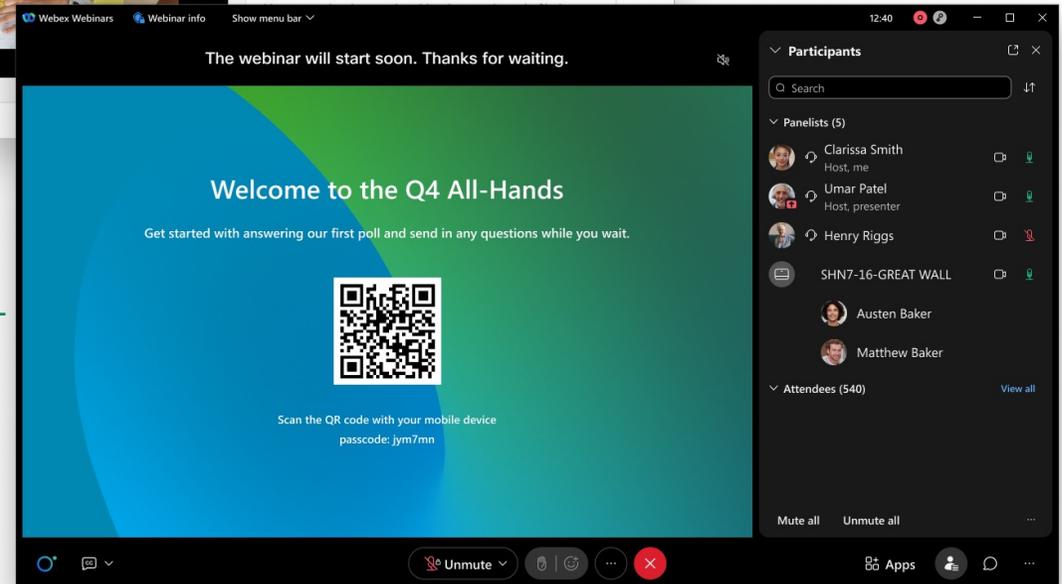
Everything is set up for success!

After a webinar is scheduled:

1. The **Join information** section contains the Registration link (if registration is required) and Join link for the webinar.

You can always return to the scheduling page to change any of your previous settings by **clicking the pencil icon next to the Start Webinar button.**

Pro Tip: Integrate Webex Webinars with **Salesforce** or **Eloqua** to manage leads and communications with ease.

Congratulations! Your webinar is scheduled and set up for success.

## Sync Stage with attendees

1. Customize the webinar stage view to place panelists front and center to minimize distractions for everyone.

2. Bring presenters onto the stage by simply **dragging and dropping their video**.
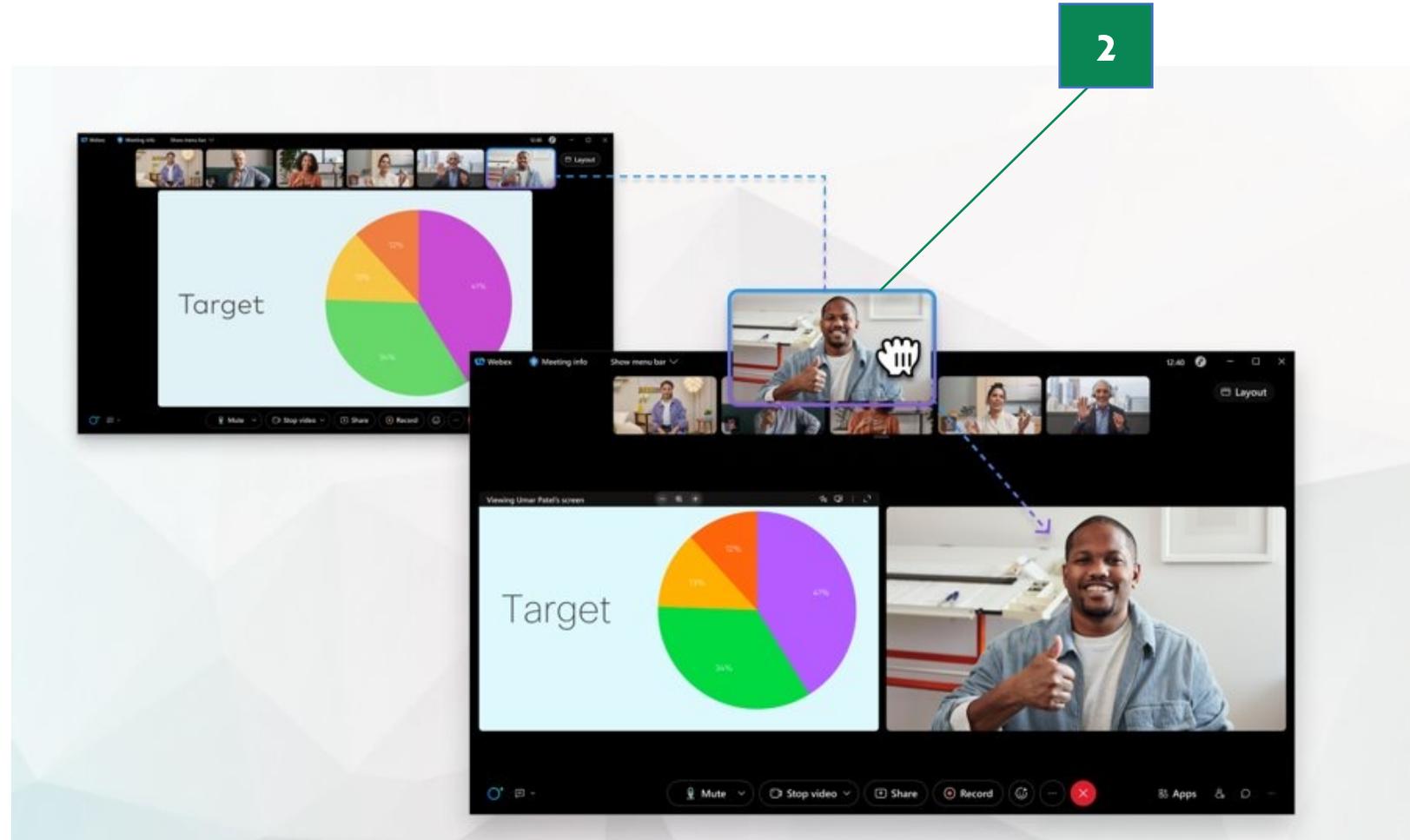
Immersive Share

1. Get closer to your audience so that they can see both you and the content you are presenting at the same time, on a single screen.

2. When you click on **Share** ➔ check **Show me in front of presentation**, you will see yourself in front of the content you have shared.


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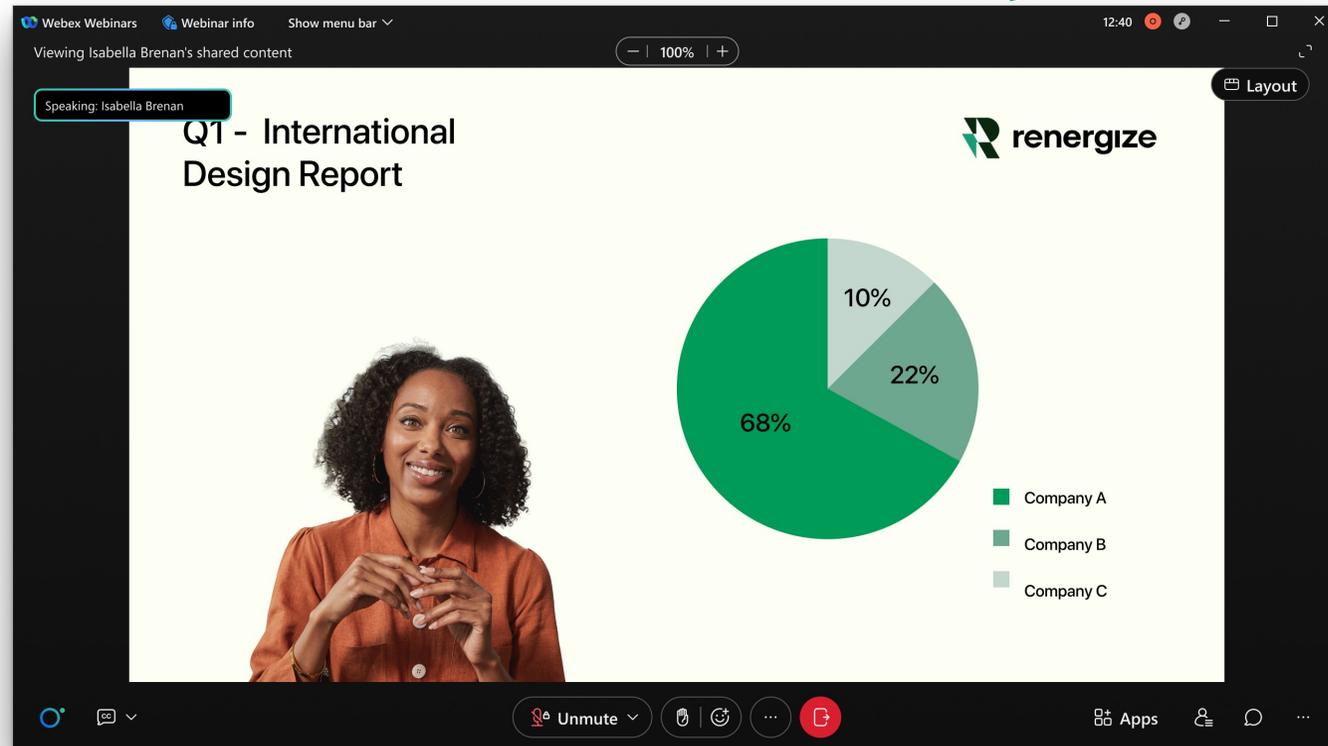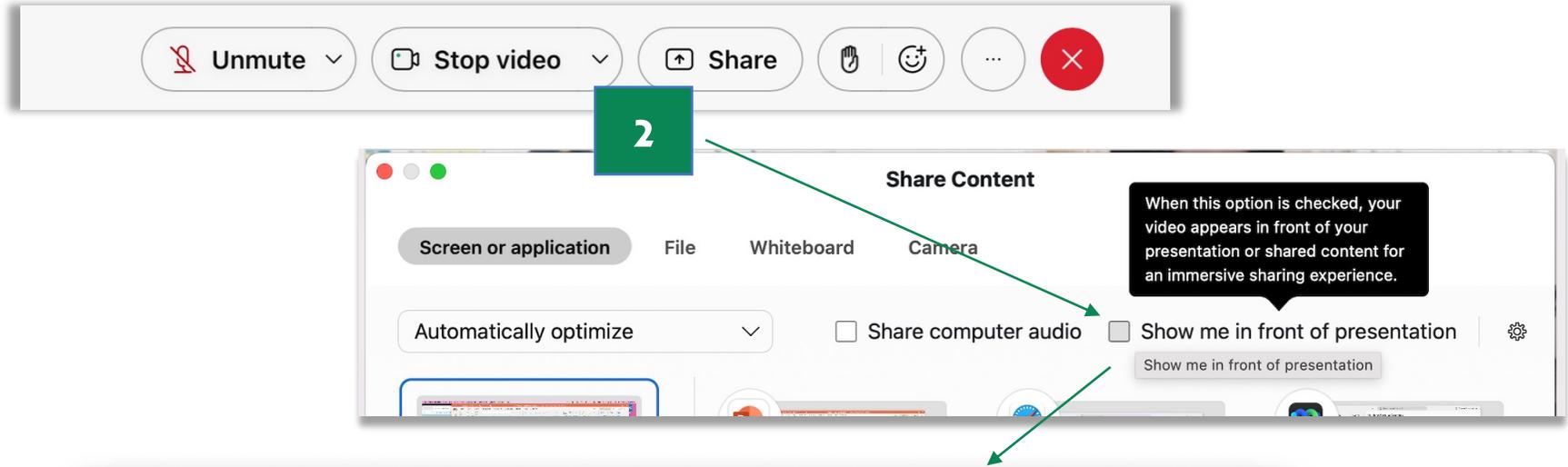
Breakout Sessions

1. Make your next webinar easier than ever to manage with **breakout sessions**.

2. You can click the **Breakout** icon in the control bar and assign people to each breakout room.

3. You can also do this before the webinar starts to **save time** and only **make minor adjustments during the session** if necessary.
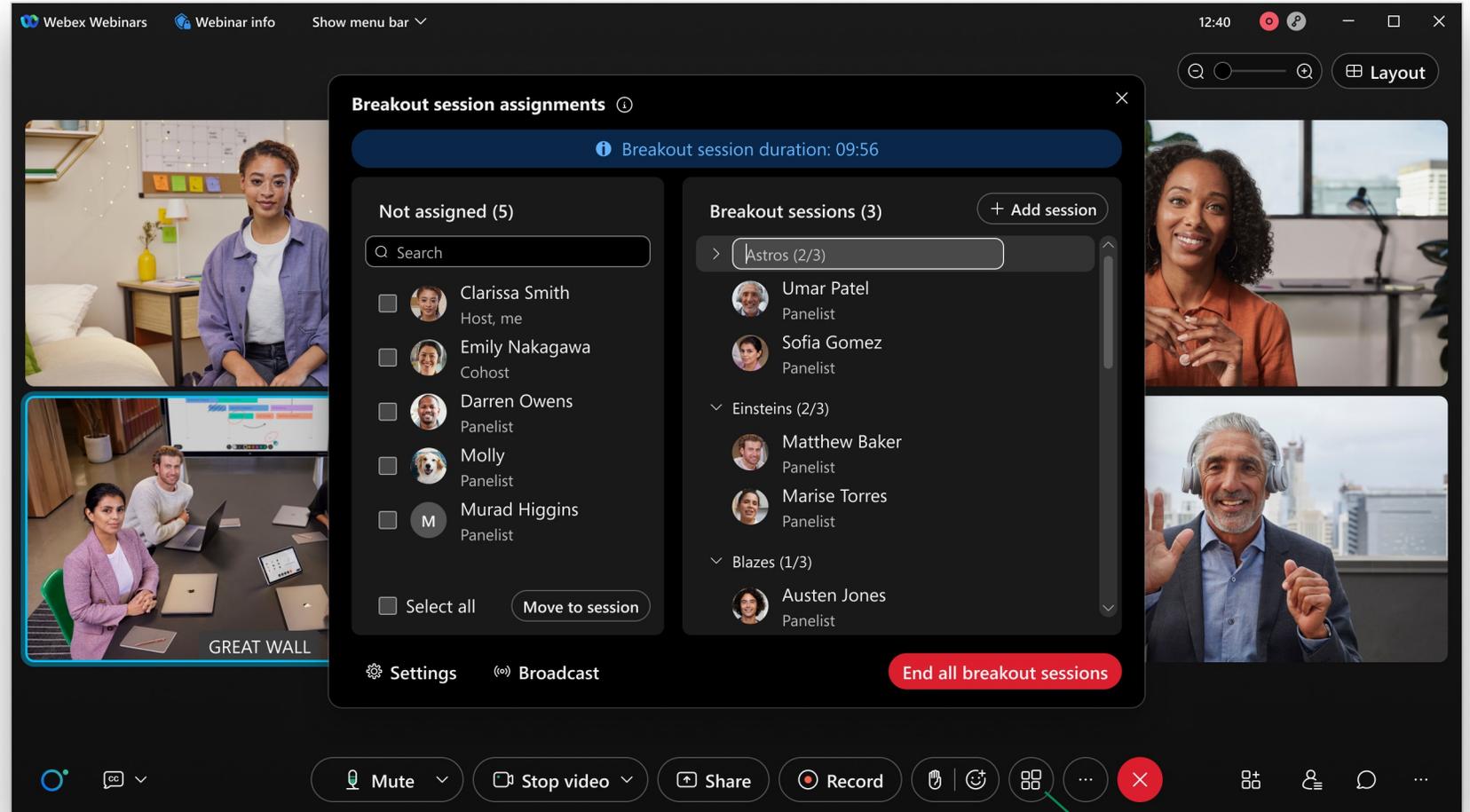
Attendee Engagement with Slido

1. Click the embedded **Apps** icon followed by **Slido** to start composing polling questions for your attendees

2. You can also set up your polls **before your webinar starts at Slido.com** and launch them when your webinar begins.

3. Manage **live Q&A** in the same session in the adjacent tab.

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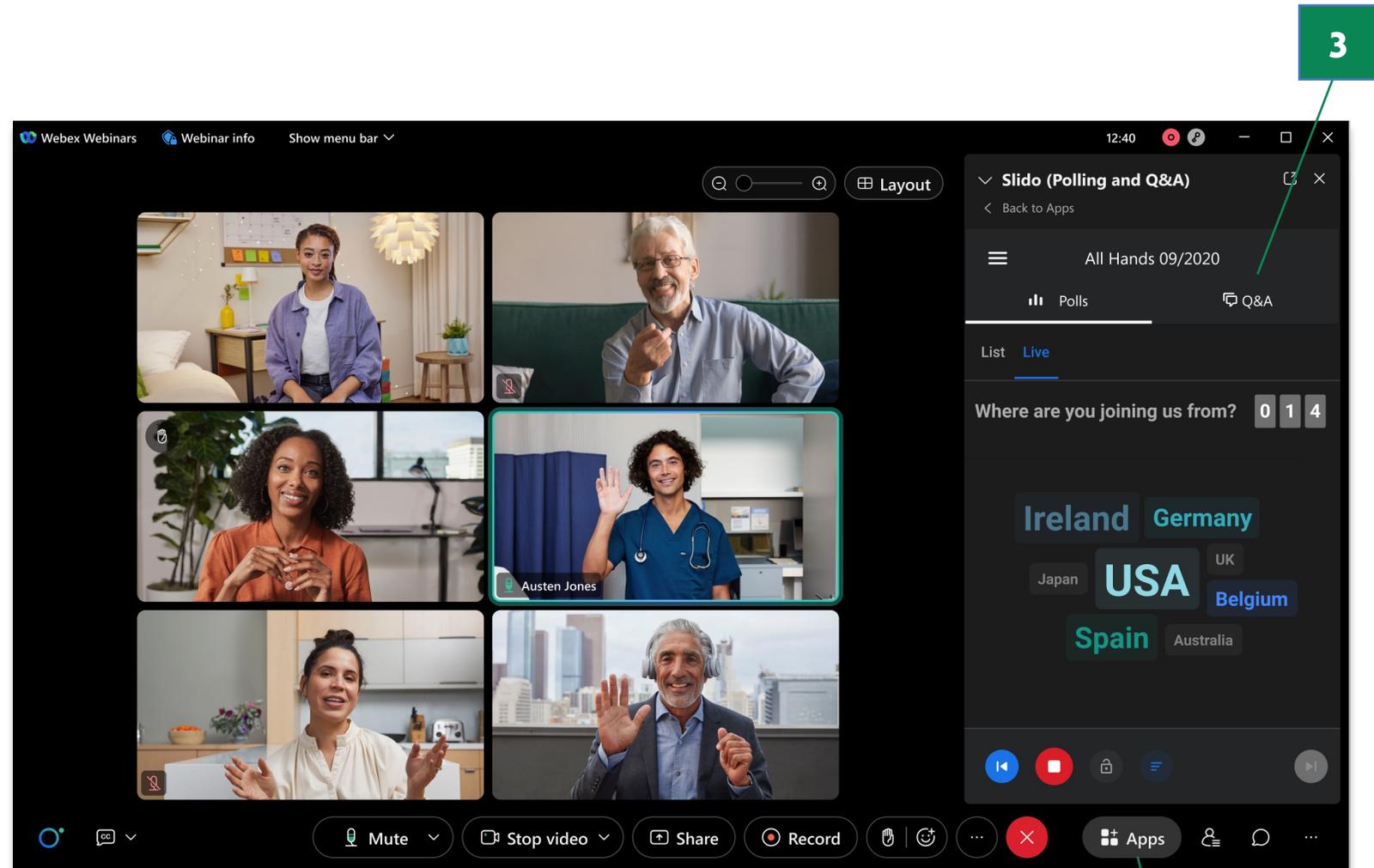
Closed captioning and translation

1. Click the 'cc' icon in the bottom left corner of the control bar to **turn on closed captions**.

2. *Translate from English and 11 other languages into more than 120 other languages in **real-time**. Click the arrow next to it to **choose a language for translation**.
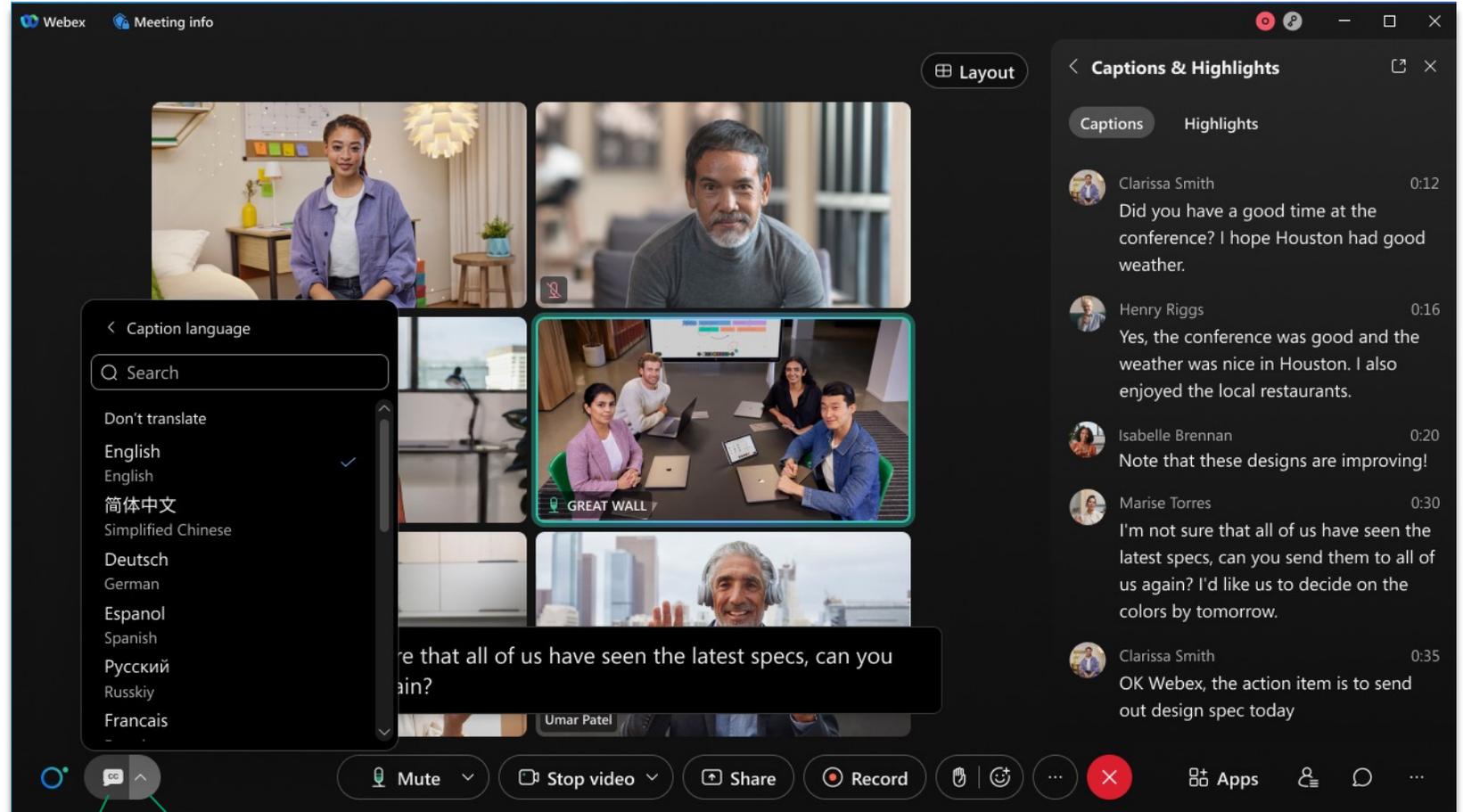
*Contact your administrator for access to real-time translation

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Connect with your attendees after the webinar ends

Post-Webinar Survey:

1. Hosts can create a post-webinar survey from the **webinar information page** during setup.

2. When the webinar ends, **attendees will see the survey in their main browser**. After responses are submitted, hosts can download responses from the completed webinar portal.

Post-webinar surveys **cannot** be created when **webcast view** is enabled.

Customizing the survey

Survey in browser

Get attendee metrics after the webinar ends

Download engagement reports:

1. Go to your Webex homepage and navigate to **Calendar → Completed**.

2. Select a webinar to view its **attendance report, registration report, Q/A report, chat report, polling report, and survey report**.

Plan your next webinar

Need help organizing and delivering your next event? Webex Production Services has a team of expert producers and schedulers to give you hands-on support.

Learn more

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