



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.

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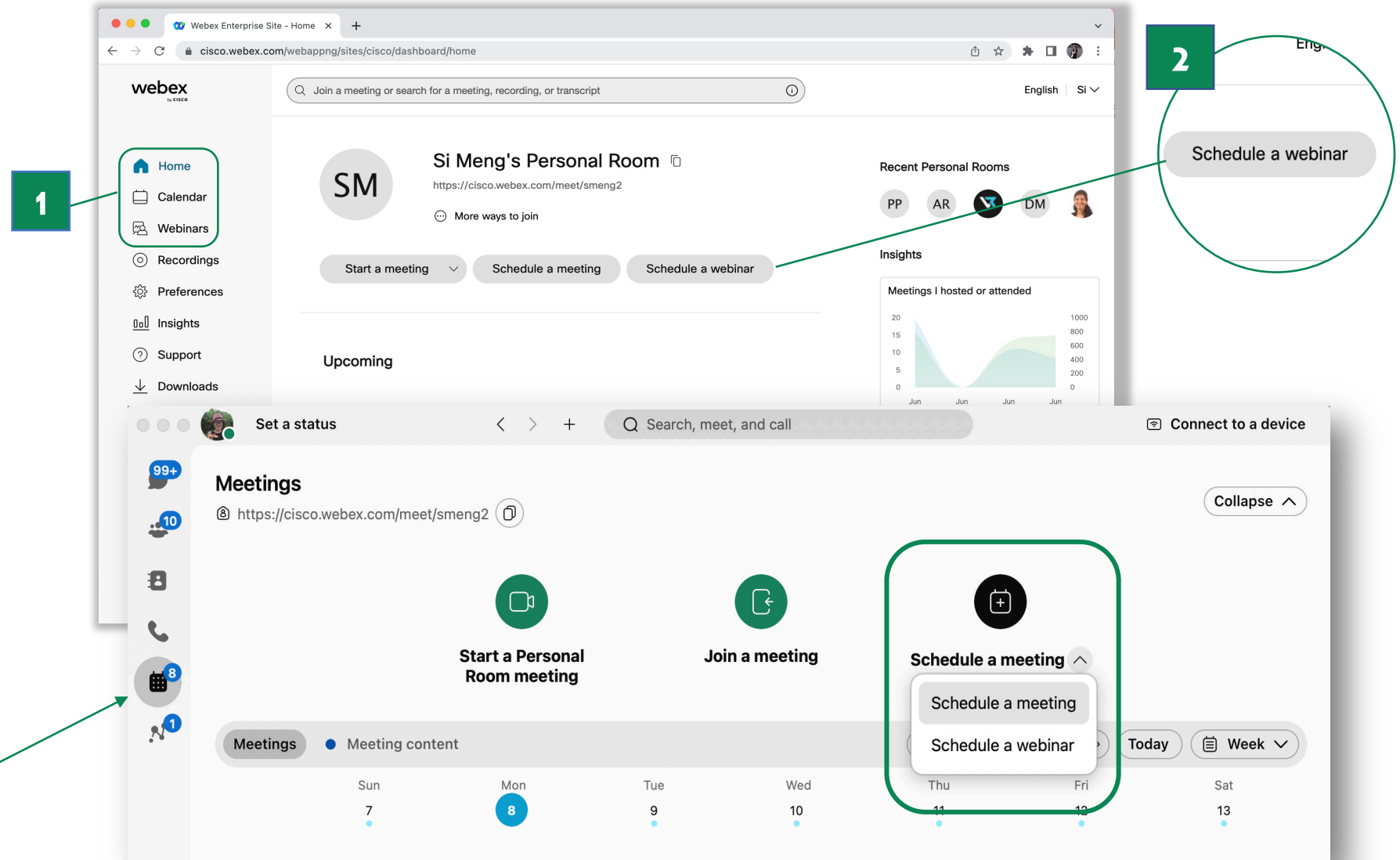
Communications and measurement

Follow up with your attendees and collect feedback and insights

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.

The screenshot shows the 'Schedule a webinar' form in the Webex interface. The 'Date and time' section is highlighted with a green box containing the number '1'. Below this section, there is a link for 'Time zone planner'. A green line connects this link to the 'Time zone planner' modal window on the right.



Time zone planner

Find the best time for participants in different time zones.

Saturday, Jul 9, 2022 6:15 am Duration: 1 hour

| UTC +05:30 | UTC -07:00 |
|-------------------------------------|----------------------------|
| Chennai, Kolkata, Mumbai, New Delhi | Pacific Time (US & Canada) |
| Saturday | 11:45 am |
| 1:15 am | 12:45 pm |
| 2:15 am | 1:45 pm |
| 3:15 am | 2:45 pm |
| 4:15 am | 3:45 pm |
| 5:15 am | 4:45 pm |
| 6:15 am | 5:45 pm |
| 7:15 am | 6:45 pm |
| 8:15 am | 7:45 pm |

+ Add a new time zone

Close

Apply time

Setting up a webinar in Webex Webinars

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**.

The screenshot shows the 'Schedule a webinar' page in the Webex interface. The page includes a sidebar with navigation options: Home, Calendar, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Schedule a webinar' and features a search bar, language settings (English | SI), and a 'Webinar templates' dropdown set to 'Webex Default'. The form fields include: 'Topic' (All hands - June), 'Webinar password' (PdVNFj472), 'Date and time' (Friday, Apr 29, 2022 5:20 pm, Duration: 1 hour, UTC-07:00 Pacific Time (US & Canada)), 'Maximum attendees' (0 - 3,000), 'Webcast view for attendees' (checkbox), 'Panelists' (Separate email addresses with a comma or semicolon), and 'Panelist password' (TYzYcSbv366). A 'Show advanced options' dropdown is also present. At the bottom, there is a checkbox for 'Automatically send email invitations to all participants when I schedule the webinar' and buttons for 'Cancel', 'Schedule', and 'Save as template'. Two green callout boxes with numbers '2' and '3' are overlaid on the 'Maximum attendees' dropdown and the 'Webcast view for attendees' checkbox, respectively, with lines pointing to them.

Setting up a webinar in Webex Webinars

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.

The screenshot displays the 'Schedule a webinar' interface in Webex. The 'Panelists' field is highlighted with a green box and a callout bubble containing a lightbulb icon and a plus sign icon. A green box with the number '5' points to the 'Panelists' field. The interface shows fields for Topic, Date and time, Maximum attendees, and Webinar Agenda. A list of panelists is shown below the 'Panelists' field, with the first entry 'Aanya Sanghavi' having a plus icon next to it. The plus icon is circled in green, and a callout bubble with a lightbulb icon points to it. The interface also includes a search bar, a language dropdown, and a sidebar with navigation options like Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback.

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.

The screenshot displays the Webex user interface for configuring webinar settings. On the left is a navigation sidebar with icons for Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Advanced options' and is currently expanded. It contains several settings:

- Automatic recording:** Automatically start recording when the webinar starts
- Practice session:** Automatically start practice session when webinar starts (This option is highlighted with a green border in the image)
- Breakout sessions:** Enable breakout sessions
- Webinar series:** [Add this webinar to a webinar series](#)
- Registration:** Required
- Interpretation:** Enable simultaneous interpretation
- Email reminder:** 15 minutes before start time
- Webinar options:** [Edit webinar options](#)

At the bottom of the settings area, there is a checked checkbox: Automatically send email invitations to all participants when I schedule the webinar. Below this are three buttons: 'Cancel', 'Schedule', and 'Save as template'. The footer of the interface includes the text: © 2022 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)

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**.

The screenshot shows the Webex interface for configuring a webinar. On the left is a navigation sidebar with options: Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. At the bottom of the sidebar are links for Webex Training, Webex Events (classic), and Webex Support. The main content area has a search bar at the top and a language selector (English | Aanya). Below the search bar are expandable sections: Security, Audio connection options, and Advanced options. The 'Advanced options' section is expanded, showing several settings: 'Automatic recording' (checkbox unchecked), 'Practice session' (checkbox unchecked), 'Breakout sessions' (checkbox checked, highlighted with a green box, with a link 'Create breakout sessions and preassign panelists'), 'Webinar series' (link 'Add this webinar to a webinar series'), 'Registration' (checkbox unchecked), 'Interpretation' (checkbox unchecked), 'Email reminder' (dropdown set to '15 minutes' before start time), and 'Webinar options' (link 'Edit webinar options'). At the bottom of the settings area is a checkbox 'Automatically send email invitations to all participants when I schedule the webinar' which is checked. At the very bottom are three buttons: 'Cancel', 'Schedule', and 'Save as template'.

Registration

Set up registration for your webinar to have a customizable landing page and registration form.

The screenshot shows the Webex scheduler interface. On the left is a navigation sidebar with options: Home, Calendar, Webinars, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Join a meeting or search for a meeting, recording, or transcript'. Below this are sections for 'Audio & Video', 'Advanced options', and 'Webinar series'. The 'Registration' section is highlighted with a green box and contains a 'Required' checkbox. Other options include 'Automatic recording', 'Practice session', 'Breakout sessions', 'Interpretation', 'Email reminder', and 'Webinar options'. At the bottom, there are buttons for 'Cancel', 'Schedule', and 'Save as template', along with a help icon. A copyright notice at the bottom reads: '© 2022 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service'.

This panel shows the configuration for the 'Registration' feature. It is currently checked as 'Required'. The 'Registration form' section includes a link to 'Customize registration form | Preview form'. The 'Registration ID' section has an unchecked checkbox for 'Generate random ID authentication for each registrant'. The 'Approval rules' section has two radio button options: 'Automatically accept all requests' (unselected) and 'Automatically accept requests that follow approval rules' (selected), with a link to 'Set up approval rules'. The 'Registrant number' section shows a text input field for 'Maximum number of registrants' with the value '12000' and a help icon.

Click the **Schedule** button to schedule your webinar.

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

Customizing your branded landing page

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.

Webex Enterprise Site - Webin... x +

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

Home
Calendar
Webinars
Recordings
Preferences
Insights
Support
Downloads
Feedback

Back to List

All hands - June Webinar

SI Meng | 3:40 PM - 4:40 PM | Sunday, Jul 10 2022 (UTC-07:00) Pacific Time (US & Canada)

Webinar information

| Panelist | Attendee | Host |
|---|----------|------|
| Join information | | |
| Register link: https://cisco.webex.com/cisco/j.php?RGID=r07a36b2008e4800010ada3e8aa5bf7fe | | |
| Join link: https://cisco.webex.com/cisco/j.php?MTID=mae1a24f1de5d7c307e7714dee2fa4d79 | | |
| Webinar number: 2577 461 6323 | | |
| Webinar password: VRq4MhV5n25 (87746485 from phones) | | |
| Panelist password: bRfSygP3p99 (27379473 from phones and video systems) | | |

Participants

Panelists (0)

Enter email address to add panelist

After you invite panelists, you'll see them listed here.

Attendees

Branding [Edit](#)

Attendees [Edit](#)

Webex Training
Webex Events (classic)
Webex Support

Branding

Register page

Save

renergize

Circular Economy

Wednesday, May 23, 2022 7:25 PM-8:25 PM
Pacific Time - San Francisco (GMT-07:00)

Host
Christina Lei

Webinar speakers

| | | |
|--------------------------|--|--|
| Tyler Jackson CEO | Jeff Smith EVP and Chief People Officer | Isabelle Brennan SVP/GM Product |
|--------------------------|--|--|

Register for event

If you want to join this event, you'll need to register for it. After your registration is approved, you'll receive an email message with information on how to join.

[Register](#)

Layout **Content**

Show Host

Show Panelist

Tyler Jackson
CEO

Jeff Smith
EVP and Chief People ...

Isabelle Brennan
SVP/GM Product

[Add panelist](#)

Show Agenda

[Edit agenda](#)

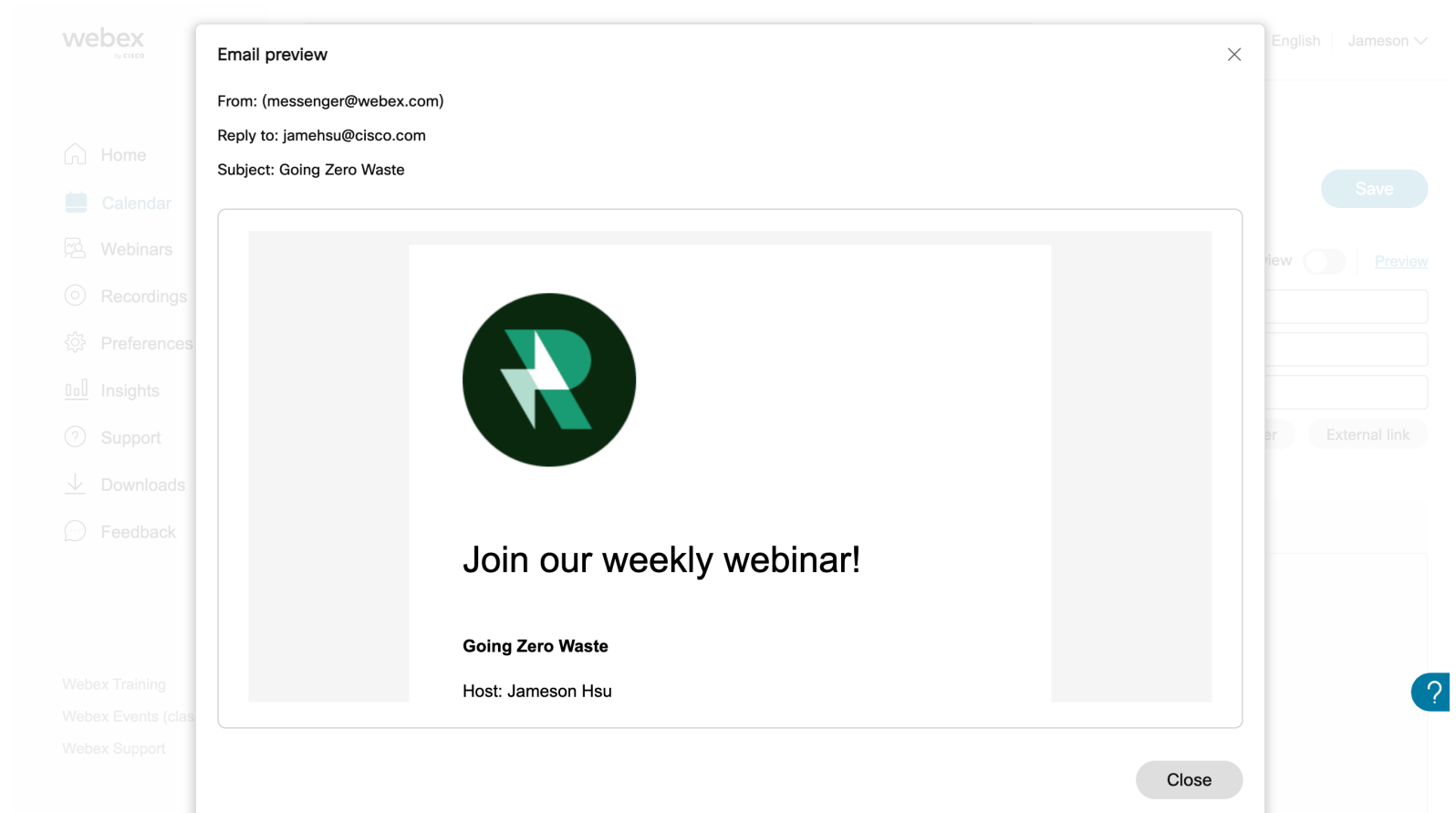
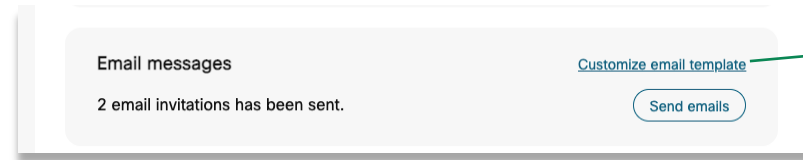
Customizing your email templates

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!

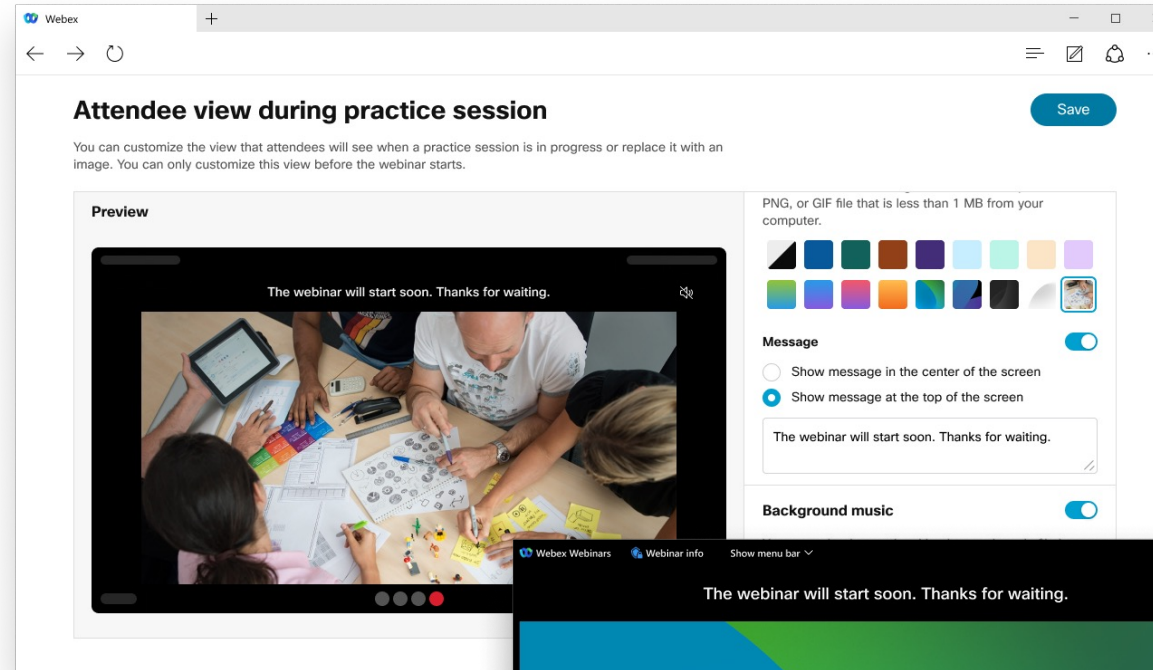


Enhance the webinar experience with engaging tools

Host/Panelist view during practice session

Pre-webinar experience:

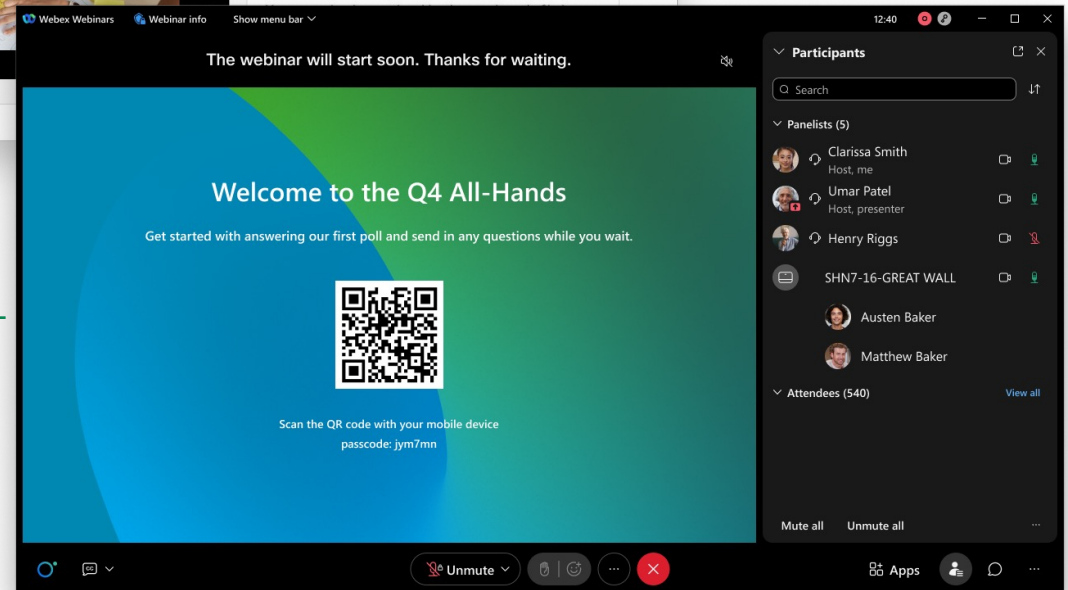
1. The host, cohosts, and panelists can practice before the webinar begins using the **practice session** feature.
2. During the practice session, any attendee who joins the webinar early will **see an image displayed on the screen, message, and hear music** that the host can customize during setup.



Attendee view during practice session

Attendee view during practice session [Edit](#)
Customize what attendees will see and hear when a practice session is in progress.

2



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**.

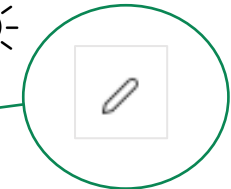
Pro Tip: Integrate Webex Webinars with **Salesforce** or **Eloqua** to manage leads and communications with ease.

1

The screenshot shows the Webex interface for a webinar titled "All hands - June". The "Join Information" section is highlighted with a green box and a "1" in a green square. The "Join Information" section contains the following details:

- Register link: <https://cisco.webex.com/cisco/j.php?RGID=r07a36b2008e4800010ada3e8aa5bf7fe>
- Join link: <https://cisco.webex.com/cisco/j.php?MTID=mae1a241de5d7c307e7714dee2fa4d79>
- Webinar number: 2577 461 6323
- Webinar password: VRq4MhV5n25 (87746485 from phones)
- Panelist password: bRtSyp3p99 (27379473 from phones and video systems)

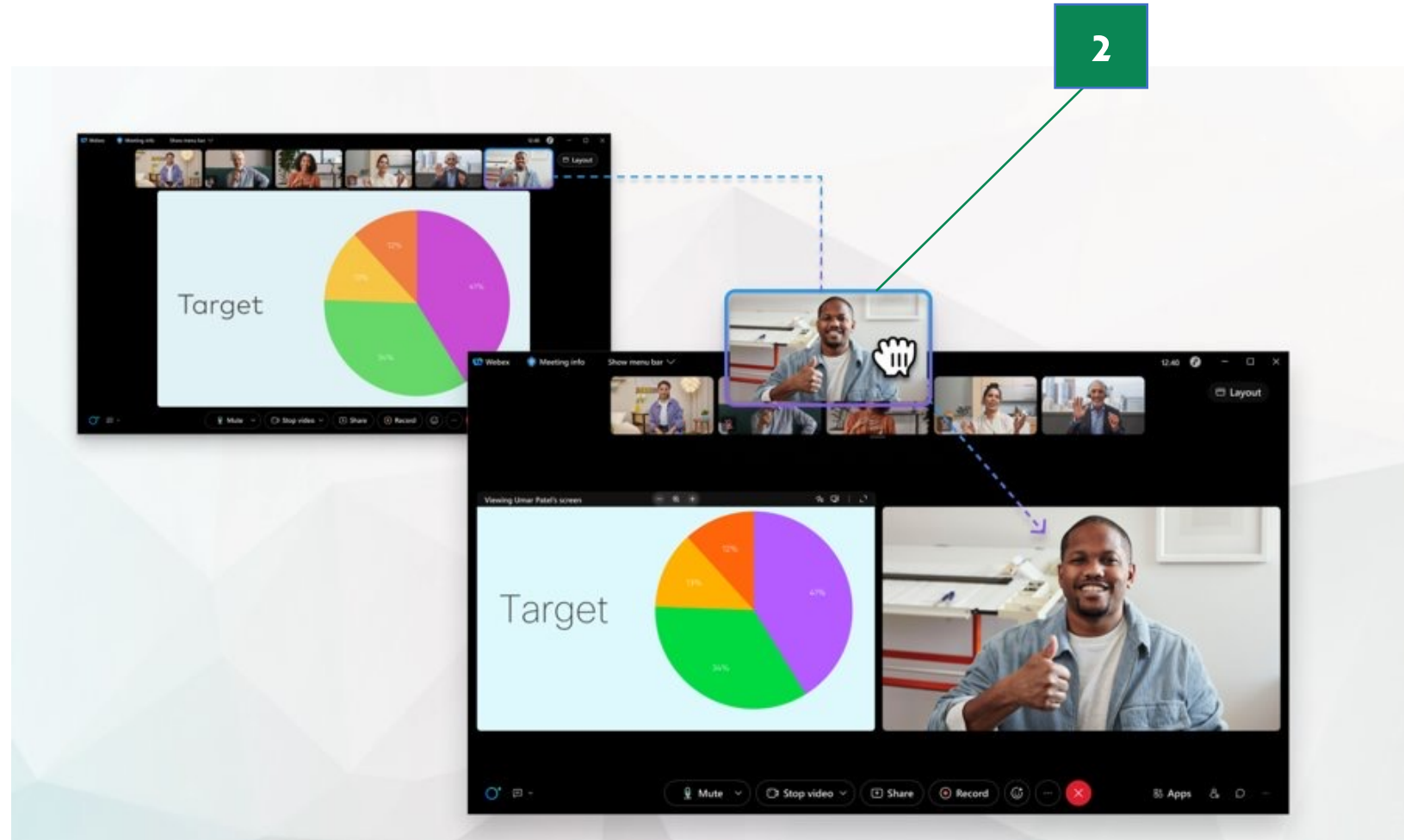
The "Start Webinar" button is circled in green, with a callout box containing a pencil icon. The "Participants" section shows 0 panelists and 0 attendees. The "Registration" section shows 0 accepted, 0 pending, and 0 rejected attendees. The "Email messages" section shows 2 email invitations have been sent. The "Attendee view during practice session" section shows an upload area for an image. The "Webinar materials" section shows no files uploaded yet. The "Landing page after webinar" section shows a landing page will be shown to all attendees when the webinar ends.



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

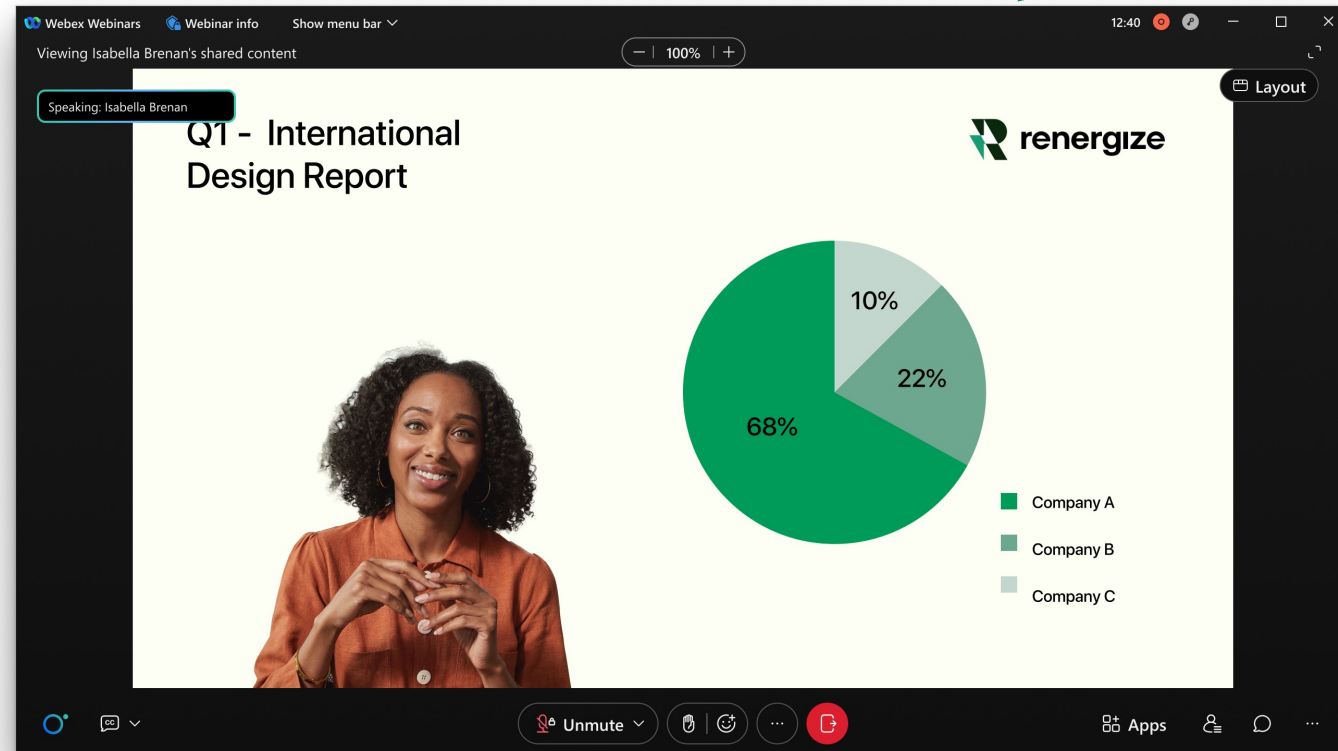
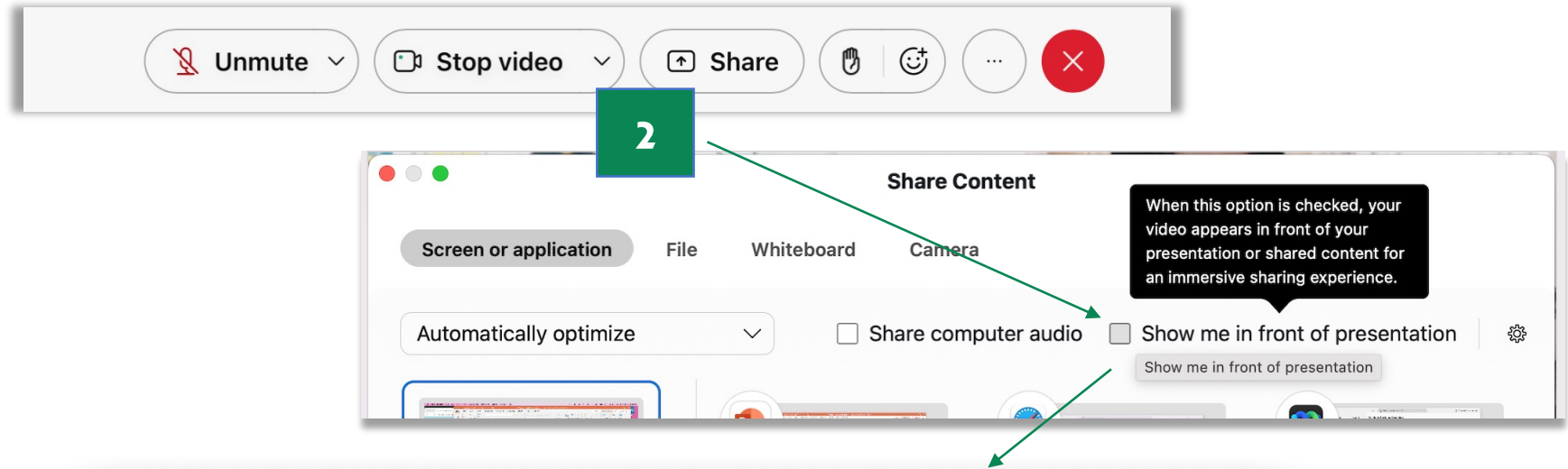
Sync Stage with attendees

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**.



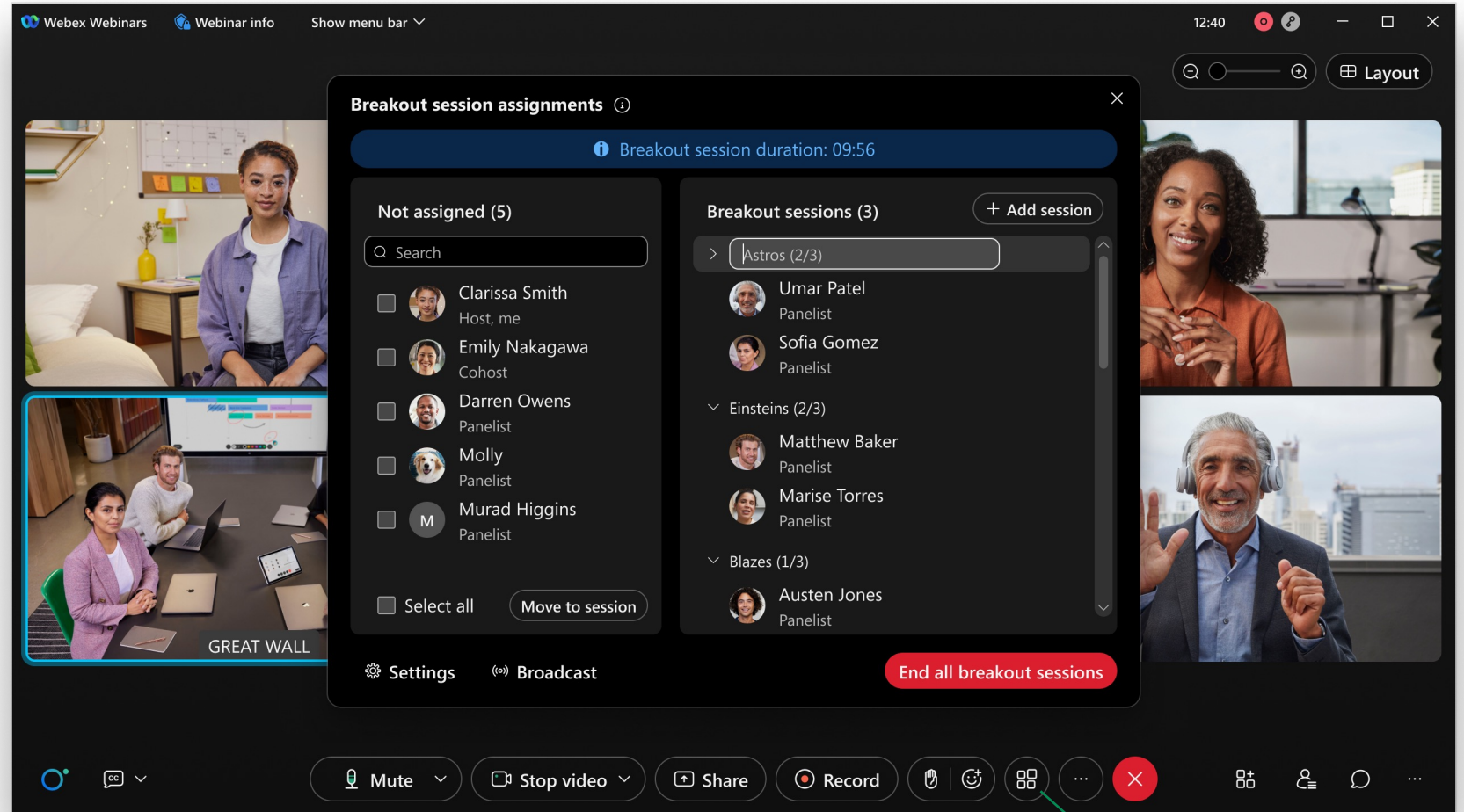
Immersive Share

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.



Breakout Sessions

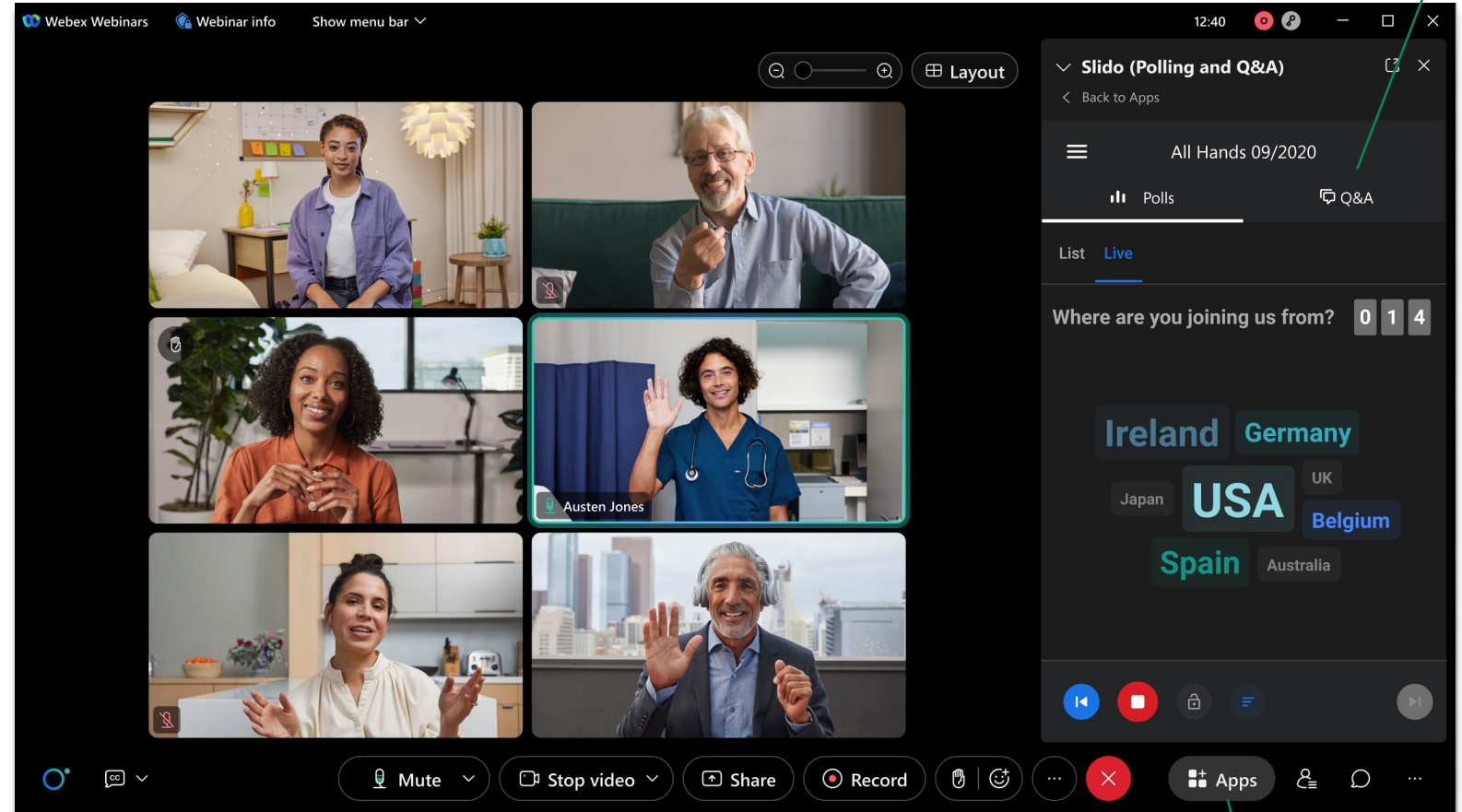
1. Make your next webinar easier than ever to manage with **breakout sessions**.
2. You can click the **Breakout** icon in the control bar and assign people to each breakout room.
3. You can also do this before the webinar starts to **save time** and only **make minor adjustments during the session** if necessary.



2

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.

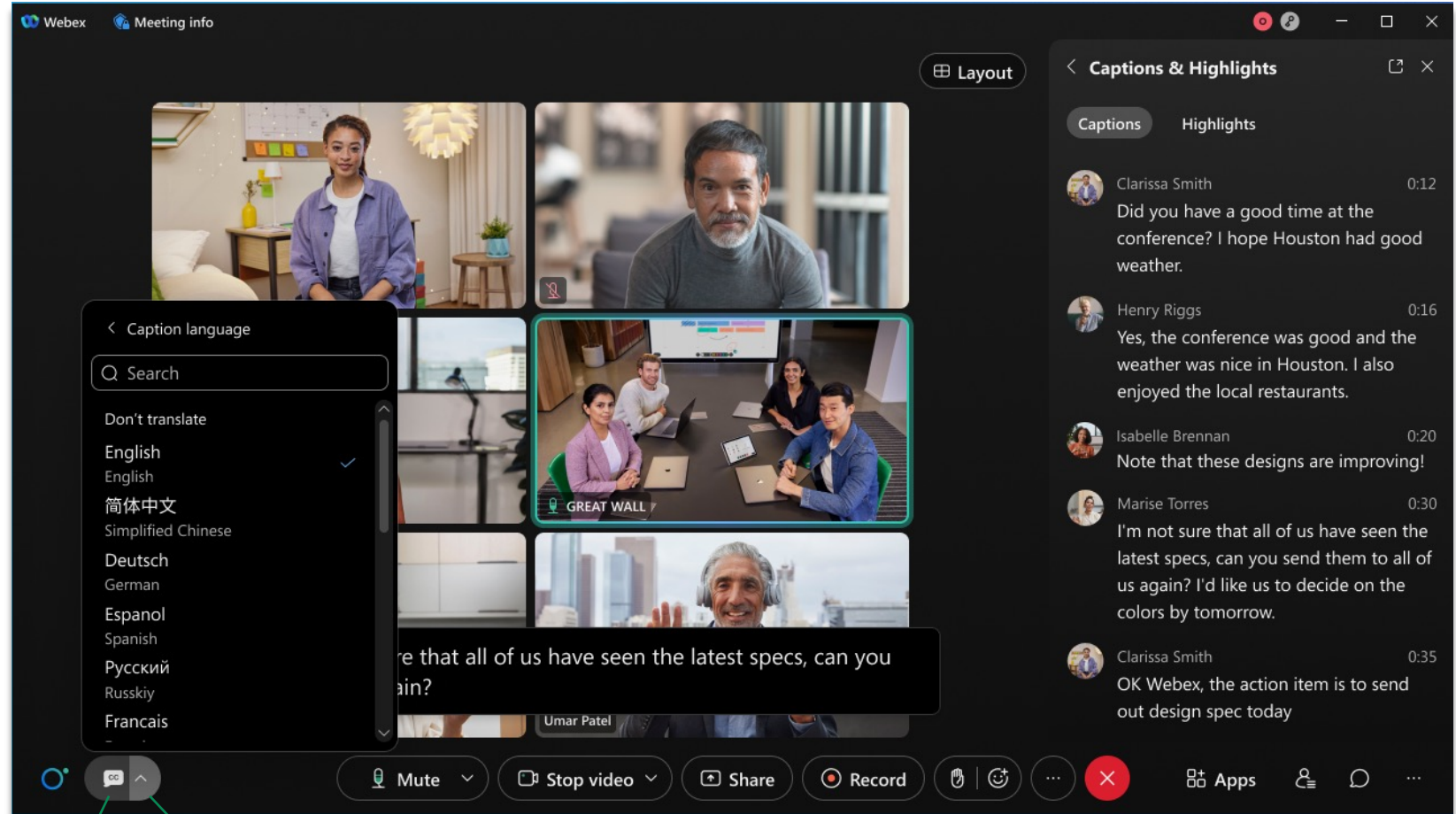


3

1

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**.



1

2

*Contact your administrator for access to real-time translation

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.

Marketing Q4 All Hands

Thanks for attending the Marketing Q4 All hands. Please provide your feedback about the session by answering a few questions.

Please complete this survey for the webinar. An asterisk (*) indicates required information.

1. Rate your overall satisfaction with the webinar.

Dissatisfied 1 2 3 4 5 Satisfied

2. What did you like best about the webinar?

3. What did you like least about the webinar?

Customizing the survey

Marketing Q4 All Hands survey

Thanks for attending the Marketing Q4 All hands. Please provide your feedback about the session by answering a few questions.

Please complete this survey for the webinar. An asterisk (*) indicates required information.

1. Rate your overall satisfaction with the webinar.

Dissatisfied 1 2 3 4 5 Satisfied

2. What did you like best about the webinar?

3. What did you like least about the webinar?

4. Rate the structure of the webinar.

Poor Excellent

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**.

The image shows two screenshots of the Webex interface. The top screenshot shows the 'Calendar' page with a sidebar on the left containing 'Home', 'Calendar', 'Webinars', 'Recordings', 'Preferences', 'Insights', 'Support', 'Downloads', and 'Feedback'. A green box labeled '1' highlights the 'Calendar' link in the sidebar and the 'Completed' tab in the main content area. The main content area shows a list of webinars with columns for time, date, and title. The bottom screenshot shows the 'Webinar content' page for a webinar titled 'Dzone survey'. A green box labeled '2' highlights the 'Activity' tab in the 'Webinar content' section. Below the tabs, there is a table with columns for 'File name' and 'Export report'. The first row shows '%webinar name%-Webex Survey.csv' with a red box labeled '1' highlighting the 'Download report' link.

| File name | Export report |
|---------------------------------|---------------------------------|
| %webinar name%-Webex Survey.csv | Download report |
| %webinar name%-Q&A.csv | Download report |
| %webinar name%-Chat.csv | Download report |
| %webinar name%-Polling.csv | Download report |
| %webinar name%-Notes.csv | Download 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.

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