Create Webinar

1) Go to https://essex-university.zoom.us/
2) Click Sign in and log in with your Essex login details.

3) Select ‘My Webinars’.
4) Select ‘Schedule a Webinar’
5) Fill out Webinar Details.

Please note that only the host can start the webinar. By default this will be the person who created the webinar. If someone else is starting the webinar on the day, please enter them as an alternative host in the ‘Advanced Options’ drop down box.

- **Topic**: Choose a topic/name for your webinar.
- **Description**: Enter an optional webinar description-- this will be displayed on your registration page.
- **Use a Template**: If you have created webinar templates, you can choose one of them to apply to this new webinar.
- **When**: Select a date and time for your webinar.
- **Duration**: Choose the approximate duration of the webinar. Note that this is only for scheduling purposes. The webinar will not end after this length of time.
- **Time Zone**: By default, Zoom will use the time zone that you sent in your Profile. Click on the drop down to select a different time zone.
- **Recurring webinar**: Check if you would like a recurring webinar i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
- **Recurrence**: Select how often you need the webinar to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option. It is not possible to schedule a registration webinar with No Fixed Time.
  - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
- **Registration**: Check this to require registration.
  - If registration is required and the webinar is reoccurring, specify one of the following options:
    - **Attendees register once and can attend any of the occurrences**: Registrants can attend all of the occurrences. All dates and times of the webinar will be listed and the registrant will be registered for all occurrences.
    - **Attendees need to register for each occurrence to attend**: Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.
    - **Attendees register once and can choose one or more occurrences to attend**: Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.
- **Host Video**: Choose if you would like the host video on or off when joining the webinar. Even if you choose off, the host will have the option to start their video.
- **Panelist Video**: Choose if you would like the participants' videos on or off when joining the webinar. If you choose off, panelists will not be able to turn their video on unless you change this setting in the webinar.
- **Require Webinar Password**: You can select and input your webinar password here. Joining participants will be required to input this before joining your webinar if joining the webinar manually. It will be included in the registration confirmation email and if they join by clicking the link in this email, they will not need to enter the password.

- **Q&A**: Check this if you would like to use a question and answer panel in your webinar.

- **Enable Practice Session**: Check this to start the webinar in practice session instead of a live broadcast.

- **Only signed-in users can join this webinar**: Check this option if you want users to be required to be signed-in to a Zoom account before joining your webinar.

- **Make the webinar on-demand**: This will automatically record the webinar in the cloud and share a link with all registrants.

- **Record the webinar automatically**: Check this option to record the webinar automatically. Choose if you want to record it locally (requires the host to join via a desktop computer) or the Zoom cloud.

- **Advanced Options**: Click the arrow to view additional webinar options.

- **Schedule For**: If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down. They will also need to have a Pro license and a webinar license.

- **Alternative Hosts**: Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence.

6) Select ‘Schedule’

**Share Webinar**

Scroll down to invitation tab to copy or email the invite link, to forward on in an email

![Invitation options](image)

**Start Webinar**

To start the webinar you can either press start Webinar from the web at
https://essex-university.zoom.us, select ‘My Webinar’ tab and click ‘Start’.

To start a webinar through the desktop application.

Sign in with SSO

Make sure the domain ‘essex-university’

This will open the feds webpage to enter your details.
After signing in you will see the following panel.