



# How do I schedule a webinar in MS Teams?

**Microsoft Teams Webinars** is a feature available in Microsoft Teams that allows you to

- schedule your webinar
- register attendees
- run an interactive presentation
- analyze attendee data for effective follow-up

Teams Webinars are different from Teams Meetings. Webinars are structured meetings where presenters and participants have clear roles. A key difference between Webinars and Meetings is that webinars support registration and provide attendee engagement data.

This guide outlines step-by-step instructions for scheduling a Webinar in Microsoft Teams.

## Overview of MS Teams Webinars

You can use Teams Webinars to host online presentations. Webinars are useful for conference keynotes or meetings where a few presenters are talking to a large audience where presenters and participants have clear roles:

- **One or multiple presenters** can share content, videos, and audio.
- **Participants** can view the content and optionally engage with the presenters. Audiences engage through reactions, posting in the chat, or answering poll questions. Attendees can't share their own audio, video, or content, unless allowed by host

### Features of Teams Webinars include:

- Custom registration pages
- Attendee emails
- Rich presentation options
- Host controls, such as the ability to disable attendee chat and video
- Post-event reporting to understand participation and to follow up with attendees

Anyone at the University of Toronto with access to Teams can schedule a Teams webinar using their Teams calendar.

Webinars can support up to 1,000 attendees.

## Jump to

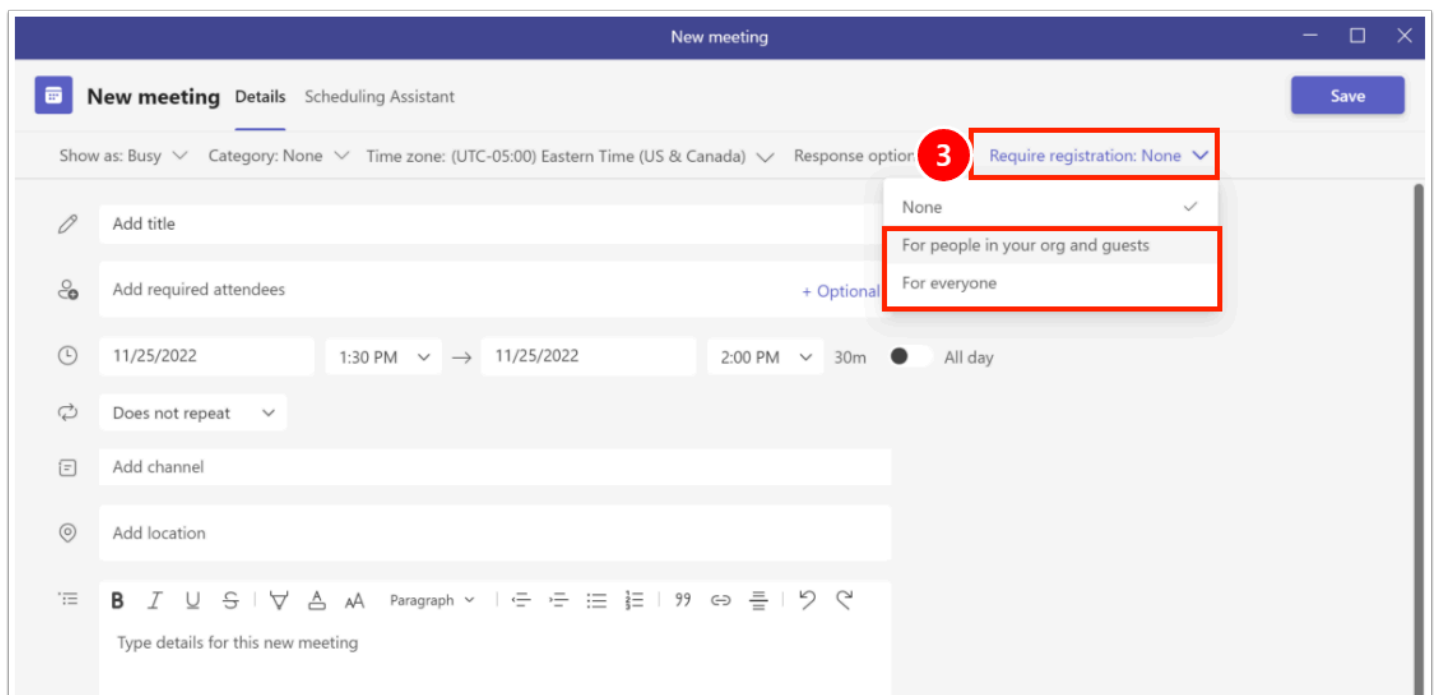
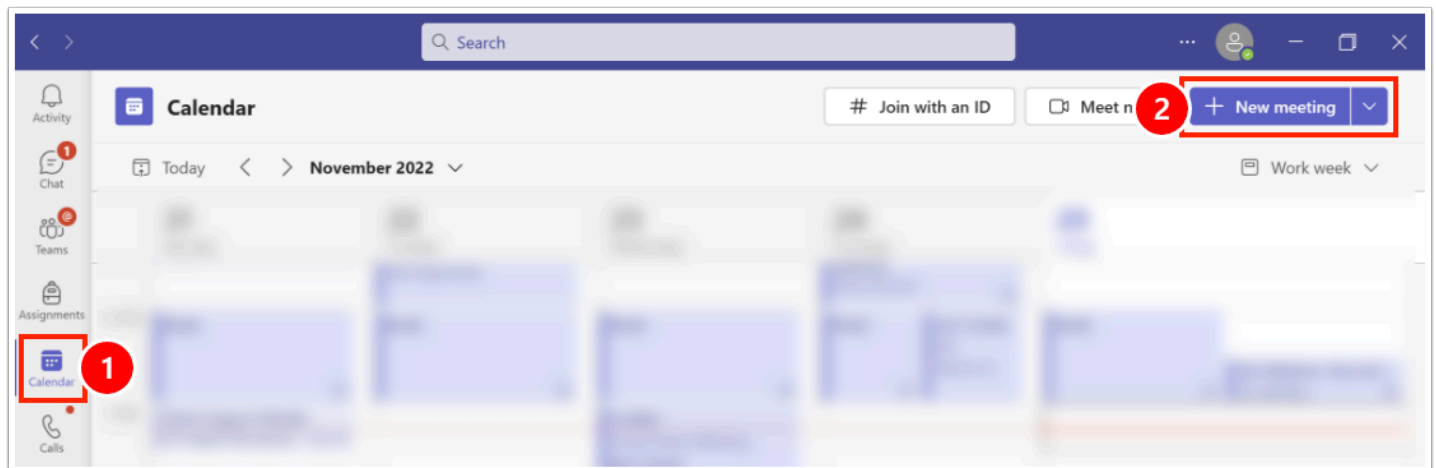
1. [Schedule the webinar](#)
2. [Share the registration link and event details with potential attendees](#)



3. [Choose your webinar settings](#)
4. [Download the registration report](#)

## 1. Schedule the webinar

### 1.1. Create the webinar in Teams Calendar



1. Open Teams Calendar
2. Select New Meeting
3. In the new meeting select the **Require registration** option and choose **For people in your org and guests** or **For everyone**



- i** If you select '[For everyone](#)', all users, including anonymous users, can register for and attend the webinar. If you select '[For people in your org and guests](#)', only users with UofT-issued email addresses can register for the webinar.

## 1.2. Add the webinar details

The screenshot shows the 'New webinar' interface in MS Teams. The 'Details' tab is selected. The form includes the following elements:

- 1** Add title
- 2** Add required presenters
- 3** 11/25/2022 1:30 PM → 11/25/2022 2:00 PM 30m
- 4** Add location

The form also includes a 'Send' button and a 'View registration form' link.

1. Add the title
2. Add presenters (optional, if more than one presenter will be hosting the webinar)
3. Select the date and time
4. Add a description



## 1.3. Prepare registration form for attendees

New webinar

Details

Show as: Busy Category: None Time zone: (UTC-05:00) Eastern Time (US & Canada) Response options Require registration: For people in your org and guests

Want your attendees to register for this webinar?  
Send them the link to the registration form. You can customize the form first to best suit your meeting.

[View registration form](#)

Add title

### 1.3.1. Create a registration form

You can create a registration form for prospective attendee to fill out before receiving the webinar join information.

1. Select 'View registration form'. This is the form you will send out to potential attendees.

Microsoft Teams

Save Copy registration link View in browser

Upload an image

**Event details**

Add a title

11/25/2022 1:30 PM → 11/25/2022 2:00 PM

Time zone: (UTC-05:00) Eastern Time (US & Canada)

Microsoft Teams meeting

Add a description

**Register for this event**

This is the form your attendees will fill out when they sign up.

First name \*

Last name \*

Email \*

+ Add field

**Speakers**

+ Add speaker

### 1.3.2. Complete and save the registration form details

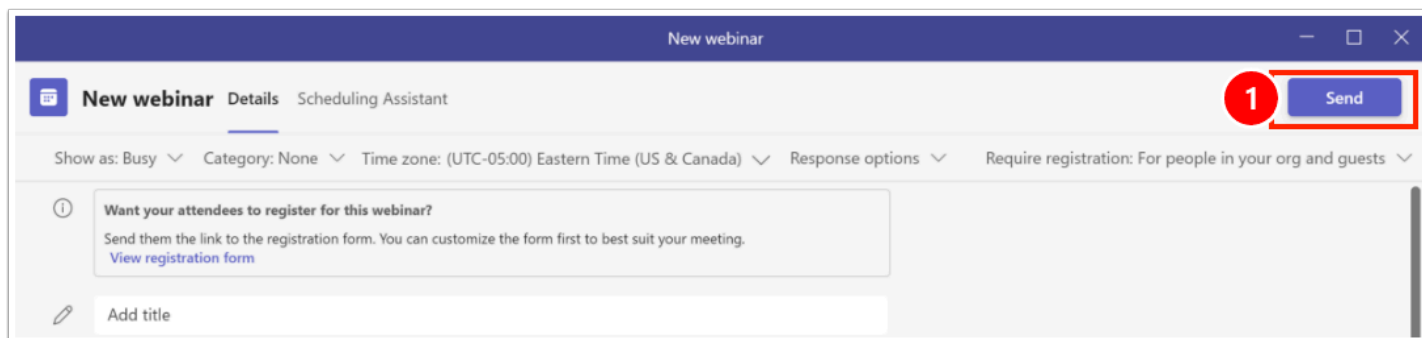
Complete the following details on the registration form

1. Fill in the **Event details** section



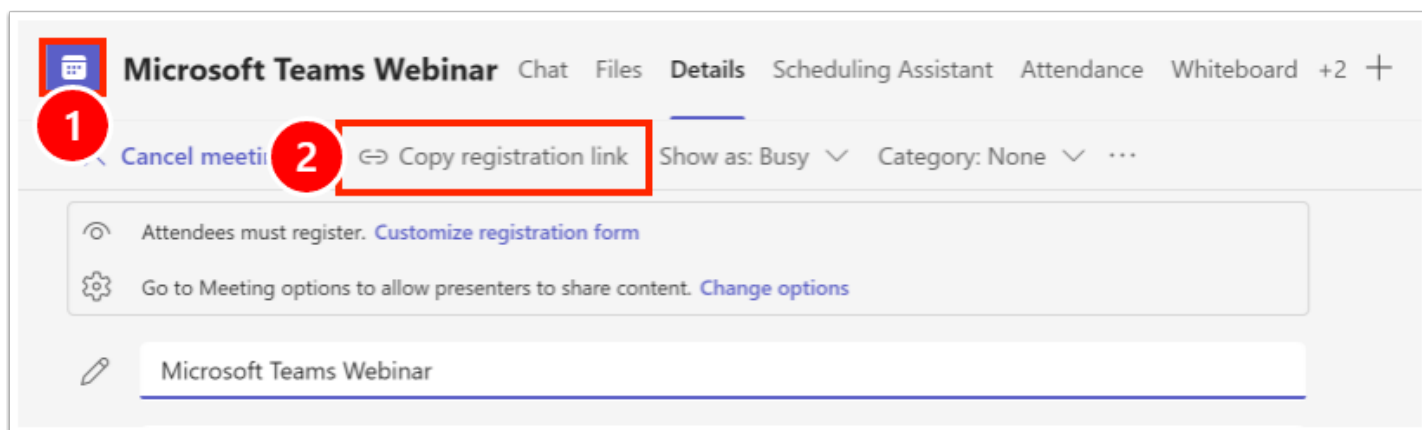
2. Modify the **Register for this event** section. You can add pre-defined or custom fields. (optional)
3. Add information about speakers (optional)
4. Upload a cover picture (optional)
5. Select **Save** button to save and preview your registration form

## 1.4. Save the webinar



1. Once you complete setting up all sections, select 'Send' button to schedule the webinar and invite the additional presenters (if available). After this step, the registration link for potential attendees becomes active.

## 2. Share the registration link and event details with potential attendees

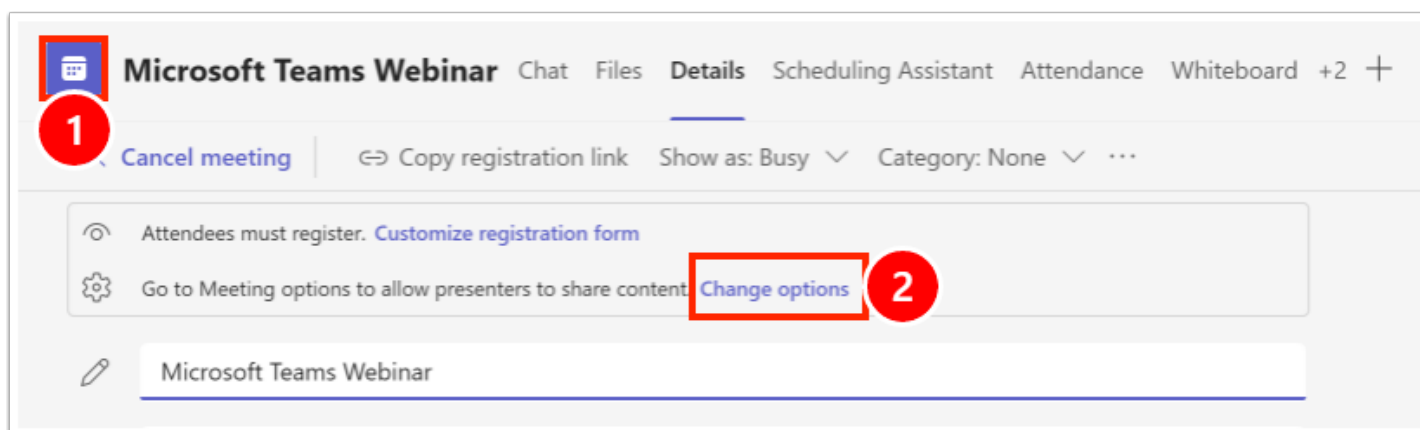


After you create the webinar and registration form, you can start sharing it with potential participants:

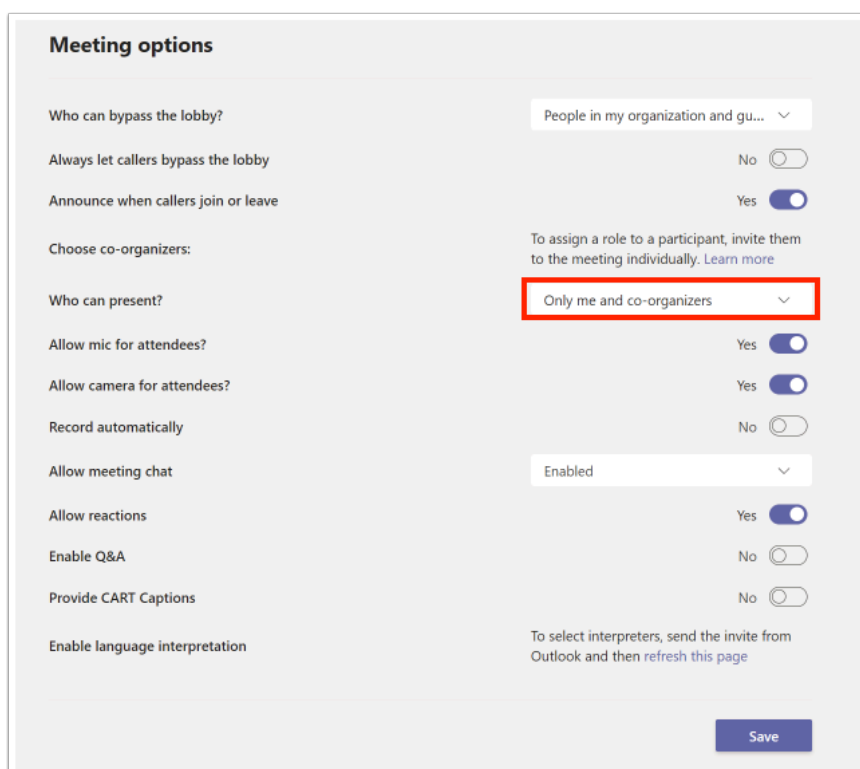
1. Open the webinar event in your Teams Calendar
2. Select the **Copy registration link**. You can then paste this link into emails, websites, and/or share via other channels.



## 3. Choose your webinar settings



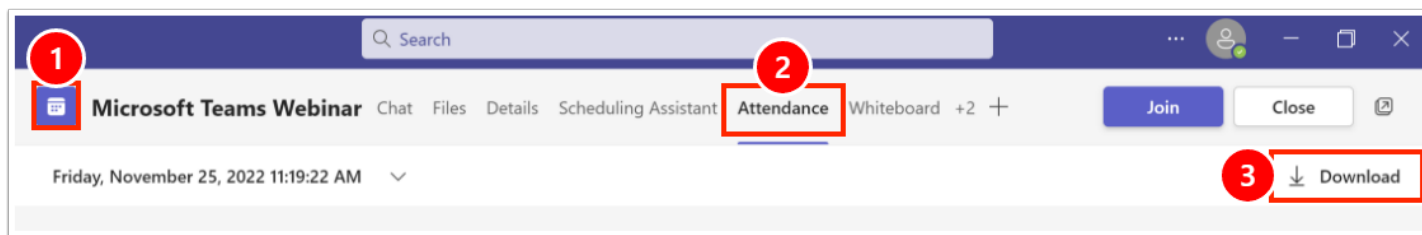
1. Open the webinar event in your Teams Calendar
2. Select **Change Options** and make all required changes



Default Webinar settings are very similar to the default Meeting settings. The difference is that the **Who can present?** setting is set to **Only me and co-organizers**. Co-organizers and interpreters must be invited separately and individually.



## 4. Download the registration report




The screenshot shows a spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	1. Summary											
2	Meeting title	Microsoft Teams Webinar										
3	Viewed registration page	1										
4	Registered participants	1										
5	Canceled registrations	0										
6	Attended participants	1										
7	Start time	11/25/22, 11:19:21 AM										
8	End time	11/25/22, 11:22:57 AM										
9	Meeting duration	3m 37s										
10	Average attendance time	3m 27s										
11												
12	2. Participants											
13	Name	First join	Last leave	In-meeting	Email	Participant Role	Registration first name	Registration last name	Registration email	Registration time	Registration status	
14	ir	11/25/22,	11/25/22,	3m 27s	ir	ir	Organizer					
15							A	L	a	11/25/22, 11:35:52 AM	Registered	
16												

A red circle with the number 4 is placed over the 'Participants' section, with arrows pointing to the '2. Participants' header and the first participant row.

Download the registration report for data about who registered and how they responded to the registration questions:

1. Open the webinar event in your Teams Calendar
2. Select the **Attendance** tab
3. Select the **Download** button to download a .csv file with the registration report
4. Check out the information about registered attendees in the **Participants** section in the .csv file

 Want to learn more about MS Teams Webinars? Check out this [Connect+Learn session recording about Microsoft Teams Webinars](#)